

**A. S. D. GOVERNMENT DEGREE COLLEGE FOR WOMEN (A),  
KAKINADA**

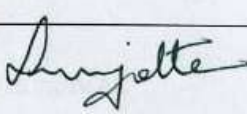
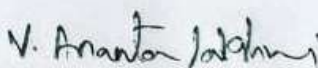
**DEPARTMENT OF ENGLISH**



**Certificate Course**  
**(2024-2025)**

**Better Your English**  
**27<sup>th</sup> January 2025 to 22<sup>nd</sup> March 2025**

**Brief report on Certificate Course**  
**'Better Your English'**  
**Academic Year 2024-25**

<b>Name of the Certificate Course</b>	Certificate Course on Functional proficiency in English Language
<b>Academic Year of Course</b>	2024-25
<b>Department Conducting the Course</b>	Department Of English
<b>Duration Of the Course</b>	45 Hrs
<b>Number of Students Completed the Course</b>	31 Students
<b>Brief Report</b>	Certificate course on 'Functional proficiency in English Language' was conducted by the Department of English for 45hrs in which a total of 31 students were enrolled & participated. All the students completed the course and also appeared for the examination conducted at the end of the course. They have been given grades. The certificates are also given to them. The course was held from 27 <sup>th</sup> January 2025 to 22 <sup>nd</sup> March 2025.
<b>Number of Beneficiaries</b>	31
<b>Signature of the Activity Coordinator</b>	
<b>Signature &amp; Stamp of the Principal</b>	 <b>PRINCIPAL</b> <b>A.S.D. GOVT. DEGREE COLLEGE (W)</b> <b>AUTONOMOUS</b> <b>KAKINADA</b>



Kakinada  
22-01-2025

W 22/1/25

From  
Dr.P.Sanjotha,  
Lecturer in Charge,  
Department Of English,  
A.S.D.Government College for Women Autonomous,  
Kakinada.

To  
The Principal,  
A.S.D.Government College for Women Autonomous,  
Kakinada.

Madam,

Sub: Seeking permission to start a certificate course on 'Functional Proficiency in English Language' for the student of II Semester Honours for the Academic Year 2024-25.

As per the resolutions taken in the BoS meeting, the Department of English would like to start a Certificate Course titled ~~on~~ **'Better Your English'** in view of student's benefit. This course is planned for II semester Honors students with 31 intake which will commence from 27<sup>th</sup> January 2025 to 22<sup>nd</sup> March 2025. It is a 45 Hours course which focuses on equipping essential English Language Skills.

Hence I request you to grant permission to start the Certificate course for the academic year 2024-25.

Thanking you madam,

Yours faithfully,



**A.S.D GOVERNMENT COLLEGE FOR WOMEN (A)  
KAKINADA**

**DEARTMENT OF ENGLISH**



**CIRCULAR**

It is here by informed to all I B.A/B.COM/B.Sc students that the Department of English is going to conduct a 45 days certificate course titled "Better your English" from 27<sup>th</sup> January 2025 to 22<sup>nd</sup> March 2025. Students who are willing to enroll in this course give your names before 25<sup>th</sup> January 2025 to Dr.P.Sanjotha, HoD, Department of English.

*Sanjatha*  
In-charge of Dept 29/1/25



*V.M.R.*  
Principal  
PRINCIPAL  
A.S.D.GOV'T.DEGREE COLLEGE (W)  
AUTONOMOUS  
KAKINADA

Circulated to the classes

I B.A Hons *San*

I B.COM Hons

I B.COM C.A Hons

I BOTANY Hons

I ZOOLOGY Hons

*Sanjatha*  
29/1/25

*Sanjatha*  
29/1/25

I H.Sc Hons

I MATHS Hons

I PHYSICS Hons

I CHEMISTRY Hons

I COMPUTER SCIENCE Hons

*R. Sanjatha*  
29/1/25

*Sanjatha*  
29/1/25

*Sanjatha*  
29/1/25



## COURSE BROCHURE



**ANNAVARAM SATHYAVATHI DEVI GOVERNMENT  
DEGREE COLLEGE FOR WOMEN (AUTONOMOUS)**

Re-Accredited by NAAC with "B" Grade in Cycle-III

KAKINADA - 533002



### DEPARTMENT OF ENGLISH

2024-25 A.Y

*45 Hrs Certificate course on*

*Better Your English*



*Starts from*

27<sup>th</sup> JANUARY 2025

### COURSE CO-ORDINATORS

DR.P.SANJOTHA  
DR.P.SHANTHI  
MS.B.N.PRATHYUSHA

*To Register*

### Contact

**Dr.P.Sanjotha**  
HoD, Department of English



**A.S.D.Government Degree College for women Autonomous Kakinada**  
**Department of English**  
**Certificate course**  
**on**  
**‘Better Your English’**  
**Registration Form**  
**2024-2025**

1. Name (in Block Letters) : \_\_\_\_\_

2. Address: \_\_\_\_\_  
\_\_\_\_\_

3. Father's Name: \_\_\_\_\_

4. Occupation: \_\_\_\_\_

5. Class / Group : \_\_\_\_\_

6. Reg.No: \_\_\_\_\_

7. How would you grade your English Language Proficiency?

Excellent / Good / Average [       ]       Poor [       ]

8. Grade of English in the previous exam \_\_\_\_\_

**Undertaking**

I have gone through the syllabus carefully and understand that...

1. 75% attendance is a pre-requisite for obtaining the certificate issued by the Department of English at the end of the course.
2. I will not cause disciplinary problems I also agree to return the books borrowed from the department library within 15 days and not damage the books in any way.

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

Signature of the student \_\_\_\_\_


## List of Students Enrolled into Certificate Course Titled: Better Your English

**A.S.D.GOVERNMENT DEGREE COLLEGE FOR WOMEN AUTONOMOUS, KAKINADA**

### DEPARTMENT OF ENGLISH

#### List of Students Enrolled into Certificate Course Titled: Better Your English

S.No	Regd. No	Name of the Student	
1	2474005	SEELAMANTHULA PRANATHI	Programme
2	2474007	SHEIK AJMANISHA	Computer Science Hon
3	2474021	BENDAPUDI LAKSHMI SATYA SAI ISWARYA	Computer Science Hon
4	2474022	BUSI PRASANNA	Computer Science Hon
5	2474025	ERELLA MANJU BHARGAVI	Computer Science Hon
6	2474030	KUNJAM NANDINI	Computer Science Hon
7	2474033	NATHI KEERTHI	Computer Science Hon
8	2474035	PALEPU DHANA SREE	Computer Science Hon
9	2474038	TARAPATLA SINDHU	Computer Science Hon
10	2474040	UNDRU MANIKUMARI	Computer Science Hon
11	2474042	VASAMSETTI SAI HARSHIKA	Computer Science Hon
12	2474043	VASAMSETTI TEJA SRI SURYA KALA	Computer Science Hon
13	2461006	MOHAMMAD SALMA	Computer Science Hon
14	2461011	BODDU SANDHYA DEVI	C.A Hon
15	2461014	LANKADI NAVYA	C.A Hon
16	2461020	BOMMIDI VINDHU	C.A Hon
17	2461024	CHEKKA PRAVALLIKA	C.A Hon
18	2461035	GADHULA SATYA SOWJANYA	C.A Hon
19	2461040	JONNAGADDA SRI KANYA	C.A Hon
20	2461045	KOPPADI VENKATA LAKSHMI	C.A Hon
21	2461047	KUKKA NAGA DEVI	C.A Hon
22	2462004	GARIKINA RAGA DEEPIKA	C.A Hon
23	2462008	NEELAPU DEVI	B.Com Hon
24	2462013	AYINAVALLI NAVYA	B.Com Hon
25	2462016	BUDITI DEVI SRI	B.Com Hon
26	2462021	DEVAGUPATHAPU VEERA GOUTHAMI	B.Com Hon
27	2462023	DONEPUDI JYOTHIRMAY JASMINE	B.Com Hon
28	2462026	GANTA BHAVANA	B.Com Hon
29	2462029	KORUKONDA PRAMEELA	B.Com Hon
30	2462031	MALAPILLI DHANUSHA	B.Com Hon
31	2462034	MATHA GANGARATNAM	B.Com Hon

  
 PRINCIPAL  
 A.S.D.GOV'T.DEGREE COLLEGE (W)  
 AUTONOMOUS  
 KAKINADA







# A.S.D.GOVERNMENT DEGREE COLLEGE FOR WOMEN AUTONOMOUS, KAKINADA

## DEPARTMENT OF ENGLISH

### List of Students Enrolled into Certificate Course Titled: Better Your English

S.No	Regd. No	Name of the Student	Signature of the students
1	2474005	SEELAMANTHULA PRANATHI	S. Pranathi
2	2474007	SHEIK AJMANISHA	Sk. Ajmanisha
3	2474021	BENDAPUDI LAKSHMI SATYA SAI ISWARYA	B. Lakshmi Satya Sai Piswarya
4	2474022	BUSI PRASANNA	B. Prasanna
5	2474025	ERELLA MANJU BHARGAVI	E. Manju Bhargavi
6	2474030	KUNJAM NANDINI	K. Nandini
7	2474033	NATHI KEERTHI	N-KEERTHI
8	2474035	PALEPU DHANA SREE	p. Dhana sree
9	2474038	TARAPATLA SINDHU	T. Sindhu
10	2474040	UNDRU MANIKUMARI	u. manikumari
11	2474042	VASAMSETTI SAI HARSHIKA	v. saiharshika
12	2474043	VASAMSETTI TEJA SRI SURYA KALA	V. TEJA Sri Surya Kala
13	2461006	MOHAMMAD SALMA	Mohammad salma
14	2461011	BODDU SANDHYA DEVI	B. sandhya Devi
15	2461014	LANKADI NAVYA	L. Navya
16	2461020	BOMMIDI VINDHU	B. Vindhya
17	2461024	CHEKKA PRAVALLIKA	ch. pravallika
18	2461035	GADHULA SATYA SOWJANYA	G. satya sowjanya
19	2461040	JONNAGADDA SRI KANYA	J. Sri Kanya
20	2461045	KOPPADI VENKATA LAKSHMI	K. Venkata Lakshmi
21	2461047	KUKKA NAGA DEVI	K. Naga Devi
22	2462004	GARIKINA RAGA DEEPIKA	G. Raga Deepika
23	2462008	NEELAPU DEVI	N. Devi
24	2462013	AYINAVALLI NAVYA	A. NAVYA
25	2462016	BUDITI DEVI SRI	B. DEVI SRI
26	2462021	DEVAGUPATHAPU VEERA GOUTHAMI	D. veera Gouthami
27	2462023	DONEPUDI JYOTHIRMAY JASMINE	D. Jyothirmay Jasmine
28	2462026	GANTA BHAVANA	G. Bhavana
29	2462029	KORUKONDA PRAMEELA	K. prameela
30	2462031	MALAPILLI DHANUSHA	M. Dhanusha
31	2462034	MATHA GANGARATNAM	M. Ganga Rathnam

V. N. D.  
PRINCIPAL  
A.S.D.GOV'T.DEGREE COLLEGE (W)  
AUTONOMOUS  
KAKINADA



Singh



**A.S.D.Government Degree College for women Autonomous Kakinada**  
**Department of English**  
**Certificate course**  
**on**  
**'Better Your English'**

**Registration Form**

**2024-2025**

1. Name (in Block Letters) : Sk. Ajmanisha
2. Address: challangi, Siva colony DNO - 1/29
3. Father's Name: Sk. Amaranisa
4. Occupation: fisher man
5. Class / Group : computer science Honours
6. Reg.No: 247007
7. How would you grade your English Language Proficiency?  
Excellent / Good / Average [ ☒ ] Poor [ ☐ ]
8. Grade of English in the previous exam 69.1

**Undertaking**

- I have gone through the syllabus carefully and understand that...
1. 75% attendance is a pre-requisite for obtaining the certificate issued by the Department of English at the end of the course.
  2. I will not cause disciplinary problems I also agree to return the books borrowed from the department library within 15 days and not damage the books in any way.

Date: 25/1/2025

Sk. Ajmanisha  
Signature of the student

**A.S.D. Government Degree College for women Autonomous Kakinada**  
**Department of English**  
**Certificate course**  
**on**  
**'Better Your English'**

**Registration Form**

**2024-2025**

1. Name (in Block Letters) : B. PRASANNA
2. Address:  
3-47 Driver's colony Raghavendrapuram Kakinada
3. Father's Name: B. Raju
4. Occupation: Fisherman
5. Class / Group : B.sc (Computer science)
6. Reg.No: 2474022
7. How would you grade your English Language Proficiency?  
Excellent / Good / Average [ ☒ ] Poor [ ☐ ]
8. Grade of English in the previous exam 70%.

**Undertaking**

I have gone through the syllabus carefully and understand that...

1. 75% attendance is a pre-requisite for obtaining the certificate issued by the Department of English at the end of the course.
2. I will not cause disciplinary problems I also agree to return the books borrowed from the department library within 15 days and not damage the books in any way.

Date: 25/01/2025

B. Prasanna  
Signature of the student

**A.S.D. Government Degree College for women Autonomous Kakinada**  
**Department of English**  
**Certificate course**  
**on**  
**'Better Your English'**

**Registration Form**

**2024-2025**

1. Name (in Block Letters) : S. Pranathi

2. Address:

Krishnapuram, Thondangi Mandalam.

3. Father's Name: S. Chinna.

4. Occupation: farmer

5. Class / Group : B.S.C [6.5 hours.]

6. Reg.No: 2474005

7. How would you grade your English Language Proficiency?

Excellent / Good / Average [ ☒ ] Poor [ ☐ ]

8. Grade of English in the previous exam 75.1.

**Undertaking**

I have gone through the syllabus carefully and understand that...

1. 75% attendance is a pre-requisite for obtaining the certificate issued by the Department of English at the end of the course.
2. I will not cause disciplinary problems I also agree to return the books borrowed from the department library within 15 days and not damage the books in any way.

Date: 25-01-2025

S. Pranathi.  
Signature of the student

**A.S.D.Government Degree College for women Autonomous Kakinada**

**Department of English**

**Certificate course**

**on**

**'Better Your English'**

**Registration Form**

**2024-2025**

1. Name (in Block Letters) : B. LAKSHMI SATYA SAI ISWARA

2. Address:

Munib junction, Jagannickpur, Kakinada. D

3. Father's Name: B. RAMESH

4. Occupation: Fisherman

5. Class / Group : B.S.C. Computer Science (Honors)

6. Reg.No: 2474021

7. How would you grade your English Language Proficiency?

Excellent / ☒ Good / Average [ ☐ ] Poor [ ☐ ]

8. Grade of English in the previous exam 78%.

**Undertaking**

I have gone through the syllabus carefully and understand that...

1. 75% attendance is a pre-requisite for obtaining the certificate issued by the Department of English at the end of the course.
2. I will not cause disciplinary problems I also agree to return the books borrowed from the department library within 15 days and not damage the books in any way.

Date: 25/01/2025

B. Lakshmi Satya Sai Iswara  
Signature of the Student



**A. S. D. GOVERNMENT DEGREE COLLEGE FOR WOMEN (A),  
KAKINADA  
DEPARTMENT OF ENGLISH  
Certificate Course (2024-2025)  
**Better Your English****

**Course Objectives:**

- \* To develop proficiency in verbal and non-verbal communication.
- \* To enhance listening skills and overcome barriers to effective listening.
- \* To improve spoken English pronunciation and articulation.
- \* To build presentation and public speaking skills.
- \* To prepare students for job interviews and special occasion speeches.

**Outcome:** At the end of this course, students should be able to communicate in English efficiently at the workplace and interpersonal relationships.

**Course Certificate**

**Exam Type and Certificate Format: Written exam**

- Need to appear for the exam in person.
- The questions include Multiple Choice Questions/ Fill in the Blanks

**Criteria to get a certificate:**

- Candidate will not get the certificate even if the Finals score  $\geq 40/100$ .

The final score will determine the following

1. Final score  $< 40\%$  : **NO certificate.**
2. Final score between **40% -59%**: Certificate with tag "**B**" Grade printed on it.
3. Final score between **60% -74%**: Certificate with tag "**A**" Grade printed on it.
4. Final score between **75% -89%**: Certificate with tag "**A+**" Grade printed on it.
5. Final score of **90% and above** : Certificate with "**O**" Grade printed on it.

### Reference Books

1. Khrishna, Mohan & Meera Banerji: Developing Communication Skills.
2. Grant, Taylor: English Conversation Practice
3. Jones, Daniel: The Pronunciation of English
4. Jones, Daniel: English Pronouncing Dictionary
5. Gimson, AC: An Introduction to the Pronunciation of English
6. Green, David: Contemporary English Grammar
7. Leech, Geoffrey & Jan Svartvik: A Communicative Grammar of English
8. DeVito, Joseph A: Essential Elements of Public Speaking

V. N. D.  
PRINCIPAL  
A.S.D. GOVT. DEGREE COLLEGE (M)  
AUTONOMOUS  
KAKINADA



*Signature*

**A. S. D. GOVERNMENT DEGREE COLLEGE FOR WOMEN (A), KAKINADA**  
**DEPARTMENT OF ENGLISH**  
**Certificate Course (2024-2025)**  
**Better Your English**

**Syllabus**

The Course ***Better Your English*** develops awareness of hindrances in using refined English language and provides methods for effective English language in academic, social and professional domains. It is accessible to the undergraduate students who want to improve their English communication.

**Unit 1**

- Introduction
- Common Mistakes in Vocabulary
- Common Mistakes in Grammar
- Common Mistakes in Pronunciation
- Communication Techniques

**Unit 2**

- Effective Writing Skills
- Mechanics of Writing
- Note Making and Précis Writing
- Writing Essays for Competitive Exams
- Letters/résumé/Short Reports

**Unit 3**

- Spoken English
- Aspects of Formal Presentation: Grooming, Body Language, Voice Modulation, Pace/Tempo of Speech
- Appropriate Pauses and Rhythm
- Difficult sounds in English

**Unit 4**

- Conversation Skills
- Presentation Skills
- Team/Group Skills
- Negotiation Skills and Persuasion Skills
- Conclusion

- **Improving Active Listening Skills:** Enhances understanding and response to verbal communication.

**Example:** “Let’s focus on active listening by summarizing key points after discussions to ensure we’ve understood correctly.”

- **Enhancing Nonverbal Communication Awareness:** Increases understanding of body language and tone.

**Example:** “We will train to read nonverbal cues, like facial expressions, to better interpret messages.”

- **Developing Clear Messaging:** Focuses on conveying ideas succinctly and effectively.

**Example:** “Our goal is to communicate ideas clearly, using simple language and avoiding jargon.”

- **Building Persuasive Communication Techniques:** Enhances the ability to influence and motivate others.

**Example:** “We’ll practice persuasive techniques by presenting arguments with logical reasoning and emotional appeal.”

- **Strengthening Public Speaking Skills:** Boosts confidence and effectiveness in speaking to groups.

**Example:** “To improve public speaking, let’s practice speeches with a focus on voice modulation and eye contact.”

- **Enhancing Interpersonal Communication:** Aims at improving one-on-one interactions.

**Example:** “Our objective is to enhance interpersonal skills by engaging in empathetic and open-ended conversations.”

- **Improving Written Communication:** Focuses on clarity and conciseness in written formats.

**Example:** “Let’s work on crafting concise emails with clear action items for recipients.”

- **Cultivating Emotional Intelligence in Communication:** Enhances understanding and management of emotions in communication.

**Example:** “We will learn to recognize our emotional responses and communicate feelings effectively.”



- **Encouraging Constructive Feedback:** Develops skills in giving and receiving feedback positively.

**Example:** “Our aim is to offer constructive feedback that is specific, actionable, and balanced.”

- **Developing Conflict Resolution Skills:** Focuses on resolving disagreements amicably and effectively.

**Example:** “In conflict situations, let’s aim to communicate openly, seeking mutual understanding and solutions.”

- **Fostering Team Communication:** Enhances group interaction and collaboration.

**Example:** “We will practice regular team meetings to enhance our group communication dynamics.”

- **Cultivating Cultural Sensitivity in Communication:** Increases awareness and respect for cultural differences in communication.

**Example:** “Our training will include understanding diverse cultural communication styles to foster inclusivity.”

- **Enhancing Customer Service Communication:** Aims at improving interaction with customers.

**Example:** “Let’s focus on active listening and empathetic responses to enhance customer service experiences.”

- **Developing Negotiation Skills:** Improves the ability to negotiate effectively and reach agreements.

**Example:** “Our objective is to practice negotiation tactics that focus on win-win outcomes.”

- **Strengthening Leadership Communication:** Aims at improving leaders’ communication with teams.

**Example:** “As leaders, we will work on transparent and inspiring communication to motivate our teams.”

- **Improving Virtual Communication Skills:** Focuses on effective communication in remote settings.

**Example:** “We’ll learn best practices for virtual meetings, like clear agendas and active participation.”

- **Building Assertiveness in Communication:** Develops the ability to express oneself confidently and respectfully.

**Example:** “Our goal is to communicate our needs assertively without overshadowing others’ opinions.”

- **Enhancing Presentation Skills:** Improves the ability to deliver engaging and informative presentations.

**Example:** “Let’s focus on creating presentations with compelling visuals and clear messages.”

- **Developing Sales Communication Techniques:** Aims at effective communication for sales success.

**Example:** “We will practice tailoring our sales pitches to address the specific needs of clients.”

- **Improving Communication in Crisis Situations:** Focuses on clear and calm communication during emergencies.

**Example:** “In crisis scenarios, our aim is to communicate key information swiftly and clearly.”

- **Cultivating Storytelling Skills:** Enhances the ability to use storytelling in communication.

**Example:** “Let’s incorporate storytelling to make our messages more relatable and memorable.”

- **Fostering Effective Email Communication:** Aims at writing clear and purposeful emails.

**Example:** “Our objective is to write emails with a clear subject line and a concise body.”

- **Enhancing Listening for Understanding:** Focuses on truly understanding the speaker’s message.

**Example:** “We’ll practice listening without interrupting and asking clarifying questions.”

- **Building Effective Communication in Teams:** Aims at fostering open and collaborative team interactions.

**Example:** “Let’s create an environment where every team member feels heard and valued.”

- **Developing Communication Adaptability:** Enhances the ability to communicate across various contexts.

**Example:** “Our training will focus on adapting our communication style to different situations.”

- **Improving Patient Communication in Healthcare:** Focuses on empathetic communication with patients.

**Example:** “In healthcare, we’ll work on explaining medical terms in an accessible way to patients.”

- **Building Transparency in Organizational Communication:** Aims at open and honest communication within organizations.

**Example:** “We will strive for transparent communication about organizational changes and decisions.”

- **Developing Communication Strategies for Marketing:** Aims at crafting effective marketing messages.

**Example:** “Let’s focus on creating marketing communication that resonates with our target audience.”

- **Enhancing Communication for Customer Retention:** Focuses on communication that fosters customer loyalty.

**Example:** “Our objective is to keep in regular contact with customers, offering personalized solutions.”

- **Improving Communication for Employee Onboarding:** Enhances the onboarding experience through clear communication.

**Example:** “We will ensure new employees receive all necessary information in an understandable format.”

V. N. D.  
PRINCIPAL  
A.S.D. GOVT. DEGREE COLLEGE (W)  
AUTONOMOUS  
KAKINADA



*Signature*

**A. S. D. GOVERNMENT DEGREE COLLEGE FOR WOMEN (A), KAKINADA  
DEPARTMENT OF ENGLISH**

**Certificate Course (2024-2025)**

**Better Your English**

**Question paper**

**Time: 2 hrs**

**Marks: 50**

**Answer the following Questions as Directed. Each Question carries one mark**

1. What is the correct form of the verb in the following sentence: "She \_\_\_\_\_ to the store yesterday."
2. Choose the synonym for the word "exquisite":  
a) beautiful, b) ordinary, c) ugly, d) average.
3. Which of the following is an adverb:  
a) quickly, b) chair, c) happy, d) table.
4. What is the meaning of the word "ambivalent"?
5. Complete the sentence: "I haven't seen him \_\_\_\_\_."
6. Choose the correct preposition:  
"I'm going \_\_\_\_\_ vacation next week."
7. What is the plural form of the word "child"?
8. Identify the correct punctuation in the following sentence:  
"I love to eat pizza (especially with extra cheese)."
9. Which of the following is an example of a compound sentence:  
a) He ran fast, b) She is tired, c) I like ice cream,  
d) I went to the store and bought some milk.
10. What is the opposite of the word "brave"?
11. Choose the correct form of the verb in the following sentence: "They \_\_\_\_\_ a great time at the party."
12. What is the meaning of the idiom "to kick the bucket"?
13. Complete the sentence: "\_\_\_\_\_ you finish your homework, you can watch TV."
14. Which of the following is an example of a simile: a) She runs like a cheetah, b) He is tall, c) They are happy, d) The flower is beautiful.



15. What is the comparative form of the adjective "smart"?
16. Choose the correct article: "I saw \_\_\_\_\_ eagle flying in the sky."
17. What is the correct order of the words in the following sentence: "coffee / I / like / mornings / in."
18. Identify the correct verb tense in the following sentence:  
"She has been studying English for two years."
19. Which of the following is an example of a conjunction:  
a) and, b) funny, c) quickly, d) beautiful.
20. What is the meaning of the phrasal verb "to put up with"?
21. Complete the sentence: "I wish I \_\_\_\_\_ more time to travel."
22. Choose the correct form of the verb: "He \_\_\_\_\_ to the party last night."
23. What is the plural form of the word "mouse"?
24. Identify the correct subject-verb agreement in the following sentence: "My friend and I \_\_\_\_\_ going to the movies."
25. Which of the following is an example of an interjection: a) Oh, b) Nice, c) Quickly, d) Big.
26. What is the meaning of the phrasal verb "to break up"?
27. Choose the correct pronoun: "\_\_\_\_\_ are going to the park later."
28. What is the correct form of the verb in the following sentence:  
"He \_\_\_\_\_ basketball every weekend."
29. What is the opposite of the word "generous"?
30. Complete the sentence: "It's \_\_\_\_\_ to rain later."
31. Choose the correct form of the verb: "We \_\_\_\_\_ the new restaurant last week."
32. What is the comparative form of the adjective "beautiful"?
33. Identify the correct possessive pronoun in the following sentence: "That book is \_\_\_\_\_."
34. Which of the following is an example of an adjective:  
a) Happy, b) Run, c) Slowly, d) Jump.
35. What is the meaning of the phrasal verb "to look up"?
36. Complete the sentence: "I would like \_\_\_\_\_ cup of tea."
37. Choose the correct form of the verb: "She \_\_\_\_\_ to the concert last night."
38. What is the plural form of the word "ox"?

39. Identify the correct article: "\_\_\_\_\_ apple a day keeps the doctor away."

40. Which of the following is an example of a preposition:

a) In, b) Laugh, c) Fast, d) Big.

41. What is the meaning of the phrasal verb "to give up"?

42. Choose the correct pronoun: "\_\_\_\_\_ is going to the party tonight."

43. What is the correct form of the verb in the following sentence?

"We \_\_\_\_\_ a great time on vacation."

44. What is the opposite of the word "expensive"?

45. Complete the sentence: "I'm \_\_\_\_\_ tired."

46. Choose the correct form of the verb:

"They \_\_\_\_\_ a new car last month."

47. What is the comparative form of the adjective "good"?

48. **Rearrange the jumbled sentences and make two meaningful sentences.**

(a) Are / of / Video games / entertainment / source / fun / and / very / But / children / they  
lazy / make

49. He \_\_\_\_\_ (take) interesting photographs

50. She \_\_\_\_\_ (come) late to college every day.

**A.S.D.GOVERNMENT DEGREE COLLEGE FOR WOMEN AUTONOMOUS, KAKINADA****DEPARTMENT OF ENGLISH****Grades Obtained by the students after completion of the certificate course  
Certificate Course Titled: Better Your English**

S.No	Regd. No	Name of the Student	Programme	Grade Obtained
1	2474005	SEELAMMANTHULA PRANATHI	Computer Science Hon	A+
2	2474007	SHEIK AJMANISHA	Computer Science Hon	A+
3	2474021	BENDAPUDI LAKSHMI SATYA SAI ISWARYA	Computer Science Hon	A+
4	2474022	BUSI PRASANNA	Computer Science Hon	A+
5	2474025	ERELLA MANJU BHARGAVI	Computer Science Hon	A+
6	2474030	KUNJAM NANDINI	Computer Science Hon	A
7	2474033	NATHI KEERTHI	Computer Science Hon	A+
8	2474035	PALEPU DHANA SREE	Computer Science Hon	B+
9	2474038	TARAPATLA SINDHU	Computer Science Hon	A+
10	2474040	UNDRU MANIKUMARI	Computer Science Hon	A
11	2474042	VASAMSETTI SAI HARSHIKA	Computer Science Hon	A+
12	2474043	VASAMSETTI TEJA SRI SURYA KALA	Computer Science Hon	A
13	2461006	MOHAMMAD SALMA	C.A Hon	B+
14	2461011	BODDU SANDHYA DEVI	C.A Hon	A
15	2461014	LANKADI NAVYA	C.A Hon	A
16	2461020	BOMMIDI VINDHU	C.A Hon	A+
17	2461024	CHEKKA PRAVALLIKA	C.A Hon	A
18	2461035	GADHULA SATYA SOWJANYA	C.A Hon	A+
19	2461040	JONNAGADDA SRI KANYA	C.A Hon	A
20	2461045	KOPPADI VENKATA LAKSHMI	C.A Hon	A
21	2461047	KUKKA NAGA DEVI	C.A Hon	B+
22	2462004	GARIKINA RAGA DEEPIKA	B.Com Hon	A
23	2462008	NEELAPU DEVI	B.Com Hon	A
24	2462013	AYINAVALLI NAVYA	B.Com Hon	B+
25	2462016	BUDITI DEVI SRI	B.Com Hon	A
26	2462021	DEVAGUPATHAPU VEERA GOUTHAMI	B.Com Hon	A+
27	2462023	DONEPUDI JYOTHIRMAY JASMINE	B.Com Hon	A+
28	2462026	GANTA BHAVANA	B.Com Hon	A
29	2462029	KORUKONDA PRAMEELA	B.Com Hon	A
30	2462031	MALAPILLI DHANUSHA	B.Com Hon	A
31	2462034	MATHA GANGARATNAM	B.Com Hon	A+

V. N. D.  
PRINCIPAL  
A.S.D.GOV.T.DEGREE COLLEGE (W)  
AUTONOMOUS  
KAKINADA



*Singh*

## Course Completion Certificates



A.S.D.GOVERNMENT DEGREE COLLEGE FOR WOMEN  
AUTONOMOUS , KAKINADA  
**DEPARTMENT OF ENGLISH**  
**CERTIFICATE**  
OF APPRECIATION  
This is to certify that  
**SEELAMANTHULA PRANATHI**  
of Computer Science Honours has completed a 45 Days certificate  
course on “**BETTER YOUR ENGLISH**” organized by the Department of  
English, A.S.D.Government Degree College For Women Autonomous,  
Jagannaickpur, Kakinada, from 27th January 2025 to 22nd March, 2025.

Lecturer In-charge      Principal      Controller of Examinations



A.S.D.GOVERNMENT DEGREE COLLEGE FOR WOMEN  
AUTONOMOUS , KAKINADA  
**DEPARTMENT OF ENGLISH**  
**CERTIFICATE**  
OF APPRECIATION  
This is to certify that  
**JONNAGADDA SRI KANYA**  
of B.Com Computer Applications Honours has completed a 45 Days  
certificate course on “**BETTER YOUR ENGLISH**” organized by the  
Department of English, A.S.D.Government Degree College For Women  
Autonomous, Jagannaickpur, Kakinada, from 27th January 2025 to  
22nd March, 2025.

Lecturer In-charge      Principal      Controller of Examinations



# Student's Attendance

Certificate Course on "Better your English" 27-01-2025 to 22nd March 2025

Pupils Attendance Register													No. of Days Average Attendance													Section Class											
Month: JAN, FEB & March Year: 2025																																					
1	2	3	4	5										6													7	8	9								
Admission Number	Sl No	Name	Class	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	31	No. of Days Boys Girls	Date of Birth	Remarks
2474005	1	S. Pranathi	CS	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
2474007	2	Sk. Ajmanieha	CS	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
2474008	3	B. Lakshmi Sahya Sai Iswarya	CS	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
2474002	4	B. Prasanna	CS	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
2474005	5	E. Manju Bhargavi	CS	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
2474000	6	K. Nandini	CS	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
2474005	7	N. Keerthi	CS	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
2474005	8	P. Dhana Sree	CS	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
2474000	9	T. Sindhu	CS	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
2474000	10	U. Mani Kumari	CS	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
2474002	11	V. Sai Harshika	CS	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
2474000	12	V. Teja Sri Surya Kala	CS	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
2461006	13	Md. Salma	CS	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
2461011	14	B. Sandhya Devi	CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
2461014	15	L. Navya	CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
2461000	16	B. Vinodhu	CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
2461004	17	Ch. Pravalika	CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
2461006	18	G. Sahya Sowjanya	CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
2461000	19	J. Sri. Kanya	CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
2461005	20	K. Venkatesh Lakshmi	CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				

Morning Attendance: Boys ☐ Girls ☐

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

Evening Attendance: Boys ☐ Girls ☐

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

Class Teacher \_\_\_\_\_

Head Master \_\_\_\_\_

Ravi's

# Certificate Course on "Better your English"

27-01-2025 to 22-03-2025

Month: JAN & Feb, March  
Year: 2025

## Pupils Attendance Register

No. of Days  
Average Attendance:

Section:   
Class:

Admission Number	Sl No	Name	class																	No. of Days		Date of Birth	Remarks
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Boys	Girls		
2474005	1	S. Pranaika	C.S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
2474007	2	Sk. Ajmanleha	C.S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
2474021	3	B. Lakshmi Satya Sai Teja	C.S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
2474022	4	B. Prasanna	C.S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
2474025	5	E. Manju Bhargavi	C.S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
2474030	6	K. Nandini	C.S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
2474033	7	N. Keerthi	C.S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
2474035	8	P. Dhana Sree	C.S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
2474036	9	T. Sindhu	C.S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
2474040	10	U. Mani Kumari	C.S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
2474042	11	V. Sai Harshika	C.S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
2474043	12	V. Teja Sri Surya Yala	C.S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
2461006	13	Md. Salma	C.S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
2461011	14	B. Sandhya Devi	CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
2461014	15	L. Navya	CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
2461020	16	B. Vinodu	CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
2461024	17	Ch. Prayallika	CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
2461035	18	G. Satya Soujanya	CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
2461042	19	J. Sri Kanya	CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
2461045	20	K. Venkate Lakshmi	CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				

Morning Attendance: Boys ☐ Girls ☐

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

Evening Attendance: Boys ☐ Girls ☐

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

PROVINCIAL  
J.S.D. COLLEGE (M)  
AUTONOMOUS  
FARMING

No. of Working Days:

Class Teacher: \_\_\_\_\_

Head Master: \_\_\_\_\_

Ravi's



# Certificate Course on 'Better your English'

27-01-2025 to 22-03-2025

Month JAN, FEB & MAR  
Year 2025

## Pupils Attendance Register

No. of Days  
Average Attendance

Section: 1st  
Class: 1st

1	2	3	4	5
Admission No.	Name	CLAS	1	2
2461043	K. Naga Devi	CA	P	P
2461004	G. Raga Deepika	CA	P	P
2461025	N. Devi	B.G.	P	P
2461023	A. Navya	B.G.	P	P
2461024	B. Devi Sri	B.G.	P	P
2461021	D. Veera Gauthani	B.G.	P	P
2461023	D. Jyothirmay Jasmine	B.G.	P	P
2461026	G. Bhavana	B.G.	P	P
2461029	K. Rameela	B.G.	P	P
2461021	M. Dhanusha	B.G.	P	P
2461024	M. Ganga Ratnam	B.G.	P	P

14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	No. of Days	Date of Birth	Remarks
																		Boys	Girls	
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			

*[Handwritten signature]*

*[Handwritten signature]*

PRINCIPAL  
ARDONTESE COLLEGE (M)  
AUTONOMOUS  
TANDUR

Morning Attendance: Boys: [ ] Girls: [ ]

Teacher's Signature

Evening Attendance: Boys: [ ] Girls: [ ]

Teacher's Signature

No. of Working Days

Class Teacher

Head Master

Ravi's

# Certificate Course on "Better your English"

27-01-2025 to 22-03-2025

Month: JAN, FEB & MAR  
Year: 2025

## Pupils Attendance Register

No. of Days

Average Attendance

Section:

Class:

1	2	3	4	5																															6		7	8	9																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
Admission Number	Sl No	Name	CA	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	31	No. of Days		Date of Birth	Promotional Date of Admission	Remarks																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
				Boys	Girls																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
2462047	21	K. Naga Devi	CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

Morning Attendance: Boys ☐ Girls ☐

Teacher's Signature:

Evening Attendance: Boys ☐ Girls ☐

Teacher's Signature:

No. of Working Days

Class Teacher

Head Master

Ravi's



## Pictorial Proofs







V. N. D.  
PRINCIPAL  
A.S.D.GOV.T.DEGREE COLLEGE (W)  
AUTONOMOUS  
KAKINADA



Suryotte