

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

2017-18 Communication Skills

**Report on Communication Skills for the year 2017-18**

3 months training programme in communication skills was organized by Jawahar Knowledge Centre of this College. It was intended for B.A., B.Com and B Sc final year students. It was conducted in 3 batches during the academic year 2017-2018.

Details of Batch-3:

BATCH NO	DURATION	NO OF STUDENTS ATTENDED
III	1.12.2017 to 28.2.2018	37

The following topics were covered in the training programme.

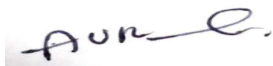
- Reading Skills
- Writing Skills
- Speaking Skills
- Voice based efficiency
- Internet Skills
- Communication skills

1. The following resource persons Sri A.V.Ramana Rao & Sri K.Chandrasekhara Rao – Lecturer in English Conducted the training programme.

Certificates were issued to all the participants after the completion of each batch programme.

The candidates found the training very useful for studies and future career.

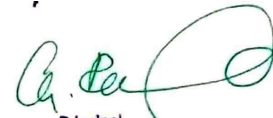
1.



2.



Signature of the Resource Persons



Principal  
Y A. Govt. Degree College for Women  
CHIRALA - 523 155, Prakasam Dt. (A.P.)

Principal

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

2017-18 Communication Skills

JKC Curriculum

S.No	Topic	No. of Hours allotted
1	Communication Skill	60 hrs
2	Soft Skill	30 hrs - Soft Skills 10 hrs - Ethical Values
3	Analytical Skill	60 hrs
4	Computer Skill	60 hrs
5	General Awareness	30 hrs
Total		250 hrs
(The duration of the training is 3 months/90 Days)		

# Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

## 2017-18 Communication Skills

### Communication Skills:

Self Introduction

Be', 'Do' and 'Have' Forms

Modal Auxiliaries - I

Modal Auxiliaries - II

Question Tags

Simple Present Tense

Present Progressive Tense

Present Perfect and Present Perfect

Progressive Tense

Simple Past : Questions and Negative

Simple Past and Present Perfect Tense

Simple Past and Past Progressive Tenses

The Future Time

Concord

Conditional Clauses

Voice

Reported Speech

Articles

Adjectives

Comparison of Adjectives

Prepositions

Use of Conjunctions in Simple, Compound and Complex Sentences

### **Speaking Skills**

Vowel Sound

Consonant Sounds

Neutralization of Accent

### **Voice Based Efficiency**

Making polite Requests

Asking for and giving permissions

Offering, Accepting and Denying Help

Asking for and Giving Directions

Extending Invitations

Expressing Sympathy

Agreeing and Disagreeing

Making Complaints

### **Reading Skills**

Synonyms

Antonyms

Idiomatic Expressions

One Word Substitutes

Reading Skills-I (Skimming and Scanning)

Reading Skills-II

Reading Skills-III

Reading Skills-IV

Reading Comprehension

### **Writing Skills**

Paragraph Writing

Essay Writing

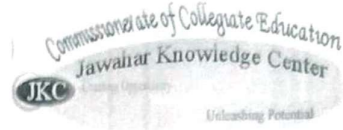
Note Making

Précis Writing

Resume Writing

**Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA**

**2017-18 Communication Skills**



**Y.A. GOVT. DEGREE COLLEGE FOR WOMEN, CHIRALA, PRAKASAM (DIST.)**

**Dr. CH. RAMANAMMA**  
M.Sc., M.Phil., Ph.D.  
Principal

**Sri K.ChandraSekhara Rao**  
JKC Coordinator

Office & Fax : 08594 - 234372  
Principal : 08594 - 232204  
E-Mail Id : [gdcwchirala@gmail.com](mailto:gdcwchirala@gmail.com), [chirala.jkc@gmail.com](mailto:chirala.jkc@gmail.com)

CHIRALA,  
Dt: 20-11-2017.








**CIRCULAR**

All the students of final year Arts, Science and Commerce courses are hereby informed that they have to attend JKC Training classes everyday from 9 a.m. - 10.00 a.m. and 4 p.m.- 6 p.m. as III batch from 01.12.2017. This training includes Communication & Soft skills, Analytical & Computer Skills for three months. Hence all the lecturers of the departments History, Economics, Political Science, Mathematics, Physics, Chemistry, Computers, Botany, Zoology and Microbiology and Commerce are hereby instructed to not to prevent the students from attending JKC classes. This training is very useful to them for competitive examinations.

  
20/11/17

PRINCIPAL

Jawahar Knowledge Centre  
PRINCIPAL  
Govt Degree College for  
CHIRALA-523 155

III B.SC MPCS -   
III B.SC MSCS-   
III B.SC MCCS-   
III B.SC MPC-  
III B.SC BZC-   
III B.SC MZC-   
III B.Com CA-   
III B.Com Gen-   
III B.A. HEP-

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

2017-18 Communication Skills



**Teaching Communication Skills by Smt G.Seshu on 06.01.2018**

## Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

### 2017-18 Communication Skills

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA JKC – REGISTERED STUDENTS - BATCH-3 – 2017-18				
S.No.	Student Name	DOB	Category	Contact Number
1	P. Sujana	18-05-1997	SC-Mala	9912193813
2	A. Siva Jaya Lakshmi	15-08-1998	OC-Reddy	9959185192
3	B. Asha Rani	20-05-1998	SC-Madiga	9849935845
4	B. Malleswari	4/3/1997	OC-Reddy	9676033274
5	B. Uma Maheswari	5/8/1998	OC-Reddy	9676033274
6	D. Sanny	9/1/1998	SC-Mala	8341096460
7	G. Supriya	23-03-1998	ST-Erukula	7675071380
8	G. Siva Naga	5/6/1998	BC-D-Uppara	7382696780
9	G. Revathi	27-07-1997	ST-Erukula	7032848498
10	K. Priyanka	6/12/1997	OC-Reddy	9949468485
11	M. Nandini	15-06-1998	BC-B-Devanga	7207615569
12	M. Durga	24-06-1998	BC-B-Devanga	9032626893
13	M. Divya Vani	27-02-1996	SC-Hindu-Mala	8019374910
14	N. Naga Lakshmi	6/6/1995	BC-A-Pallekapu	9642832097
15	P. V. Parvathi	10/6/1997	BC-D	7659910547
16	P. Jayavardhani	23-06-1997	BC-B-Padmasali	7842613788
17	Sk. Reshma	8/6/1998	BC-E-Shaik	8341096460
18	T. Manju Latha	15-08-1997	SC-Mala	9542825101
19	K. Neelima	7/7/1998	ST-Erukula	7675071380
20	M. Akhila	16-11-1999	SC-Mala	7382696780
21	K. Rajasri	9/7/2000	SC-Madiga	7032848498
22	V. Sri Lakshmi Bai	6/7/1999	ST-Sugali	9949468485
23	S. Naga Lakshmi	10/6/2000	ST-Erukula	7207615569
24	T. Naga Lakshmi	30-05-1997	SC-Madiga	9032626893
25	G. Sai Soundarya	1-6-91997	SC-Mala	8019374910
26	V. Pravallika	25-04-2000	ST-Erukula	9642832097
27	D. Swetha	4/7/2000	ST-Erukula	9949468485
28	R. Happy	19-05-1999	SC-Mala	7207615569
29	D. Rajitha	8/6/1997	SC-Mala	9032626893
30	K. Jhansi Lakshmi	2/1/1991	SC-Madiga	8019374910
31	N. Prasanna	12/8/1997	SC-Mala	9642832097
32	S. Vasundhara	18-06-1999	SC-Mala	7659910547

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

2017-18 Communication Skills

33	M. Vara Lakshmi	5/1/1997	SC-Mala	7842613788
34	M. Supriya	13-02-1995	ST-Erukula	8341096460
35	J. Veera Vani	15-05-1997	SC-Mala	9542825101
36	K. V. L. Tirupatamma	27-03-1996	ST-Yanadi	9959185192
37	K. Sailaja	10/6/1996	SC-Mala	9849935845



Principal  
Y A. Govt. Degree College for Women  
CHIRALA - 523 155, Prakasam Dt., (A.P.)

**Y.A.GOVT.DEGREE COLLEGE FOR WOMEN, CHIRALA**

**2017-18 Communication Skills**

Sl. No.	Pupil's Name	Date							Total	Remarks
		1	2	3	4	5	6	7		
1	P. Sujan, SC	PP	PP	PP	PP	PP	PP	PP	PP	
2	A. Srinivas Lakshmi, SC	PP	PP	PP	PP	PP	PP	PP	PP	
3	R. Asha Ravi, SC	PP	PP	PP	PP	PP	PP	PP	PP	
4	R. Nallekani, SC	PP	PP	PP	PP	PP	PP	PP	PP	
5	B. Uma Rekavani, SC	PP	PP	PP	PP	PP	PP	PP	PP	
6	D. Saany, SC	PP	PP	PP	PP	PP	PP	PP	PP	
7	G. Sujaya, ST	PP	PP	PP	PP	PP	PP	PP	PP	
8	G. Sridurga, SC	PP	PP	PP	PP	PP	PP	PP	PP	
9	G. Ravi, ST	PP	PP	PP	PP	PP	PP	PP	PP	
10	K. Jayanta, SC	PP	PP	PP	PP	PP	PP	PP	PP	
11	H. Nandini, SC	PP	PP	PP	PP	PP	PP	PP	PP	
12	H. Divya, SC	PP	PP	PP	PP	PP	PP	PP	PP	
13	H. Divyavathi, SC	PP	PP	PP	PP	PP	PP	PP	PP	
14	H. V. Anagalakshmi, SC	PP	PP	PP	PP	PP	PP	PP	PP	
15	P. V. Parvati, SC	PP	PP	PP	PP	PP	PP	PP	PP	
16	K. P. Jayalakshmi, SC	PP	PP	PP	PP	PP	PP	PP	PP	
17	K. Reshma, SC	PP	PP	PP	PP	PP	PP	PP	PP	
18	K. Hanu Lakshmi, SC	PP	PP	PP	PP	PP	PP	PP	PP	
19	K. Anitha, SC	PP	PP	PP	PP	PP	PP	PP	PP	
20	H. Akhila, SC	PP	PP	PP	PP	PP	PP	PP	PP	
21	K. Rajasri, SC	PP	PP	PP	PP	PP	PP	PP	PP	
22	U. Sridakshini, SC	PP	PP	PP	PP	PP	PP	PP	PP	
23	S. Anagalakshmi, ST	PP	PP	PP	PP	PP	PP	PP	PP	
24	T. Anagalakshmi, SC	PP	PP	PP	PP	PP	PP	PP	PP	
25	G. Sri Soudhama, SC	PP	PP	PP	PP	PP	PP	PP	PP	
26	U. Pravalika, ST	PP	PP	PP	PP	PP	PP	PP	PP	
27	D. Sreeta, ST	PP	PP	PP	PP	PP	PP	PP	PP	
28	R. Hanu, SC	PP	PP	PP	PP	PP	PP	PP	PP	
29	D. Rajilakshmi, SC	PP	PP	PP	PP	PP	PP	PP	PP	
30	K. Tharini Lakshmi, SC	PP	PP	PP	PP	PP	PP	PP	PP	

**Pupils Attendance Register**

**విద్యార్థుల హాజరు పట్టిక**

Class: \_\_\_\_\_  
 Date: \_\_\_\_\_

Sl. No.	Pupil's Name	1	2	3	4	5	6	7	8
1	P. Sujan, SC	PP	PP	PP	PP	PP	PP	PP	PP
2	A. Srinivas Lakshmi, SC	PP	PP	PP	PP	PP	PP	PP	PP
3	R. Asha Ravi, SC	PP	PP	PP	PP	PP	PP	PP	PP
4	R. Nallekani, SC	PP	PP	PP	PP	PP	PP	PP	PP
5	B. Uma Rekavani, SC	PP	PP	PP	PP	PP	PP	PP	PP
6	D. Saany, SC	PP	PP	PP	PP	PP	PP	PP	PP
7	G. Sujaya, ST	PP	PP	PP	PP	PP	PP	PP	PP
8	G. Sridurga, SC	PP	PP	PP	PP	PP	PP	PP	PP
9	G. Ravi, ST	PP	PP	PP	PP	PP	PP	PP	PP
10	K. Jayanta, SC	PP	PP	PP	PP	PP	PP	PP	PP
11	H. Nandini, SC	PP	PP	PP	PP	PP	PP	PP	PP
12	H. Divya, SC	PP	PP	PP	PP	PP	PP	PP	PP
13	H. Divyavathi, SC	PP	PP	PP	PP	PP	PP	PP	PP
14	H. V. Anagalakshmi, SC	PP	PP	PP	PP	PP	PP	PP	PP
15	P. V. Parvati, SC	PP	PP	PP	PP	PP	PP	PP	PP
16	K. P. Jayalakshmi, SC	PP	PP	PP	PP	PP	PP	PP	PP
17	K. Reshma, SC	PP	PP	PP	PP	PP	PP	PP	PP
18	K. Hanu Lakshmi, SC	PP	PP	PP	PP	PP	PP	PP	PP
19	K. Anitha, SC	PP	PP	PP	PP	PP	PP	PP	PP
20	H. Akhila, SC	PP	PP	PP	PP	PP	PP	PP	PP
21	K. Rajasri, SC	PP	PP	PP	PP	PP	PP	PP	PP
22	U. Sridakshini, SC	PP	PP	PP	PP	PP	PP	PP	PP
23	S. Anagalakshmi, ST	PP	PP	PP	PP	PP	PP	PP	PP
24	T. Anagalakshmi, SC	PP	PP	PP	PP	PP	PP	PP	PP
25	G. Sri Soudhama, SC	PP	PP	PP	PP	PP	PP	PP	PP
26	U. Pravalika, ST	PP	PP	PP	PP	PP	PP	PP	PP
27	D. Sreeta, ST	PP	PP	PP	PP	PP	PP	PP	PP
28	R. Hanu, SC	PP	PP	PP	PP	PP	PP	PP	PP
29	D. Rajilakshmi, SC	PP	PP	PP	PP	PP	PP	PP	PP
30	K. Tharini Lakshmi, SC	PP	PP	PP	PP	PP	PP	PP	PP

Teacher's Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA**

**2017-18 Communication Skills**

శా. .... Dept  
 విద్యావర్షం ..... 2017

**Pupils Attendance Register**

1	2	3	4	5
విద్యార్థి పేరు	పేరు	తేదీ	1	2
			3	4
			5	6
			7	8
			9	10
			11	12
			13	

1	2	3	4	5	6	7	8	9	10	11	12	13
11	12	13	14	15	16	17	18	19	20	21	22	23
14	15	16	17	18	19	20	21	22	23	24	25	26
17	18	19	20	21	22	23	24	25	26	27	28	29
20	21	22	23	24	25	26	27	28	29	30	31	32
23	24	25	26	27	28	29	30	31	32	33	34	35
26	27	28	29	30	31	32	33	34	35	36	37	38
29	30	31	32	33	34	35	36	37	38	39	40	41
32	33	34	35	36	37	38	39	40	41	42	43	44
35	36	37	38	39	40	41	42	43	44	45	46	47
38	39	40	41	42	43	44	45	46	47	48	49	50
41	42	43	44	45	46	47	48	49	50	51	52	53
44	45	46	47	48	49	50	51	52	53	54	55	56
47	48	49	50	51	52	53	54	55	56	57	58	59
50	51	52	53	54	55	56	57	58	59	60	61	62
53	54	55	56	57	58	59	60	61	62	63	64	65
56	57	58	59	60	61	62	63	64	65	66	67	68
59	60	61	62	63	64	65	66	67	68	69	70	71
62	63	64	65	66	67	68	69	70	71	72	73	74
65	66	67	68	69	70	71	72	73	74	75	76	77
68	69	70	71	72	73	74	75	76	77	78	79	80
71	72	73	74	75	76	77	78	79	80	81	82	83
74	75	76	77	78	79	80	81	82	83	84	85	86
77	78	79	80	81	82	83	84	85	86	87	88	89
80	81	82	83	84	85	86	87	88	89	90	91	92
83	84	85	86	87	88	89	90	91	92	93	94	95
86	87	88	89	90	91	92	93	94	95	96	97	98
89	90	91	92	93	94	95	96	97	98	99	100	101
92	93	94	95	96	97	98	99	100	101	102	103	104
95	96	97	98	99	100	101	102	103	104	105	106	107
98	99	100	101	102	103	104	105	106	107	108	109	110
101	102	103	104	105	106	107	108	109	110	111	112	113

14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113			
20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113						
23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113									
26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113												
29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113															
32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113																		
35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113																					
38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113																								
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113																											
44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113																														
47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100</																																														

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

2017-18 Communication Skills



Certificate



This is to certify that

Mr. / Miss B. Lavanya 2017

D/o, S/o, Srinivasa Rao With JKC ID No. 21566jkcbatchII 7015484

has successfully completed the 400 hours Jawahar Knowledge Centre Training Program in

Communication & Soft Skills, Analytical Skills and Technical Skills

at Y.A. Govt. Degree College of Women, CHIRALA.

from 1.9.2017 to 30.11.2017.

P. Rao  
JKC Coordinator



G. C. Rao  
Principal & Chairman JKC  
Govt. Degree College



Certificate



This is to certify that

Mr. / Miss P. Sudraja

D/o, S/o, Srinivasa Rao With JKC ID No. 21566jke2017 batch II 17015981

has successfully completed the 400 hours Jawahar Knowledge Centre Training Program in

Communication & Soft Skills, Analytical Skills and Technical Skills

at Y.A. Govt. Degree College of Women, CHIRALA.

from 1.9.2017 to 30.11.2017.

P. Rao  
JKC Coordinator



G. C. Rao  
Principal & Chairman JKC  
Govt. Degree College