

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

2019-20 Communication Skills

**Report on Communication Skills FOR THE YEAR 2019-20**

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 2019-20.

Details of Batch-3:

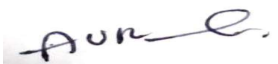

BATCH NO	DURATION	NO OF STUDENTS ATTENDED
III	1.11.2019 to 25.2.2020	32

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 person Sri A.V.Ramana Rao & Sri K.Chandrasekhara Rao, Lecturers 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**

**2019-20 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)		

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## 2019-20 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**

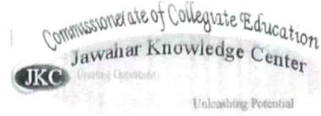
Synonyms  
Antonyms  
Idiomatic Expressions  
One Word Substitutes  
Reading Skills-I (Skimming and Scanning)  
Reading Skills-II  
Reading Skills-III  
Reading Skills-IV  
Reading Comprehension

### **Writing Skills**

Paragraph Writing  
Essay Writing  
Note Making  
Précis Writing  
Resume Writing

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

**2019-20 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: 25-10-2019.

**CIRCULAR**

All the students of final year B.A, B.Com and B.Sc courses are hereby informed that they have to attend JKC Training classes' everyday from 9 a.m. – 10.00 a.m.and 4pm-6pm as III batch from 04.11.2019. This training includes Communication & Soft skills, Analytical & Computer Skills for 3 months. Hence all the final year students register their names at JKC center. This training is very useful for competitive examinations. JKC training is mandatory for all final years.

  
PRINCIPAL

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

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

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

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Language Skills training by sri K Chandrasekhara Rao on 20.11.2019

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

## 2019-20 Communication Skills

YA GOVT. DEGREE COLLEGE (W), CHIRALA, PRAKASAM (DIST) REGISTERED STUDENTS FOR 2019-20 JKC BATCH - 3					
SL#	Student Name	DOB (dd/mm/yyyy)	Caste (ST / SC / BC-A / BC-B / BC-C / BC-D / BC-E / OC)	Stream Name BA / Bcom / B.Sc / BBA / Any Other	Course/Group Name Example: BZC, MPC, CEC, HEP
1	G. Vyshnavi	26-7-2000	BC-D, Yadava	BA	HEP
2	K. Neelima	7/7/1998	ST-Erukula	BA	HEP
3	M. Akhila	16-11-1999	SC-Mala	BA	HEP
4	K. Rajasri	9/7/2000	SC-Madiga	BA	HEP
5	V. Sri Lakshmi Bai	6/7/1999	ST-Sugali	BA	HEP
6	S. Naga Lakshmi	10/6/2000	ST-Erukula	BA	HEP
7	T. Naga Lakshmi	30-05-1997	SC-Madiga	BA	HEP
8	G. Sai Soundarya	1-6-91997	SC-Mala	BA	HEP
9	V. Pravallika	25-04-2000	ST-Erukula	BA	HEP
10	Sk. Jasmine	25-08-1999	BC-E-Muslim	BA	HEP
11	D. Swetha	4/7/2000	ST-Erukula	BA	HEP
12	R. Happy	19-05-1999	SC-Mala	BA	HEP
13	D. Rajitha	8/6/1997	SC-Mala	BA	HEP
14	K. Jhansi Lakshmi	2/1/1991	SC-Madiga	BA	HEP
15	N. Prasanna	12/8/1997	SC-Mala	BA	HEP
16	S. Vasundhara	18-06-1999	SC-Mala	BA	HEP
17	K. Krishna Veni	26-02-2000	BC-D-Yadava	BA	HEP
18	M. Mounika	17-07-1999	BC-B-Padmasali	B Sc	BZC
19	S. Rama Lakshmi	7/9/1999	BC-A-Vada Balija	B Sc	BZC
20	S. Martha	4/2/1999	BC-A-Vada Balija	B Sc	BZC
21	T. Naga Malleswari	10/8/1997	SC-Madiga	B Sc	BZC
22	P. Rupavathi	10/7/1999	ST-Erukula	B Sc	BZC
23	G. Uma Lakshmi	22-08-2000	BC-B-Setti Balija	B Sc	BZC
24	B. Pavani	9/6/2000	BC-A-Rajaka	B Sc	BZC
25	D. Radhika	30-08-1999	ST-Erukula	B Sc	BZC
26	S. Yamini Sai Kumari	4/7/2000	BC-A-Rajaka	B Sc	MZC
27	T. Jyosthna Rani	20-07-1996	SC-Madiga	B Sc	MZC
28	A Chamundeswari	21/6/2000	BC	B.Com	CA
29	M UmaRajeswari	29/7/1999	BC	B.Com	CA
30	M Pravallika	06/02/2000	SC	B.Com	CA
31	K. Krishna Veni	26-02-2000	BC-D-Yadava	BA	HEP
32	M. Mounika	17-07-1999	BC-B-Padmasali	B Sc	BZC



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

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

**2019-20 Communication Skills**

Communication and Self Study Notes  
 III - Commenced from 11/19.

Name of the Office		JK. Path		Attendance										Register										Month Nov Year 2019		Remarks								
S. No.	NAME	Designation		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
1	G. Vishwanath, BSc			pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	
2	K. Neeraja, ST			pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	
3	M. Akhila, Sc			pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	
4	K. Rajasri, Sc			pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	
5	V. Sri Lakshmi, ST			pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	
6	S. Nagalakshmi, ST			pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	
7	T. Nagalakshmi, Sc			pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	
8	V. Praveena, ST			pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	
9	SK. Indira, BSc			pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	
10	K. Shanmukha Lakshmi, Sc			pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	
11	N. Praveena, Sc			pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	
12	K. Krishna Veni, BSc			pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	
13	T. Jyostha, BSc			pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	
14	T. Yamini Sai Kumar, BSc			pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	
15	M. Thiruvika, BSc			pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	
16	S. Ramalakshmi, BSc			pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	
17	S. Radha, Sc			pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	
18	P. Nagamallegani, Sc			pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	
19	P. Rajavathi, ST			pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	
20	G. Uma Lakshmi, BSc			pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	
21	B. Praveen, BSc			pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	
22	A. Choudhury, BSc		✓	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	
23	M. Uma Rajeswari, BSc			pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	
24	M. Pravalika, Sc			pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	
25	G. Sundaraj, Sc			pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	
26	Dr. Sueltha, ST			pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	
27	R. Heppy, Sc			pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	
28	D. Rajitha, Sc			pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	
29	S. Venkataswara, Sc			pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	
30	D. Kadalya			pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	
31	P. Sivanan Govini, Sc			pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	
32	P. Lalitha			pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	pa	

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

2019-20 Communication Skills



*Certificate*



*This is to certify that*

Mr. / Miss K. Sireesha

D/o, S/o, Shrinivasa Rao With JKC ID No. 21564JKC2019batchE 830421

*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 1.8.2019 to 30.11.2019

*R. Rao*  
JKC Coordinator



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