



# VISAKHA GOVERNMENT DEGREE COLLEGE FOR WOMEN

(NAAC REACCREDITED 'B' GRADE INSTITUTION)

OLD JAIL ROAD, VISAKHAPATNAM 530 020, ANDHRA PRADESH

WWW.WOMENGOVTCOLLEGEVISAKHA.AC.IN



## DEPARTMENT OF ENGLISH

# Certificate Course on COMMUNICATION SKILLS FOR PERSONLITY BUILDING



### OBJECTIVES:

1. **Communication Games**  
*Motivation*
2. **Stress management**
3. **Time management.**
4. **Facing Interview panel**  
*Appropriate body language*  
*Tips to perfect presentation*
5. **Daily quotations**
6. **How to dress up appropriately**
7. **Yes I Can Attitude**
8. **Effective public speaking**
9. **Leadership Traits for Effective**  
*Personal Productivity*

**Duration : 30 Hrs**



**Faculty**

**Dr.P.Padma Priya**  
Lecturer in English

**Course Coordinator**  
**Dr.P.Padma Priya**  
Head of the Department

**Course Director**  
**Dr.S.Shobha Rani**  
Principal

## Communication Skills and Personality Building – 2021

### SYLLABUS

1. Sounds of English
2. Word Accent
3. Intonation
4. Concord
5. Modal Auxiliaries
6. Tenses
7. Articles
8. Prepositions
9. Question Tags
10. Voice
11. Reported Speech
12. Degrees of Comparison
13. Error Correction
14. Punctuation
15. Spelling
16. Paragraph Writing
17. SWOT/ SWOC
18. Positive Attitude
19. Emotional Intelligence
20. Telephone Etiquette
21. Interpersonal Skills
22. One word substitutes
23. Skimming and Scanning
24. Reading Comprehension
25. Note Making/ Taking
26. Resume
27. Notice, Agenda and Minutes
28. Letter Writing
29. E- Correspondence
30. Greetings
31. Introductions
32. Requests
33. Asking and Giving Information
34. Agreeing and Disagreeing
35. Dialogue Building
36. Giving Instructions
37. Giving Directions
38. Debates
39. Descriptions
40. Role Plays

Sl.No.	Date	Title	Page No.	Teacher's Sign Remarks
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Certificate course

on

Communication skills

for personality building

Department of English

Course Coordinator

Padmapriya, J. Sunitha

(2020-21)

(2021 - )



2020-21

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

Page No. \_\_\_\_\_

S.No.	Name of the student (course)	16/12	17/12	18/12	19/12	21/12	22/12
1.	A. Mounika	X	X	X	X	X	X
2.	B. Aswini	X	X	X	X	X	X
3.	Ch. Jeevana	X	0	X	X	X	X
4.	D. Sonia	X	X	X	X	X	X
5.	D. Likhitha	X	X	X	X	X	X
6.	J. Kunjari	X	X	X	0	X	X
7.	K. Jyothsna	X	0	X	X	X	X
8.	K. Madhavi	X	X	X	X	X	X
9.	L. Navya	X	X	X	X	X	X
10.	M. Rukmini	X	X	X	X	X	X
11.	M. Rani	X	X	X	X	X	X
12.	M. Ushakanthi	X	X	X	X	X	X
13.	N. Bhargavi	X	X	X	X	X	X
14.	P. Kanya Kiranmai	X	X	X	X	X	X
15.	P. Maheswari	X	X	X	X	X	X
16.	P. Priyanka	X	X	X	X	X	X
17.	P. Mounika	X	X	X	X	0	X
18.	P. Aruna	X	X	X	X	X	X
19.	S. Venkatalakshmi	X	X	X	X	X	X
20.	S. NookaRatnam	X	X	X	X	X	X
21.	T. Deeksha	X	X	X	X	X	X
22.	V. Baniki Nandini	X	X	X	X	X	X
23.	Y. Roji	X	X	X	X	X	X







S/I	19/1	20/1	21/1	22/1	23/1	25/1	27/1	28/1	29/1	30/1
X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X



S.No.	Name of the student (mtr)	16/12	17/12	18/12	19/12	21/12	22/12
1.	B. Manisha	X	X	X	X	X	X
2.	B. Hemalatha	X	X	X	X	X	X
3.	B. Pavitra	X	X	X	X	X	X
4.	B. Bhavani	X	X	X	X	X	X
5.	B. Subanya	X	X	X	X	X	X
6.	D. Nagapavani D. Nagapavathi	X	X	X	X	X	X
7.	G. Kavya	X	X	X	X	X	X
8.	G. Sandhya Rani	X	X	X	X	X	X
9.	K. Sudha Sivani	X	X	X	X	X	X
10.	K. Padma	X	X	X	X	X	X
11.	K. Harika	X	X	X	X	X	X
12.	K. Likhitha	X	X	X	X	X	X
13.	K. Naveena	X	X	X	X	X	X
14.	M. Madhuri	X	X	X	X	X	X
15.	M. Nagamani	X	X	X	X	X	X
16.	P. Manikumari	X	X	X	X	X	X
17.	P. Vinitha	X	X	X	X	X	X
18.	P. Kannathali	X	X	X	X	X	X
19.	S. Sai Sai Anju	X	X	X	X	X	X
20.	S. Sirisha	X	X	X	X	X	X
21.	Sumankumari Pandey	X	X	X	X	X	X
22.	V. Roja	X	X	X	X	X	X



























embryosac due to the fusion of two haploid polar nuclei of the  
 loid male gamete (nucleus) obtained from pollen grain. This is



20/10/12 21/10/12 22/10/12 23/10/12 24/10/12 25/10/12

x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	a	x	x	x
x	x	x	x	x	x	x	x	x	x

S.NO	Name of the student	16/12	17/12	18/12	19/12	20/12	21/12
1.	Boora. Lavanya	x	x	x	a	x	x
2.	Tangula. Sridevi	x	x	x	x	x	x
3.	vayabariki. geethanjali	x	x	a	x	x	x
4.	Killu. Priyanka	x	x	x	x	x	x
5.	Domani. Kasturi	x	x	x	x	x	x
6.	vaddadi. Poojitha	a	x	x	x	x	x
7.	Thalasingi. Saraswathi	x	x	x	x	x	x
8.	pinninti Rama	x	x	x	x	x	x
9.	Ganthyada. buggi	x	x	x	x	x	x
10.	pangi. sridayini	a	x	x	x	x	x
11.	sampangi. neelima	x	a	x	x	x	x
12.	Indigill. Mounika	x	x	a	x	x	x
13.	Ravi. Mounika	x	x	x	x	x	x
14.	Bevara. Swathi	x	x	x	x	x	x
15.	Arika Susmitha	x	x	x	x	x	x
16.	Thanavrapu. Swapna	x	x	x	x	x	x
17.	Tamapapu. Aruna	x	x	x	x	x	x
18.	Thallala. Kiranmayi	x	x	x	x	x	x
19.	Mulli. Sai lakshmi	x	x	x	x	x	x
20.	Saripalli. Lavanya devi	x	x	x	x	x	x
21.	palasa. priyanka	x	x	x	x	a	x
22.	thirupattai. Rajulamma	x	x	x	x	x	x
23.	Gadugu. venkata Ratnam	x	x	x	x	x	x
24.	Dabbi. Vasaswini	x	a	x	x	x	x
25.	vanthala. Savjanya	x	x	x	x	x	x
26.	varapula. Guroji	x	x	x	x	x	x





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

Page No. \_\_\_\_\_

S.No	Name of the student	16/12	17/12	18/12	19/12	20/12	21/12
27	SABada. Nandhini	x	x	x	x	a	x
28	Chodipilli. Gowthami	x	x	x	x	x	x
29	Kovvuri. Srisisha	x	a	x	x	x	x
30	Ponde. Rani	x	x	x	x	x	x
31	pappala. Sravani	x	x	x	x	x	x
32	yEduvaka. Leela	x	x	x	x	x	x
33	Varapula Suxalti	x	x	x	x	x	x
34	meerigi. Nooka ratnam	x	x	x	x	x	x
35	paalipala. Bhavani	x	x	x	x	x	x
36	meesala Bhagyasri	x	x	x	x	x	x

20/12 21/12 22/12 23/12 24/12 25/12 26/12 27/12 30/12

x	x	x	x	x	x	a	x	x
x	x	x	x	x	x	x	x	x
a	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x
x	x	x	a	x	x	x	x	x
x	x	x	x	x	x	x	x	x
x	x	x	x	a	x	x	x	x
x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x

S.No	Name of the Student	16/12	17/12	18/12	19/12	21/12	22/12
1	Pallakila Mouinisha	x	x	a	x	x	x
2	Tirratla Tyothi	x	x	x	x	x	x
3	Santoshi	x	x	x	x	x	x
4	Pangi. Matyakumari	x	x	x	x	x	x
5	Gedhala Sandhya	x	x	x	x	x	x
6	Sarakana Triveni	x	x	x	x	x	x
7	Koppala Aparna	x	x	a	x	x	x
8	Kolli Padma	x	x	x	x	x	x
9	Poibha Baby	x	x	x	x	x	x
10	Jonnada Santhi	x	x	x	a	x	x
11	Munjji Swarna kumari	x	x	x	x	x	x
12	Pervuri Lavanya lakshmi	x	x	x	x	x	x
13	Sobha Maheswari	x	x	x	x	x	x
14	Uggina Rupa	x	x	x	x	x	x
15	Ollesi Deepika	x	x	x	x	x	x
16	Pangi Durga	x	x	x	x	x	x
17	Seedari Sandhya	x	x	x	x	x	x
18	Kondapalli Tyothi	x	x	x	x	x	x
19	Gemmeli Sujatha	x	x	x	x	x	x
20	Korra Susmitha	x	x	x	a	x	x
21	Korra Tyothsna	x	x	x	x	x	x
22	Simma Salomi	x	x	x	x	x	x
23	Bodarapu Gangabhavani	x	x	x	x	x	x
24	Sobha Jonnaki	x	x	x	x	x	x
25	Nagarathnam	x	x	x	x	x	x
26	Chittanai Temima	x	x	x	x	x	x





















**Communication Skills and Personality Building 2020-2021**

**Question paper**

1Q .Write an imaginary conversation between two friends who meet at a party after several years in about five lines.

2Q. Match the following expressions with the corresponding professions: (5M)

- |                  |   |
|------------------|---|
| I Neighbor       | 1.You should take this medicine twice daily     |
| II. Constable    | 2. How many are you expecting for the Party Sir |
| III. Pharmacist  | 3. When are your Parents coming back            |
| IV. Teacher      | 4. You are not allowed to park your scooter     |
| V. Event Manager | 5. Class, you did not show much improvement     |

3Q. Prepare 5 debate points for the topic, "Freedom of Speech in India". (5M)

4Q. Make a call to someone and leave a message because the person you called is not available (5M)

5Q :

I. Why do you stare \_\_\_\_\_ me.

- |          |          |
|----------|----------|
| (a) With | (c) by   |
| (b) at   | (d) from |

II. He threw a stone \_\_\_\_\_ her

- |          |        |
|----------|--------|
| (a) with | (c) at |
| (b) by   | (d) on |

III. Sunitha is \_\_\_\_\_ girl in class

- |             |                       |
|-------------|-----------------------|
| (a) smarter | (c) the smartest      |
| (b) smart   | (d) none of the above |

IV. By the time the doctor arrived, the patient \_\_\_\_\_(die)

- |               |               |
|---------------|---------------|
| (a). Will die | (c). died     |
| (b). had died | (d). has died |

V. I had known him a long time before

I \_\_\_\_\_( meet) his family.

- |                |               |
|----------------|---------------|
| (a). met       | (c). had met  |
| (b). will meet | (d). have met |



**Summary Report**  
**Communication Skills and Personality Building 2020-21**

Department of English in collaboration with J.K.C conducted a certificate course titled "Communication skills and Personality Building". It was carried out from 16-12-2020 to 30-01-2021 in total 30days with the registration of 388 students from various disciplines. The program is aimed to enhance their eloquence and etiquette and build their personal skills as well. The program is befitted for their career building. Eventually the objective has been achieved. They were able to synthesize and compile information for oral presentation which is either for face to face or over phone. Similarly personality building enabled them to demonstrate good team work. They were also sensitized to the nuances of English sounds, word accent, intonation and rhythm. Overall it was useful for their betterment.

Dr P. Padmapriya,

Course Coordinator