

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

2020-21 Communication Skills

Report on Communication Skills FOR THE YEAR 2020-21

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 2020-21.

BATCH NO	DURATION	NO OF STUDENTS ATTENDED
I	1.11.2020 to 30.1.2021	50
II	1.2.2021 to 31.3.2021	42

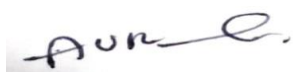
The following topics were covered in the training programme.

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

1. The following resource person Sri AVRamana 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

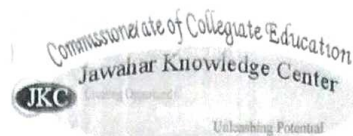


Principal
Y.A.Govt. Degree College for Women
CHIRALA - 523 155, Prakasam Dt., (A.P.)

Principal

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

2020-21 Communication Skills



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

Dr. CH. RAMANAMMA

M.Sc., M.Phil., Ph.D.

Principal

Office & Fax : 08594 - 234372

Principal : 08594 - 232204

E-Mail Id : qdcwchirala@gmail.com, chirala.jkc@gmail.com

Sri K.ChandraSekhara Rao

JKC Coordinator

CHIRALA,

Dt: 26-10-2020.

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. – 12.00 p.m. as summer batch from 01.11.2020. 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 Gen. & CA-

III B.A. -

III B.SC MPSC -

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

2020-21 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

2020-21 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

2020-21 Communication Skills



Communication Skills class by Sri A.V.RamanaRao on 1.11.2020

2020-21 Communication Skills

విల్లూరి హాజిరు పట్టి

NOV 20
సంవత్సరము
Ratcha-I

దేశాల సంఖ్య
సగటు వాడరు


 文部科学省
 教育部
 文化庁
 科学振興局
 スポーツ庁
 国際文化政策本部
 国際文化政策推進部
 国際文化政策推進課
 国際文化政策推進室
 国際文化政策推進員

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Principal
Y.A. Govt. Degree College for Women
CHIRALA, Bapatla., (A.P.)

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

2020-21 Communication Skills



CERTIFICATE



This is to certify that Mr. / Miss. B. Likhitha

D/o, S/o Yesu Ratnam with JKC ID No. : JKC 2020 batch I bsc20 has successfully completed the 400 hours Jawahar Knowledge Centre Training Program in Communication & Soft Skills, Analytical Skills and Technical Skills at Y.A. Government Degree College for Women, Chirala, Prakasam Date. from 1.11.2020 to 31.12.2020.

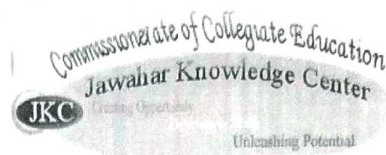

JKC Coordinator




Principal & Chairman JKC
Y.A. Govt. Degree Collage (W)
Chirala

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

2020-21 Communication Skills



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

Dr. CH. RAMANAMMA

M.Sc., M.Phil., Ph.D.

Principal

Office & Fax : 08594 - 234372

Principal : 08594 - 232204

E-Mail Id : gdcwchirala@gmail.com, chirala.jkc@gmail.com

Sri K.ChandraSekhara Rao

JKC Coordinator

CHIRALA,

Dt: 20-01-2021.

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 second batch from 01.02.2021. This training includes Communication & Soft skills, Analytical & Computer Skills for 3 months. Hence all the final year students register their names at JKC center. As per JKCMC,O/o CCE JKC training is mandatory for all final years.

Ca. 20/1/21

PRINCIPAL
Jawahar Knowledge Centre
PRINCIPAL
Govt. Degree College for
CHIRALA-523 109

III B.Com Gen.& CA- *[Signature]*

III B.A. - *[Signature]*

III B.SC MPCS - *[Signature]*

III B.SC MSCS- *[Signature]*

III B.SC MCCS- *[Signature]*

III B.SC MPC- *[Signature]*

III B.SC BZC- *[Signature]*

III B.SC MZC- *[Signature]*

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

2020-21 Communication Skills



Involving students into Role Play's session in communication skills training on 17.2.2021

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

2020-21 Communication Skills

Soft Skills & Communication Skills
 1-2-2014

Pupils Attendance Register

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1	D. BUELA SOCHETINA	P	P	P	P	P	P	P
2	U. ANUSHA	P	P	P	P	P	P	P
3	V. DEGESWADARPOYANA	P	P	P	P	P	P	P
4	K. MANNAKUMARI	P	P	P	P	P	P	P
5	CH. SUPRIYA	P	P	P	P	P	P	P
6	M. SADIAKSHMULIWA	P	P	P	P	P	P	P
7	T. NAGAWAND	P	P	P	P	P	P	P
8	D. SMOLY	P	P	P	P	P	P	P
9	S. NADHYA	P	P	P	P	P	P	P
10	D. DEPTHO	P	P	P	P	P	P	P
11	O. PALLAV	P	P	P	P	P	P	P
12	A. SATYAVENUS	P	P	P	P	P	P	P
13	A. KALYAN	P	P	P	P	P	P	P
14	O. CHANDRKA	P	P	P	P	P	P	P
15	D. PADMAVAN	P	P	P	P	P	P	P
16	O. ROJAPAND	P	P	P	P	P	P	P
17	K. LAKSHMITHIRUPATHA	P	P	P	P	P	P	P
18	D. SUVARNA	P	P	P	P	P	P	P
19	K. VENNELA	P	P	P	P	P	P	P
20	G. SARASWATHI	P	P	P	P	P	P	P
21	M. KAMAKSHI	P	P	P	P	P	P	P
22	K. SUBBARAVANNA	P	P	P	P	P	P	P
23	V. SOTAIKSHM	P	P	P	P	P	P	P
24	G. DIVYA	P	P	P	P	P	P	P
25	G. SAMARANYAM	P	P	P	P	P	P	P
26	S. SUPANYA	P	P	P	P	P	P	P
27	K. PRASANN	P	P	P	P	P	P	P
28	A. GIRARDANI	P	P	P	P	P	P	P
29	Y. MAYURI	P	P	P	P	P	P	P
30	M. SARADAPANA	P	P	P	P	P	P	P
31	K. SIRESHA	P	P	P	P	P	P	P
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2020-21 Communication Skills

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

2020-21 Communication Skills



CERTIFICATE

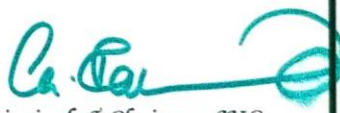


This is to certify that Mr. / Miss. P. Venkata Lakshmi

D/o, S/o Venkata Ramana with JKC ID No. : jk2020batch11 ^{bcom11} has successfully completed the 400 hours Jawahar Knowledge Centre Training Program in Communication & Soft Skills, Analytical Skills and Technical Skills at Y.A. Government Degree College for Women, Chirala, Prakasam
Date. from 1.11.2020 to 31.12.2020.


JKC Coordinator




Principal & Chairman JKC
Y.A. Govt. Degree Collage (W)
Chirala