

VISAKHA GOVERNMENT DEGREE COLLEGE FOR WOMEN

(NAME REACCREDITED 'B' GRADE INSTITUTION)
OLD JAIL ROAD, VISAKHARATINAM 580 020, ANDHRA PRADESH

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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

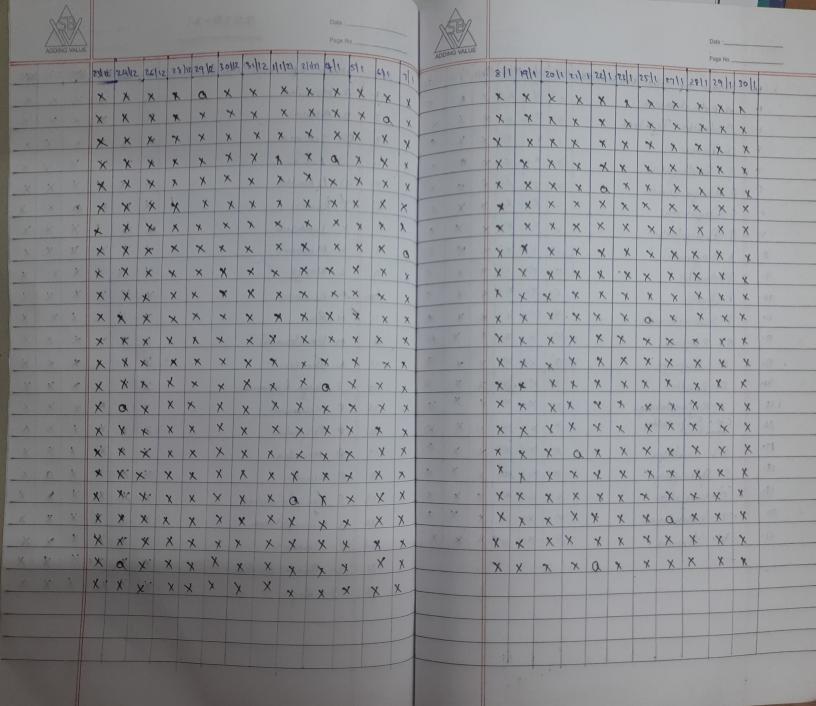
Course Director Dr.S.Shobha Rani Principal

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

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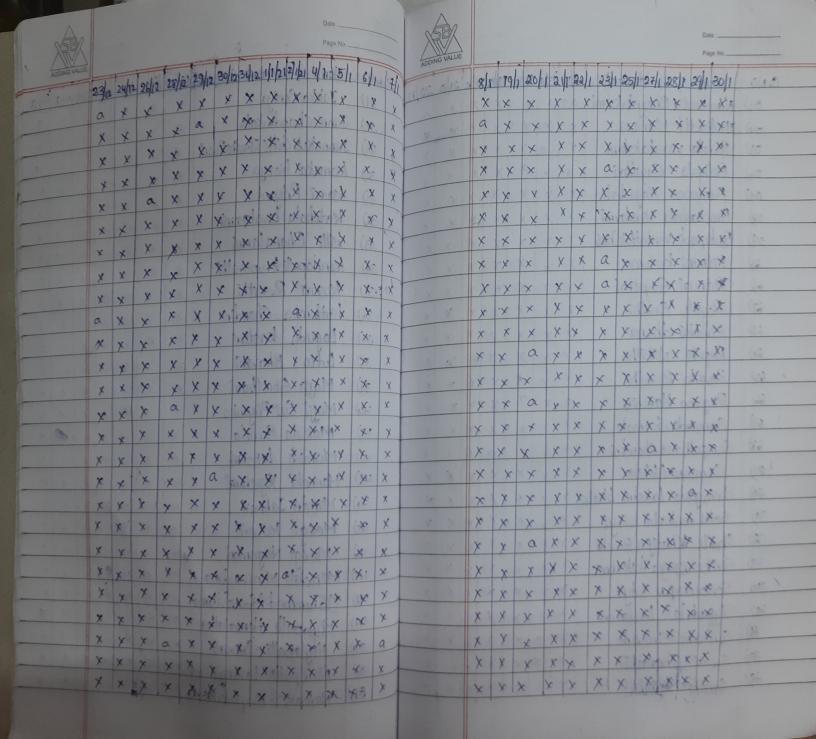


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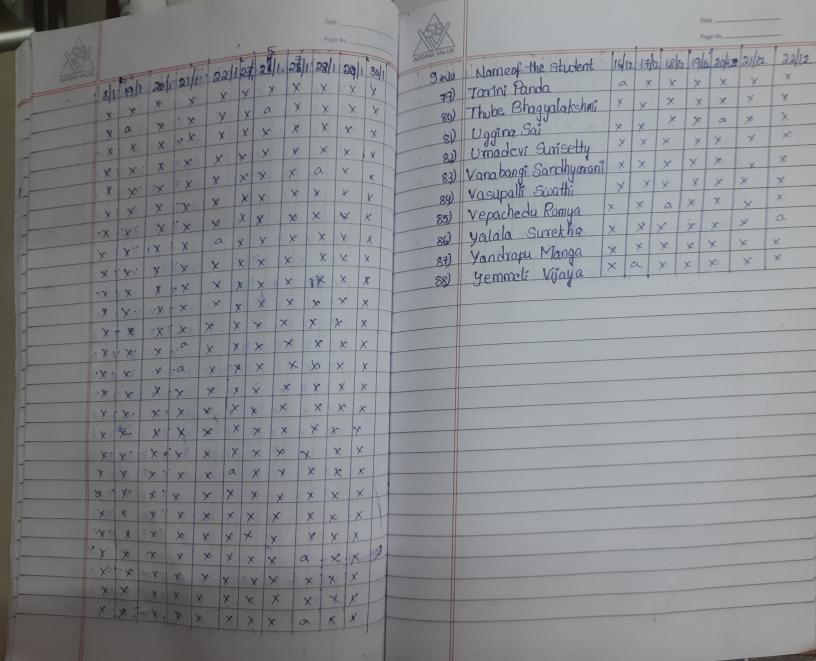
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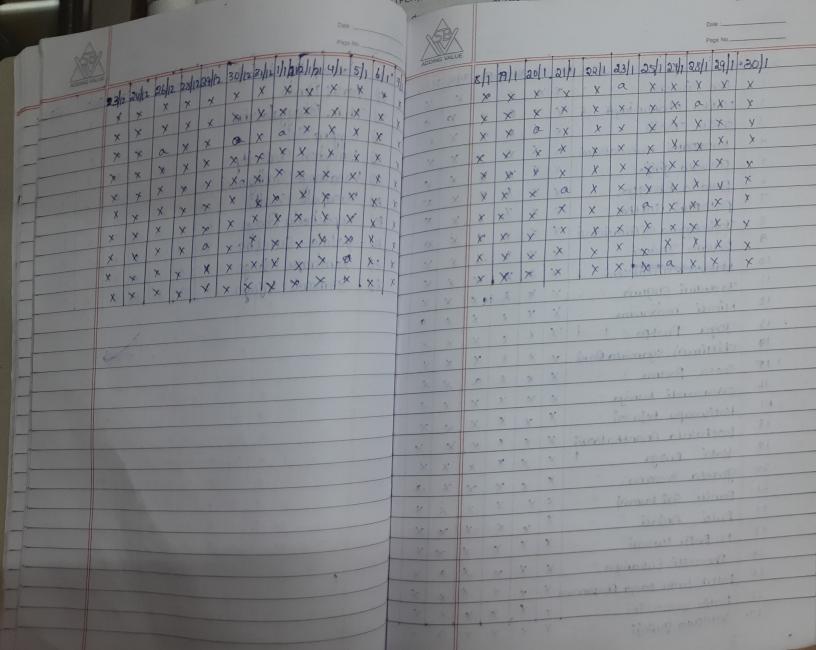
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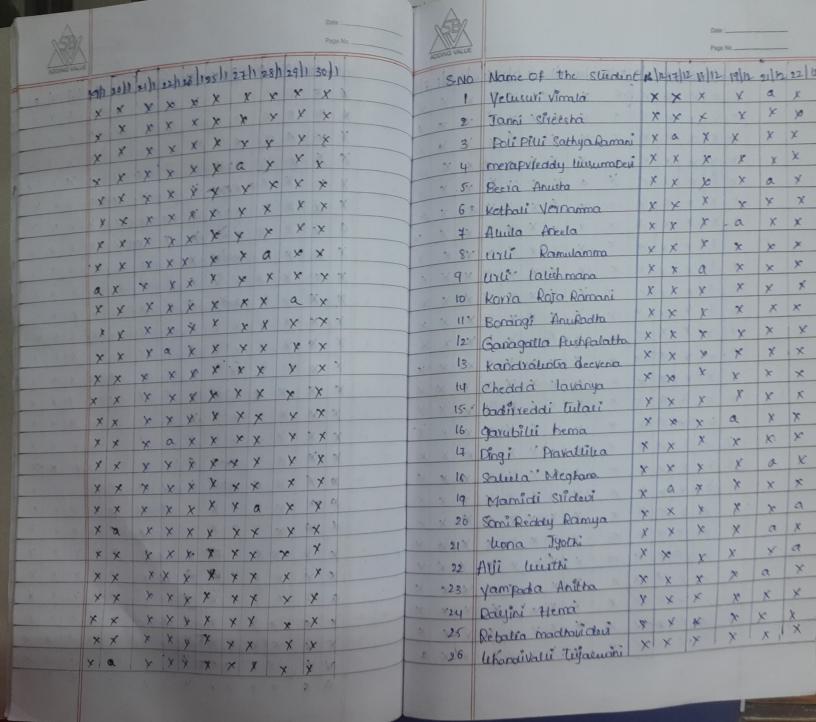
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	66)	Regana Harshini	×	×	*	X	X	X	X		1 1/2	×.	x	X	×	X	×	X	X	X	X		×	
	6F)	Samardi kamala	×		×	a	X	X	X			*	X	×	X	X	X	X	X	×	X	X	X	1
		Sampath rao Chandrii		X	×	×	X	x	X			×	X	X	X	x	X	X	X	a	X	-		
	69)	Samson: Akhila	X	X					×		Tw.	x	×	a	X	X	X	X	b	x	X	X		
-	70)	Saragada Lakshmi Likitha	X	X	*	×	-		×		41	7	X	X	X	X	X	X	x	X	X		X	
-	71)	Setti venkata kavya	X	X	×				×		10	×	X	X	X	X	X	X	X	X	X	X	×	
-	70)	Shaik Khatija Beehi			×			X	X	-		X	a	X	x	X	X	X	X	×	X	X	×	
-	73)	Sinki vijaya lakshmi	X		×		~					X	x	X	x	×	x	X	X	X	×	x	x	
	74)	Simpurapu satya	7.7	×	×	×	x >	-	×	200				×		X	X	X	a	×	X	a	X	
-	75)	Siyyadula leelaveni	X	X	X	X	XY	+	X			X	X			X	×	V	X	x	X	X	×	
-	76)	Sunkara Sravani	X	X	×	X	CX	0 0	1			x	X	×		4	×		X	×	X	x	X	
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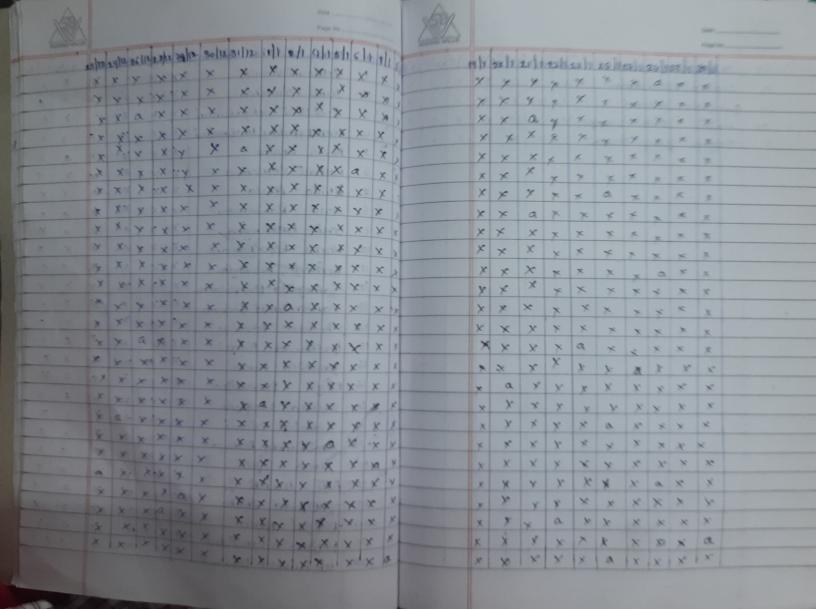
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8	Tajimaggala siituasidevii	X	x	X			X		-	×	X	×	×	×	X	X	×	×	X	×	X	1
9	Bevara Jhansi	X	a	10.	a	X	X		X	X	X	X	X	X	7	X	X	X	1×	X	X	X
10	Nakka Karalakshmi			X	X	X	X		×	××	×	X	a	X	X	X	X	×	×	x	X	X
11	Taduturi Sugura	X	×	X	X	X	X		X	XX	X	×	X.	X	X	x	X	X	X	x	X	4
12	Mindi mayamma		×	X	X	X	a		X	××	XX	X	X	a	X	×	X	×	-X	X	X	X
13	Joga Pushpa	X	X	X	X	X	X		X	X	×	×	×.	×	*	x	×	-1	X	X	X	X
14	Chittimuri Syamala Rani	x	×	X	X	×	X		X	X	~×	X	X	X	X	X	X	x	X	X	X	×
15	Seesa Padma	X	×	X	a	X	×		X	X	×	×	×	X	X	X	×	x	X	×	×	X
16	saramandi Ramya	X	×	×	x.	×	x,		X	X	×	×	*	×	×	Y	X	X	X	X	x	×
17	Kalivarapu teja sri	X	X	×	X	×	x		×	X	X	×	×	×	a	×	×	X	- x	Y	×	×
8)	kottavala Apanthalazmi	X	X	×	×	×	×		×	××	XX	a	×	×	×	X	×	××	×	×	×	×
19	Kaki Durga	×	×	×	×	×	×		×	×	·×	×	×	×	X	X	X	×	×	X	×	×
20	gedela swarna	×		×		×	,×		*	×	X	X	a	X	×	x	X	K	- X		X	X
21	Bantu Sai Kumari	X.	X	×	×		X			14			×									X
22	Dalu Arjali	X			X	×			X	, X	~~X				×	X		×	X	X	X	
23	M. Rutu lumari	X	×	×	×	×	X		X	X	X	X		X	a	X		1	X	X	X	X
24	Pheesetti Sukanya	-	*	X	X	×	X		a	×	X	X	X	X	X	X	X	- X	X	X	X	X
25	Palehilura	X	X	x	×	0	X		×	×	×	×	×	X	X	×	×	X	x	X	X	X
26	Patrihitura kaya Phukacyai Dabbi yasascaini	X	x	×	×	×	×		X	×	X	X	X	X	X	X	X	×	X	X	*	X
27	Varaputa gupoji	X	X	×	×	X	X		X	×	·×	×	-X	Xx	X	×	×	×	·X	x	X	×
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embryosac due to the fusion of two hapfold polar nuclei of the lold male namete (nucleus) obtained from pollen grain. This is Name of the student 16/2 19/2 Boora. lavanya x Tangula. Sridevi Vayabariki.geethanjali x Killu Priyanta x Domani kasturi x vaddadi. Poojitha Thalasing, saraswathi x pinninh Rama Gantyada buji pangi. sridayini Sampangi. neelima Indigill. Mounika Ravi. Mounika Bevara. Swalti Arika Susmitha Thanavrapu. Swapna Tamaospo. Aruna Thallala . Kiranmayi x Moelli Sai latoshmi Saripalli-lavanya den X Palasa. priyanka Theorypa thi Rajulanna 23 Gadugu Venkala Ratran > 24 Dabbi. Yasaswini 25 Vanthala Savjanya x x 26 varapula guroji

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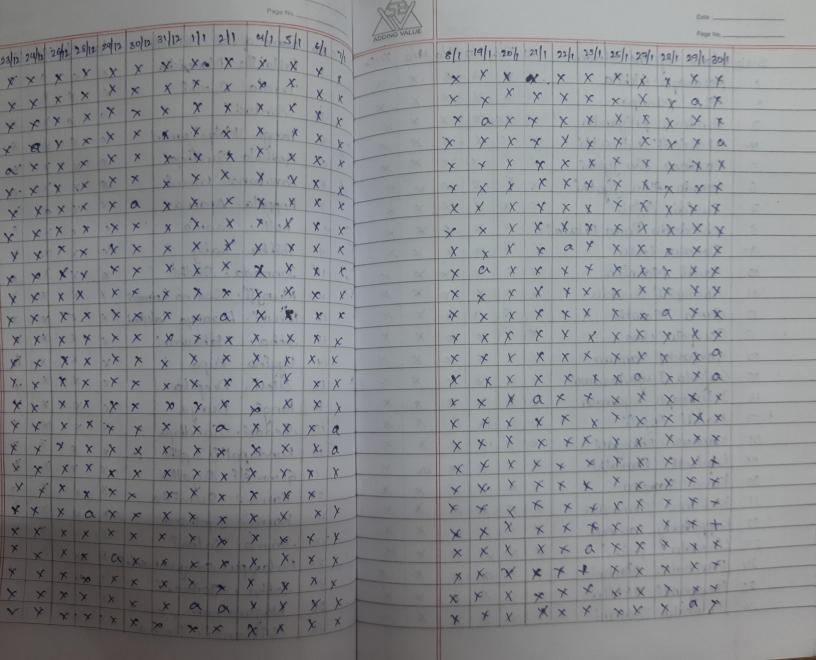
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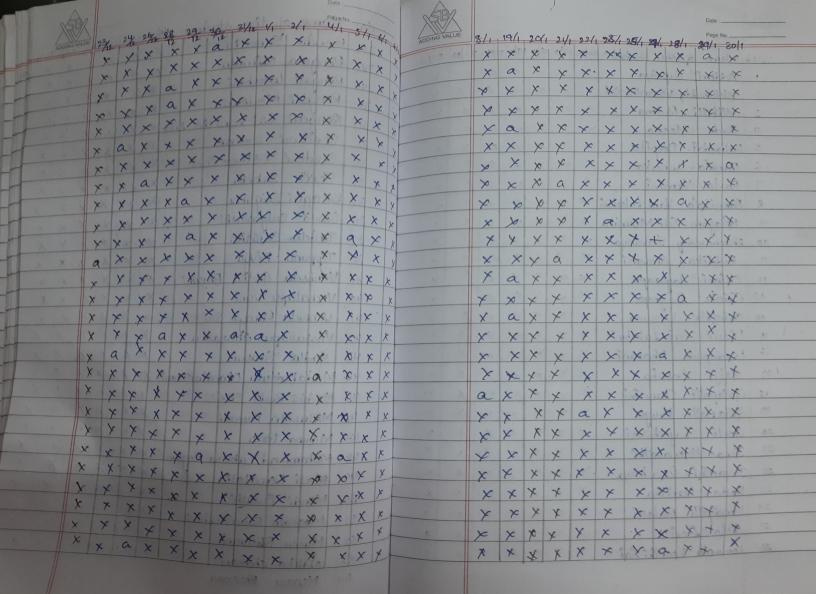
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29	Kovvusii. Sistisha	X	a	X	×	1	1
30	ponde. Rani	×	x	×	×	X	X
31	pappala. Soravani	×	b	×	×	X	X
32	yEduvaka. Leela	X	×	×	×	X	XX
33	Varapula Sualti	×	×	. *	×	X	1
34	merigi. Nooka vatram	×	×	*	×	X	X
35	pachipala. Bhavani	×	×	×	×	x	XX
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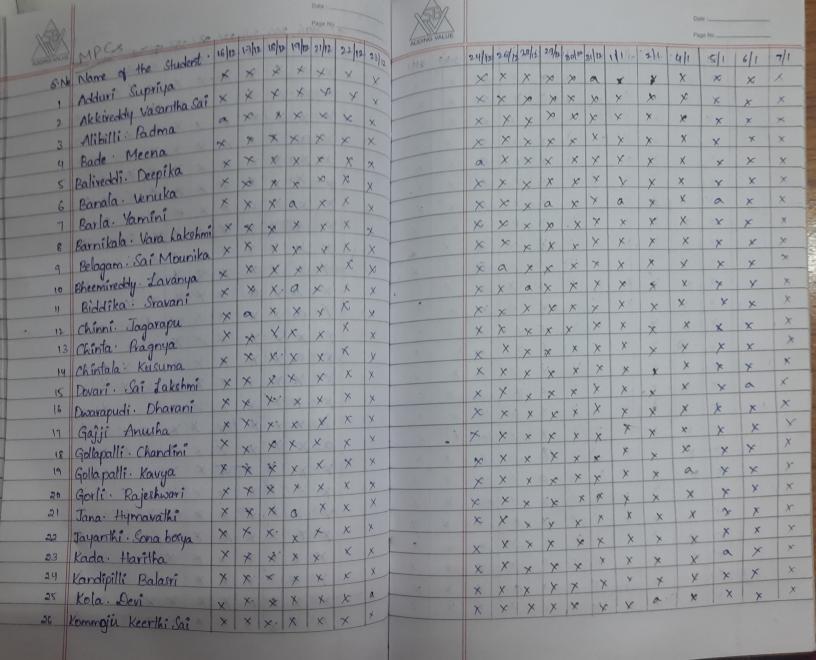




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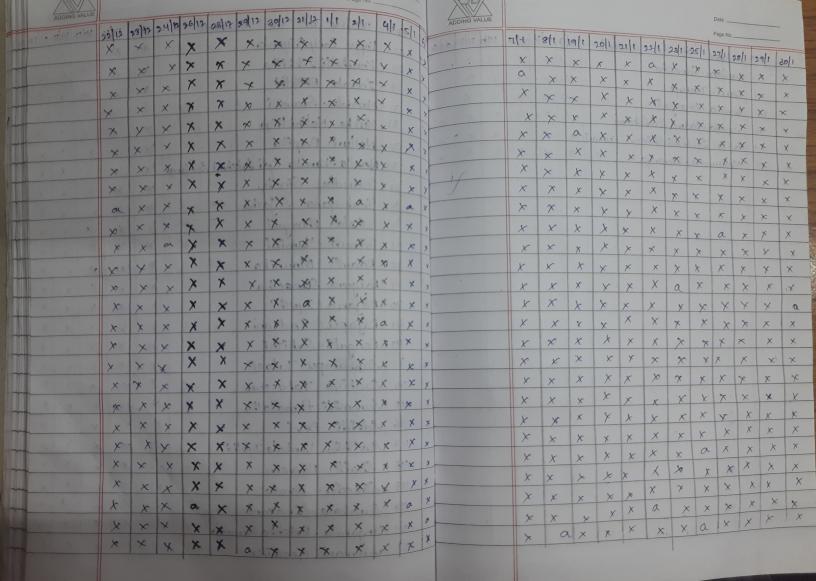
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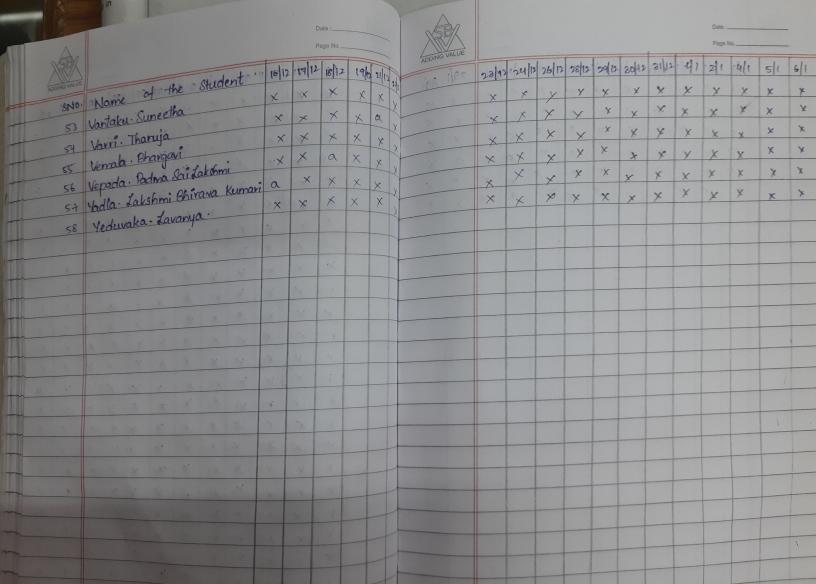




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Communication Skills and Personality Building 2020-2021 Question paper

about five lines.	ary conversation between two friends who meet at a party after several years in ving 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
4Q. Make a call to s available 5Q : I. Why do you s (a) With	(c) by
(b) at II. He threw a st (a) with (b) by	one her (c) at
(a) smarter	girl in class (c) the smartest (d) none of the above
patient (a). Will die	the doctor arrived, the(die) (c). died d (d). has died
	him a long time before meet) his family. (c). had met et (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