



ASD Govt. Degree College for Women(A),Kakinada
Jawahar Knowledge Centre (JKC)

Jawahar Knowledge Centre (JKC)
Activity Register 2021-2022

Date	15 th March 2022 to 20 th May 2022
Conducted through (DRC/JKC/ELF/NCC/NSS/ Departments etc.)	Jawahar Knowledge Centre (JKC)
Nature of Activity (Seminar/Workshop/Extn. Lecture etc.,)	Certificate Course
Title of the Activity	Spoken English Skills
Name of the Department/Committee	Jawahar Knowledge Centre (JKC)
Details of Resource Persons (Name , Designation etc.,)	Shaik Jeelani Lecturer in English , Sanjeeva Degree & PG College Kakinada East Godhavari, 533002.
No. of students participated	20
Brief Report on the activity	The Course period is from 15 th March 2022 to 20 th May 2022. 27 Students have been registered for this programme. Sri Shaik Jeelani acted as Resource Person. The entire Certificate Course on Spoken English Skills went in a good manner. After Completion of the course on 23 rd .05.2022 Course End Exam has been conducted and Certificates are issued to the participants by the Principal and JKC/Course Coordinator and JKC Mentor.
Name of the Lecturers who Planned & conducted the activity	Dr.P.Sanjatha, JKC Coordinator & Lecturer in English Mr.V.Venkata Ramana, JKC Fulltime Mentor
Signature of the Dept.In-Charge/ Convener of the Committee	
Signature of the Principal	
Remarks	

ASD Govt. Degree College for Women(A),Kakinada
Jawahar Knowledge Centre (JKC)

To
The Principal
ASD Govt.Degree College for Women(A)
Kakinada

Dear Madam

VA 3/3/22
Sub: - Request to run the certificate courses through JKC for the Academic year
2021-22 - Reg.

* * *

I request you kindly to give permission to run the JKC General, Certificate Course in
Type-Writing skills, C Language and HTML. for I, II and III Year students.


- JKC General Batch
Smt P. Sanjotha, JKC Coordinator & Lecturer in English
Mr. V. Venkata Ramana as JKC Full-time Mentor.
- Type-Writing Skill Course,
Mr.V. Venkata Ramana as JKC Full-time Mentor.
- C Language and HTML Courses
3 Guest Faculty will be from SV Technologies, Kakinada,
- Spoken English
Smt P. Sanjotha, JKC Coordinator & Lecturer in English
Sk.Jeelani., Guest Faculty will be from PSN Murthy PG Courses, Kakinada

Fee Structure: - Type-Writing Rs. 150/- pm
Spoken English Rs 300/-
All other remaining Courses the fee will be Rs. 550/-

Duration: - JKC General - 250 hours
Spoken English - 60 Hrs
C Language and HTML - 45 DAYS
Tally ERP 9 - 45 DAYS

Yours Sincerely

Date : 03.03.22
Station: Kakinada


(P.Sanjotha)
JKC Coordinator

ASD Govt. Degree College for Women(A),Kakinada
Jawahar Knowledge Centre (JKC)

JKC Special Batch III-Students Enrolment
Certificate Course - Spoken English Skills
15th March 2022 to 20th May 2022

S.No	Name	Class	Group	Caste
1	JB SRI LAKSHMI	BCOM	TM	BC
2	MALLADI KASU SRI	BCOM	TM	BC
3	BODDU YAMUNA	BCOM	TM	BC
4	M VEERA MAHALAKSHMI	BCOM	TM	BC
5	SEELAM DEEVENA	BCOM	TM	BC
6	PEMMADI HEMA	BCOM	TM	BC
7	YLS CHANDANA	BSc	I MPC	OC
8	PINAPOTHU YAMUNA	BA	HEP	BC
9	SAMANA SAROJA	BA	HEP	BC
10	K KRANTHI KUMARI	BCOM	TM	SC
11	BHEEMALA DURGA	BCOM	EM	BC
12	PANTHADI KUSUMANJOLI	BCOM	EM	BC
13	KOPPISETTI DIVYA	BCOM	TM	BC
14	K LAKSHMI PRIYANKA	BCOM	TM	BC
15	M SRI VINEELA	BCOM	TM	OC
16	P VEERA SRAVANI	BCOM	TM	OC
17	P DHANALAKSHMI	BCOM	TM	BC
18	S RAJA RAJESWARI	BCOM	TM	BC
19	S JAHNAVI	BCOM	TM	SC
20	S NUTHANA	BCOM	TM	BC
21	BALAGAM RADHIKA	BCOM	TM	BC
22	K ISHWARYA	BA	HEP	BC
23	G GEETHANJALI	BCOM	TM	BC
24	R V LAKSHMI	BCOM	TM	BC
25	DONA KAMKSHI	BA	HEP	BC
26	B VARA JYOTHI	BCOM	TM	BC
27	MYTAPALLI PAVANI	BCOM	TM	BC

Spoken English Skills Syllabus

Section 1

1. Listening to texts, listening to CDs, essays by a good listener
2. Introduction Vocabulary, consonants, and vowels.
3. Listening and understanding Language translation based on questions and answers.
Interactions between students
4. Reading Skills, Reading comprehension skills. Detection of position and central thinking.
5. Vocabulary and word processing from various texts and dictionaries

Section 2

1. Basic grammar, prescriptive/descriptive approach, grammar, acceptance, communication, contextual grammar, spoken and written grammar
2. An exercise in using different grammatical structures in the subject. Determining the use of the above grammatical tools forms various texts such as newspapers, poems, stories, etc.
3. Words and phrases used for conversation, comment, question, order, suggestion, rejection, possibility, ability, satisfaction, commitments, etc.

Section-3

1. Dialogues
2. Public speech
3. Telephonic Conversation

Section-4

1. Translation – from Hindi to English

Section-5 GRAMMAR

1. TENSE
2. Subject Verb Agreement
3. Voice
4. Antonyms
5. Synonyms
6. Prefix and Suffix
7. Parts of Speech
8. Narration
9. Writing on a given Topic

Section-6 WRITING SKILLS

1. Form simple information about paragraph layout logically (coherence).
2. Writing an article (250 words) - argumentative, narrative, descriptive, creative.
3. Writing a note
4. Write a greeting letter and vote with thanks.

Section-7 PUBLIC SPEAKING

1. Definition and Purpose
2. Operation:
3. Instructions
4. Useful sentences for introduction and conclusion
5. Watch the crowd
6. The role of accent, tone,
7. Body language
8. Genres: speech, rhetoric, improvisation, debate, etc.
9. Personality traits were tested.
10. Combat general anxiety and nervousness on stage.

Section-8 GROUP DISCUSSION

1. Definition and Purpose
2. Operation:
3. Instructions
4. Take responsibility for GD
5. How to keep GD happy
6. Body language during GD
7. Types
8. GD personality traits tested
9. Mock DGs

Section-9 JOB TRAINING

1. Listening, reading, and language comprehension/telephone skills (oral communication and listening exercises)
2. Interview
3. Specific activities in writing skills.
 - A. Write a business letter
 - B. Write log
 - C. Circular
 - D. Writing Application for Jobs.
 - E. Write a resume

Section-10 Presentation Skills

1. View planning and structure
2. Tricks to relate to audiences and different types of audiences.
3. Effective use of Chalk & Talk, OHP, LCD, and PowerPoint.

JKC Special Batch-III(2021-22) Spoken English

S.No	Name	Class	27/1	28/4	29/4	30/4	3/5	4/5	5/5	6/5	7/5	8/5	9/5	10/5	11/5	12/5	13/5	14/5	15/5	Total
1	JB SRI LAKSHMI	BCOM	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	A	P	12
2	MALLADI KASU SRI	BCOM	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	15
3	BODDU YAMUNA	BCOM	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	15
4	M VEERA MAHALAKSHMI	BCOM	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	16
5	SEELAM DEEVENA	BCOM	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	15
6	PEMMADI HEMA	BCOM	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	16
7	YLS CHANDANA	BSc	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	14
8	PINAPOTHU YAMUNA	BA	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	14
9	SAMANA SAROJA	BA	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	15
10	K KRANTHI KUMARI	BCOM	P	A	P	P	P	P	A	P	A	P	P	P	P	P	P	P	P	13
11	BHEEMALA DURGA	BCOM	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	14
12	PANTHADI KUSUMANJOLI	BCOM	P	P	P	P	P	P	P	P	P	A	P	A	P	A	P	P	P	13
13	KOPPISETTI DIVYA	BCOM	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	A	P	13
14	K LAKSHMI PRIYANKA	BCOM	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	15
15	M SRI VINEELA	BCOM	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	14
16	P VEERA SRAVANI	BCOM	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	16
17	P DHANALAKSHMI	BCOM	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	14
18	S RAJA RAJESWARI	BCOM	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	14
19	S JAHNAVI	BCOM	A	P	P	P	P	P	A	A	P	P	P	A	P	P	A	P	P	11
20	S NUTHANA	BCOM	P	A	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P	13
21	BALAGAM RADHIKA	BCOM	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	A	13
22	K ISHWARYA	BA	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	15
23	G GEETHANJALI	BCOM	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	13
24	R V LAKSHMI	BCOM	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	15
25	DONA KAMKSHI	BA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	15
26	B VARA JYOTHI	BCOM	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	15
27	MYTAPALLI PAVANI	BCOM	P	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	14



Spoken English Skills –Class by Sk Jeelani

ASD Govt. Degree College for Women(A), Kakinada

Jawahar Knowledge Centre (JKC)

Spoken English Skills –Class Test paper

X. Read the following advertisement and prepare curriculum vitae : $1 \times 5 = 5$

Wanted graduates in any discipline to teach in the primary section of a reputed school in Vijayawada. Candidates with experience and having B.Ed., will be given preference. Salary no bar for the right candidates. Apply with a detailed C.V.

XI. Mention ANY FIVE dos and don'ts in Interview : $5 \times 1 = 5$

XII. Fill in the blanks with suitable forms of the verbs given in the brackets : $5 \times 1 = 5$

- My father _____ (take) coffee every morning.
- One of my friends _____ (be) a teacher.
- She _____ (work) in the Bank since 2005.
- It _____ (rain) now.
- My mother and I _____ (go) to exhibition last week.

PART - II

VIVA - VOCE

Presentation Skills Max. Marks : 25

- JAM activity $1 \times 3 = 3$
- Self Introduction $1 \times 3 = 3$
- Introducing your friend / member of your family $1 \times 3 = 3$
- Reading News Paper activity $1 \times 3 = 3$
- Interview Skills [FAQs] $1 \times 3 = 3$
- Attendance $1 \times 5 = 5$
- Discipline $1 \times 5 = 5$

A.S.D. GOVT. DEGREE COLLEGE FOR WOMEN

(Autonomous)



Certificate Course in

Communication Skills - Exam

Time : 3 Hrs.

Max. Marks : 75

PART - I

I. Answer ANY TWO of the following topics in the about 10 to 15 lines each : $2 \times 5 = 10$

- Describe your college
- Student Life
- About your home town - Kakinada
- News Paper
- Any memorable day in your life

II. Answer ANY TWO of the following topics in the about 10 to 15 lines each : $2 \times 5 = 10$

- About JKC
- If I were a PM
- About your best friend
- Importance of English language
- Cell Phones uses - misuses

III. Describe your daily routine : $1 \times 5 = 5$

Narrate, in sequence, what you usually do from the moment you wake up in the morning to the time you go to bed.

IV. You are advising your younger brother Venu about the importance of communication skills and soft skills. Write a dialogue between yourself and your brother : $1 \times 5 = 5$

V. Correct the following spellings / Words : $10 \times \frac{1}{2} = 5$

- tution
- occcation
- grammer
- tiffin
- bazar
- guidence
- pronunciation
- comittee
- sunami
- your's truely

VI. Correct ANY FIVE following sentences : $5 \times 1 = 5$

- I am in leave.
- My father is angry upon me.
- We go to college by walk.
- I did not went to college yesterday.
- She is going to abroad.
- Let me congratulate you for your success
- Your good name please?
- There is no place in the bus.
- He is very helping nature.
- I am having a laptop.
- She is reading news paper every day.
- I have a work today.

VII. Read the passage given below and answer the questions that follows : $5 \times 1 = 5$

Kiran Bedi (1949 -) is a social activist and a retired Indian Police Service Officer. She became the first woman to join the IPS in 1972. She soon gained a reputation as a fearless and forthright officer. Navajyoti set up in 1987 and India Vision Foundation, set up in 1994, are two voluntary organization established by her with the objectives of improving the condition of drug addicts and poor people. She introduced major reforms in Tihar Jail, Delhi. Her efforts won her

national and international recognition. She received the Magsaysay award in 1994. Her autobiography, 'I dare. It's Always Possible' was published in 1998. She has been voted as the most admired woman in India.

- What is the expanded form of IPS?
- Name the 2 voluntary organization established by Kiran Bedi.
- Write the noun form of 'poor'.
- Write the antonym of 'major'.
- State True or False : The title of Kiran Bedi's autobiography suggests that by nature she was a person who would not accept defeat easily.

VIII. Write / Frame negatives and question forms to the following statements / sentences : $5 \times 2 = 10$

- Vijay likes classical music.
- She went to college yesterday.
- They will visit Hyderabad
- You read news paper every day.
- He saw the film last night.


IX. Rearrange the scrambled words to form meaningful sentences : $5 \times 1 = 5$

- to buy / went / vegetable / Rajesh / to market.
- Independence Day / announced / special awards / The Chief Minister / on the
- the students / JKC / in / and life skills / trains / job related skills
- Mother Earth / avoid / to preserve / should / using / plastic / We
- attends / Kumar / regularly / college

ASD Govt. Degree College for Women(A),Kakinada
Jawahar Knowledge Centre (JKC)

Certificate issued for Spoken English Skills – Training classes


A.S.D. Govt. Degree College for Women (Autonomous),Kakinada

Jawahar Knowledge Center 
Creating Opportunities Developing Skills Unleashing Potential

Certificate

This is to certify that Miss. _____ of
_____ Class with JKC ID No _____ has successfully
completed the 50 hrs Training Programme in **Spoken English Skills** at
Jawahar Knowledge Centre (JKC), ASD Govt. Degree College for
Women(A),Kakinada from 15th March 2022 to 20th May 2022.

JKC Coordinator Principal & Chairman, JKC



