# TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE GIRLS KOTHAGUDEM

BHADRADRI KOTHAGUDEM DISTRICT, TELANGANA (Affiliated to Kakatiya University, Warangal, Telangana)



# **DEPARTMENT OF ENGLISH**



# **CERTIFICATE COURSE ON**

# COMMUNICATIVE ENGLISH AND PERSONALITY DEVELOPMENT

**ACADEMIC YEAR: 2018-2019** 

# ELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (GIRLS ) KOTHAGUDEM.

(Affiliated to Kakatiya University, Warangal, Telangana)

Place: Kothagudem, Dt: 01-02-2019

To The Principal, TTWR Degree College(G) Kothagudem.

Respected Madam,

Sub:- Request to grant permission to conduct a certificate course on COMMUNICATIVE ENGLISH AND PERSONALITY DEVELOPMENT - Reg.

With the reference to the subject cited above, department of English is planning to conduct 30 days Certificate course on 'COMMUNICATIVE ENGLISH AND PERSONALITY DEVELOPMENT - '. The main objective of the certificate course is to develop basic SPEAKING SKILLS in English among students.

Hence, I request you kindly permit to conduct certificate course.

Thanking you Madam,

Principal
TTWR Degree College (Girls),
Kothagudem-507 115
Bhadradri Kothagudem Dist.

# **Course Overview:**

| Course Type            | <ul><li>Certificate Course</li></ul>  |
|------------------------|---|
| Duration of the Course | > 4 Weeks   |
| Course Sponsorship     | ➤ Self-financed   |
| Eligibility            | Pass marks in Higher Secondary or equivalent examination.   |
|                        | <ul> <li>Students passing out of vocational stream are also<br/>eligible for admission</li> </ul>   |
| Admission Procedure    | ➤ Based on merit followed by personal interview   |
| Training Curriculum    | Listening Skills  |
|                        | Speaking Skills   |
|                        | Reading Skills  |
|                        | Writing Skills  |
|                        | > Soft Skills   |
| Course Outcome         | ➤ Develop communicative competency in English   |
|                        | Demonstrate conceptual understanding of English<br>language structures through application in reading,<br>writing, speaking and listening activities. |
|                        | Train and prepare for employment<br>in corporate, media, English language teaching and<br>content writing sectors                                     |
|                        | Exposure to opportunities, challenges and roles in job market   |

# **SYLLABUS**

# **OVERALL COURSE STRUCTURE:**

| Module | Component   | Weightage | Classes Required<br>(1 Class= 1 Hour) |
|--------|---|-----------|---------------------------------------|
| Ι      | Basic English Grammar                                 | 10        | 5 Hours                               |
| II     | Vocabulary  | 10        | 5 Hours                               |
| III    | Communicative English (conversation/ speaking skills) | 30        | 10 Hours                              |
| IV     | Applied English                                       | 20        | 05Hours                               |
| V      | Personality Development (Soft Skills)                 | 30        | 05 Hours                              |

# **DETAILED COURSE CONTENT:**

# Module I: Basic English Grammar

# **Objectives:**

- a. To acquaint learner with the basic concepts of English Grammar
- b. To take remedial steps to correct the errors that enter the Learner's Language system while learning English as a foreign language.
- c. To make aware of the peculiarities of English language

# **Topics:**

- a) Parts of speech
- b) Articles
- c) Subject-Verb Agreement
- d) Types of sentences
- e) Tense
- f) Voice change
- g) Direct and Indirect Speech

# **Module II: Vocabulary**

# **Objectives:**

- a. To acquaint learners with the modern English Usage of words
- b. To enrich one's stock of words and phrases

# **Topics:**

- a) Synonyms and antonyms
- b) Phrasal verbs
- c) One word Substitution
- d) Idioms and proverbs

# Module III: Communicative English (conversation/ speaking skills)

### **Objectives:**

- a. To improve communicative competence of the students
- b. To enable the students to converse in their life situations
- c. To train the students to use English for the practical purposes

### **Topics:**

#### A. Patterns

- 1. Greetings
- 2. Introducing
- 3. Invitation
- 4. Making request
- 5. Expressing Gratitude
- 6. Complimenting and Congratulating
- 7. Expressing Sympathy
- 8. Apologizing
- 9. Asking for Information
- 10. Seeking Permission
- 11. Complaining and Expressing Regret

### B. Using English in Real Life Situation

- 1. At the bank/Post Office/College
- 2. At the Green Grocer
- 3. At the temple
- 4. At the college Canteen or Restaurant

- 5. At the Police Station
- 6. At the Railway Station/Bus Station
- 7. At the Medical shop
- 8. At the library
- 9. Booking a room in a hotel
- 10. At the travel Agency
- 11. Interviews
- 12. Debates
- 13. Group Discussions
- 14. Presentations
- 15. Drills and Role playing

# Module IV: Applied English

### **Objectives:**

- a. To enable the students to write English in a clear and concise manner
- b. To acquaint the students with various writing styles
- c. To train the students to use english for the practical purposes

### **Topics:**

- a) Letters and Applications
- b) CV
- c) Making notes
- d) Report writing/ Documenting
- e) Creative writing
- f) Book/ Film reviews

# Module V: Personality Development (Soft Skills)

### **Objectives:**

- a. To enable the students to develop leadership and management skills
- b. To equip the students with requisite soft skills for corporate offices
- c. To train the students to adapt to practical working conditions in offices and job markets.

### **Topics:**

- a) Leadership and team work management
- b) Adaptability
- c) Emotional Intelligence
- d) Problem Solving skills
- e) Time management and stress management

#### **Suggested Reading:**

- a. English and Soft Skills-S.P Dhanavel, Orient Blackswan
- b. Soft Skills: Personality Development for Life Success-Prashant Sharma
- c. Personality Development and Soft Skills- Barun K. Mitra

#### PARTICIPATED STUDENTS:

| SNO | NAME OF THE    | GROUP    |
|-----|----------------|----------|
|     | STUDENTS       |          |
| 01  | G.Naga sree    | B.COM-G  |
| 2   | T.Sandhya rani | B.COM-G  |
| 3   | V.Veena kumari | B.COM-CA |
| 4   | M.Bala Kumari  | B.COM-CA |
| 5   | H.Gowthami     | B.A.HEP  |
| 6   | H.Vijeta       | B.A.HEP  |
| 7   | B.Mounika      | B.A.HEP  |
| 8   | P.Sravani      | B.A.HEP  |
| 9   | S.Swathi       | B.A.HEP  |
| 10  | K. Rajeshwari  | BAHEP    |
| 11  | B.Samatha      | MZC      |
| 12  | G.Padma        | MZC      |
| 13  | K.Ramana       | MZC      |
| 14  | Y.Shivaani     | MZC      |
| 15  | B.Roja         | BZC      |
| 16  | M.Divya Sree   | BZC      |
| 17  | B.Navya        | MPCS     |
| 18  | V.Chiruna      | MPCS     |
| 19  | E.Bindu        | MPC      |
| 20  | S.Prameela     | MPC      |
|     |                |          |

| Sno | NAME OF THE<br>STUDENTS | GROUP    | GRADE |
|-----|-------------------------|----------|-------|
| 01  | G.Naga sree             | B.COM-G  | A     |
| 2   | T.Sandhya rani          | B.COM-G  | A     |
| 3   | V.Veena kumari          | B.COM-CA | В     |
| 4   | M.Bala Kumari           | B.COM-CA | A     |
| 5   | H.Gowthami              | B.A.HEP  | В     |
| 6   | H.Vijeta                | B.A.HEP  | A     |
| 7   | B.Mounika               | B.A.HEP  | В     |
| 8   | P.Sravani               | B.A.HEP  | A     |
| 9   | S.Swathi                | B.A.HEP  | В     |
| 10  | K. Rajeshwari           | B.AHEP   | A     |
| 11  | B.Samatha               | MZC      | A     |
| 12  | G.Padma                 | MZC      | A     |
| 13  | K.Ramana                | MZC      | A     |
| 14  | Y.Shivaani              | MZC      | В     |
| 15  | B.Roja                  | BZC      | A     |
| 16  | M.Divya Sree            | BZC      | A     |
| 17  | B.Navya                 | MPCS     | В     |
| 18  | V.Chiruna               | MPCS     | A     |
| 19  | E.Bindu                 | MPC      | A     |
| 20  | S.Prameela              | MPC      | A     |

Organisers:
B.Shanthi
G.Sabhitha.

# Communicative English and Porsonality Dwelopment - 2018-19

|     | STUDENT ATTEN          | IDANCE SHEET CAYOMENTON   |
|-----|------------------------|---------------------------|
| S.N | NO NAME OF THE STUDENT | SIGNATURE OF THE STUDENT  |
|     | G. Nogaxace            | G. Nagassee               |
| 2   | T. Sandya Rami         | J. sandya Roun            |
| 3   | V. Veena Kumayî        | voverna kuman             |
| 4   | 0                      | M. Balgkumrs.             |
| 5   | 0 10                   | H. Gayatheri              |
| 6   | H. Visetha             | H. visetha                |
| 7   | B. Mounika.            | B. Mounito.               |
|     | p. Syavani             | P. Smavani                |
| 9   | S. Swathi              | S. Swathi                 |
| 10  | 00                     | K. Dajeshvali             |
| 11  | 0 0 4                  | R. Sämatha                |
| -   | G. Padma               | G. Paelma                 |
| 2.4 |                        | K. Rameina                |
| 13  | K. Ramana              | Y. Shivani                |
| 14  | y- Shivaani            | B.Roja                    |
| 15  | B. Roja                |                           |
| 16  | M. Divya Stee          | M. Dirya Soee<br>B. Nouge |
| 12  | B. Nowya               |                           |
| 18  | V. Chivuna             | v. Chivina                |
| 19  | B. Bindu               | B. Bindu                  |
| 20  | S. Pramoda.            | S. Pramoda                |

T.W.R. Degree College(Gir's Kothagudem 507 101
Bhadradri Kothagudem Dist







# TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (GIRLS) KOTHAGUDEM



(Affiliated to Kakatiya University, Warangal)

# **CERTIFICATE COURSE**

This Certificate is awarded to Ch.Ramya, B.Com (Gen) TTWRDC (G) KOTHAGUDEM for her excellent performance in the Certificate course ON "Communicative English and Personality Development" organized by Dept.of English TTWRDC(G) KOTHAGUDEM (Affiliated to Kakatiya University) on 2013-13

Department of English
TTWRDC (G), Kothagudem



Principal

TWR Degree College (firs);

Kothagudem-507 15

Bhadradri Kothagudem ist.

NAME OF THE DEPARTMENT: ENGLISH ACADEMIC YEAR: 2018-19

| _   |                |         |         |         |         |         |         |       |       |         | . (    | ertifica | te cour  | hutz az | ent att                  | endanc | o shoot      | -(           | <b>~</b>     | ica fu    | in P.         | ralish        | & Pe | Mona            | lity a      | Develops |
|-----|----------------|---------|---------|---------|---------|---------|---------|-------|-------|---------|--------|----------|----------|---------|--------------------------|--------|--------------|--------------|--------------|-----------|---------------|---------------|------|-----------------|-------------|----------|
| s.n | The of the     | 1       | 2       | 3       | 4       | 5       | 6       | 7     | 8     | 9       | 10     | 11       | 12       | 13      | 14                       | 15     | 16           | 17           | 18           | 19        | 20            | 21            | 22   | 23              | 74          | 25       |
| L   | student        | 11/2/19 | 12/2/19 | 13/2/19 | 14/2/19 | 15/2/19 | 15/2/19 | 12/19 | 12/19 | 1219    | 12/19  | 12/19    | 0/2/19   | 118     | 1/19                     | 12/19  | dala         | 10/19        | 12/19        | 12/10     | 12/19         | 10/19         | 1.02 | 912/19          | 11/3/1      | haa      |
| 1   | G. Nagablee    | P       | P       | P       | P       | P       | P       | 8     | P     | 12      | P      | D        | 151 P    | NA.     | P                        | 40     | 281/111<br>P | 10°          |              | 6131      | 6/511         | 7151          | 8/21 | A 51            | IIISI       | 1        |
| 2   | T. Sandhya Ron | 1       | P       | P       | P       | P       | P       | P     | P     | P       | P      | D        | P        | 1       | P                        | P      | P            | 10           | P            | 1         | P             | 10            | D    | 10              | 10          | P        |
| 3   | N. Vecnal mas  |         | P       | P       | P       | P       | P       | P     | P     | P       | P      | P        | P        | P       | P                        | P      | P            | P            | P            | P         | 0             | 12            | -    | D               | 12          | P        |
| 4   | M. Balakumat   |         | P       | P       | P       | P       | D       | P     | P     | P       | 8      | D        | D        | 0       | 0                        | P      | P            | \$           | 1            | D         | P             | P             | P    | P               | P           | P        |
| 5   | H. Gowthami    | P       | P       | P       | P       | P       | P       | P     | P     | D       | D      | 5        | P        | 0       | P                        | P      | 7            | 5            | 5            | P         | P             | P             | P    | P               | P           | D        |
| 6   | H Visiols      | P       | P       | P       | P       | P       | P       | P     | P     | P       | P      | P        | D        | 0       | D                        | P      | 3            | P            |              | P         |               |               | -    | <del>  / </del> | -           |          |
| 7   | B. Mouning     | P       | P       | P       | P       | P       | D       | P     | P     | P       | 0      | P        | P        | P       | $\overline{\mathcal{O}}$ | P      | *            | 0            | _            | $\hat{v}$ | 0             | P             | P    | P               | PP          | 0        |
| 8   | P. Svanzani    | P       | P       | P       | P       | P       | P       | P     | P     | 5       | Ó      | 8        | D        | P       | 5                        | 5      | 5            |              | _            | P         | 0             | 0             | 2    | P               | P           | P        |
| 9   | S. Swathi      | P       | P       | D       | P       | P       | P       | P     | 2     | 4       | 5      | 0        | P        |         | P                        | \$     | 1            |              | -            | 0         | 70            | D             | 0    | P               |             | D        |
| 10  |                | P       | P       | P       | P       | D       | P       | P     | P     | P       | P      | P        | P        | P       | D                        | 4      |              | 7            |              | 2         | 6             | 7             | 6    | P               | P           | 8        |
|     | R. Camatha     | P       | P       | P       | P       | P       | P       | P     | D     | P       | P      | D        | D        | D       | D                        | \$     | P            | P            |              | P         | D             | $\rightarrow$ | P    |                 |             | P        |
| 12  | G. Padma       | P       | P       | P       | P       | P       | P       | P     | \$    | P       | P      | P        | P        | D       | 5                        | 7      |              | P            | 7            | P         | P             | -             | P    | D               | +           | P        |
| 13  | r. Romano      | P       | P       | P       | ρ       | ρ       | Ď       | P     | P     | ρ       | p      | P        | D        | 7       | P                        | 6      | P            |              | 5            | P         | P             | $\rightarrow$ | D    | -               | <del></del> | D        |
| 14  | Y. Chivaani    | P       | P       | P       | P       | D       | P       | D     | P     | P       | P      | P        | D        | Ġ       | D                        | \$     | R            | 1            | F            | Ď         |               |               | P    | P               | -           | D        |
| 15  |                | P       | P       | P       | P       | P       | P       | P     | P     | P       | P      | P        | P        | \$      | D                        | q      | P            | D            | P            | \$        | $\rightarrow$ |               | 0    | b               |             | D        |
| 16  |                | P       | P       | P       | P       | P       | P       | D     | P     | P       | P      | P        | 0        | Ď       | P                        | P      |              | <del> </del> | <del>\</del> | P         | _             |               | _    | 0               |             | F        |
| 17  |                | P       | P       | P       | P       | P       | P       | P     | P     | P       | P      | P        | P        | ٦       | D                        | P      | P            | P            | _            | P         | _             |               | P    |                 |             | 5        |
| 18  | V-chilling     | P       | P       | P       | P       | P       | P       | p     | P     | P       | P      | P        | P        | 4       | D                        | P      | 7            | PA           |              | _         | P)            |               | _    |                 | PI          |          |
| 19  | B- Bindu       | P       | P       | P       | P       | P       | P       | P     | P     | P       | P      | P        | P        |         | Á                        |        | P            | P            | P            | 30        | D             | P             | P    | 9               | 11          | 6        |
| 20  |                | P       | P       | P       | P       | P       | P       | P     | P     | P       | P      | P        | P        | P       | P                        | P      | P            | P            | P            | P         | P             | P             | P    | P               | P           | P        |
| 21  |                |         |         |         |         |         |         |       |       |         |        |          |          | -       |                          |        |              |              |              | *         |               | P             | ()   | <del></del>     | 0 (         | Ś        |
| 22  |                |         |         |         | J.,     | 6.1     | 7       |       |       | 14 1 25 |        |          |          |         |                          |        |              | ,            |              |           | 11            |               | 0    | 0               | 8           | 9        |
| 23  |                |         |         |         |         |         |         |       |       | 1.0     |        |          |          |         | 6                        |        |              | 1,           | 1.0          |           | -3-           | 2 7 1 1       |      | 0               | 0           | 5        |
| 24  |                | fup     |         | F 200   | Ť       | V L     |         |       |       | 1       |        |          |          |         | <u> </u>                 |        |              |              | ā i n        | 4-1       |               | 8 J 24        |      | (1)             | 0           | O        |
| 25  |                | 24      |         |         |         | ş .     |         |       |       | 7       | in the | Property | v = 5.71 | Car of  |                          | · **   |              |              | -Operation   |           |               | 5             |      | 0               | 0 6         | 5        |
|     |                |         |         |         |         |         |         |       |       |         |        |          |          |         |                          |        |              |              |              |           |               |               |      |                 | -           |          |

Principal
TTWR Degree College (Gir
Kothagudem-507 115
Bhadradri Kothagudem D.

NAME OF THE DEPARTMENT: ENGLISH ACADEMIC YEAR: 2018-19

|                             |          |        |       |         |         |        |      |          |          |          |           |      | ACAD         | EMIC Y | EAR:     | 2018 |      |      | 200     | Project      | Engli | ih i          | Pers              | ronal  | ity a  | Qeveloome |
|-----------------------------|----------|--------|-------|---------|---------|--------|------|----------|----------|----------|-----------|------|--------------|--------|----------|------|------|------|---------|--------------|-------|---------------|-------------------|--|--------|-----------|
| s.n Name of the             | 1        | 2      | 3     | 4       | 5       | 6      | 7    | 8        | 9        | 10       | .ertifica | 12   | 13           | 14     | 15       | 16   | 17   | 18   | 19      | 20           | 2 1   | 22            | 23                | 24   | 1),    | Oevelopme |
| o student                   | 2/3/10   | 143/19 | 13/19 | 13/19   | 0310    |        |      | -        |          |          |           |      |              |        |          |      |      |      |         | 1 4.         |       |               |                   | 1.50   |        |           |
| 1 ( )                       |          |        | P     | P       | 10      | B      |      |          |          |          |           | 10.5 |              |        |          |      |      |      |         |              | F 6 3 | 1 4           | N 4               | fax.   |        |           |
| 1 G. Nagass<br>2 D. Sardlya | Pani D   | P      | P     | P       | P       | P      |      |          |          |          |           |      |              |        |          |      | ,    |      |         | -            |       | is the second |                   | a 1  |        |           |
| 3 V. Veena Hu               | ms P     | P      | P     | P       | P       | Vera   |      |          |          |          |           |      |              |        |          |      |      |      |         |              |       | 1 1 2 2 2     |                   | -  | _      |           |
| 4 M Ralaku                  | nasi P   | IP     | P     | P       | P       | MB     |      |          |          |          |           |      |              |        |          |      |      | ,    |         | +            | 1     | 4             |                   |  |        |           |
| 5 H. Governa                | oi P     | P      | P     | P       | P       | 8      |      |          |          |          |           |      |              |        |          |      |      |      |         | 1 Plate<br>A |       |               | 200               |  |        |           |
| 6 H. Winta                  |          |        | P     | P       | P       | Qq     |      |          |          |          |           |      |              |        |          |      |      |      |         |              |       |               |                   |  |        |           |
| B. Mound                    | G P      |        | P     | P       | P       | Am     |      |          |          |          |           |      |              |        |          |      |      |      |         |              |       | 1112          |                   | = 1  | _      |           |
| 8 P. Srann                  | ni P     | P      |       | P       | P       | Br     |      |          |          |          |           |      |              |        |          |      |      | -    | 1       |              |       |               |                   | 5 + +1   |        |           |
| 1º C-swath                  | iP       | P      | P     | 1P      | P       | Born   |      |          |          |          |           |      |              |        |          |      |      |      |         |              |       |               |                   |  |        |           |
| 10 C. Pajeshu               | asi P    | P      | P     | IP      | P       | Ropusu |      | _        | <u> </u> |          | -         | _    | <u> </u>     |        |          |      |      |      |         |              |       |               |                   |  |        |           |
| 11 B. Cross                 | ta P     | P      | P     | IP      | P       | KON    | _    | -        | -        |          | -         |      | -            |        | <u> </u> |      |      |      |         |              | ^     |               |                   |  |        |           |
| 12 G. Padr                  |          | P      | P     | P       | P       | Gp     |      | -        | -        | -        | -         | -    |              |        |          |      |      |      |         |              | -1    |               |                   |  | -      |           |
| 13 k. Ranna                 | ma P     | P      | P     | 16      | P       | hilari |      | -        |          |          | -         | -    | <del> </del> |        |          | _    |      |      |         |              |       |               |                   |  |        |           |
| 14 V. Chi va                | ani P    | 10     | P     | 10      | 10      | Roja   |      |          | -        | -        | -         | -    | -            |        |          |      | -    |      |         |              | 1.7.8 |               | 54,.              |  |        |           |
| 15 B. Roja<br>16 M. Owya (  |          | P      | P     | 1       | D       | Brus   | -    | +-       | +        |          | _         | +-   |              |        | -        |      |      |      |         | , e •        | 9- 1  |               |                   |  |        |           |
| 17 R. Navya                 | Yee P    |        | P     | P       | 6       | wary,  | _    | $\vdash$ |          | <b>-</b> | +         | +-   | <u> </u>     |        |          |      |      | _    |         |              |       | 1,-           |                   | e 11 1   | $\neg$ |           |
| 18 V. Chilur                | V P      |        |       | P       | P       | chio   | +    |          | 1        |          |           |      |              |        |          |      | ,    | 13 1 |         |              |       | Terrog.       |                   |  |        |           |
| 19 B. bind                  | P        | P      |       | P       | P       | Barly  |      |          |          |          |           |      |              |        |          |      |      |      | 1 - 1-1 |              |       |               |                   | - Ar   |        |           |
| 20 S-Plan                   |          |        | P     | P       | P       | Spr    |      |          |          | - 1      |           |      |              |        |          |      |      |      |         | 7 1.1        |       |               |                   | 4.,  |        |           |
| 21                          |          |        |       | 1       | į.      | 1      |      | 1.3      |          |          |           |      |              |        |          |      | 7 (3 |      |         |              | 1     |               |                   |  |        |           |
| 22                          | <u> </u> | - 1    |       |         | mi C    |        |      |          |          |          |           |      |              |        |          |      |      |      |         | 2.4          |       | i de la       |                   |  |        |           |
| 23                          |          |        | -     | - 381 m |         |        |      |          |          |          |           | -    |              |        |          |      |      |      |         |              |       | 10.4%         |                   |  |        |           |
| 24                          |          |        |       |         | 1 3 3 3 | - 1    |      |          |          | 7.2      | - 1       |      |              |        |          |      |      | -    |         |              | 7,1   | 11 - 187      | 18<br>18<br>1 2 2 | 1. 10k<br>1. |        |           |
| 25                          |          | n h    |       | 43 1, 3 | -       |        | 4-05 |          |          |          |           |      |              | 4      |          |      | × .  |      |         | N T          | - 20- |               |                   | No Tab   |        |           |

Principal Lucus

TTWR Degree College (Girls),

Kothagudem-507 11B

Bhadradri Kothagudem Dist.

# TTWRDC (G) KOTHAGUDEM

# DEPARTMENT

# CERTIFICATE COURSE

| ECTU | RER SIGN SHEET | Comm | unico | tive    | 016-1<br>Engli | 9<br>uh 4 | Per<br>5 | sonal | ity 0   | Oevek<br>8 | opner 19   | 10      |
|------|----------------|------|-------|---------|----------------|-----------|----------|-------|---------|------------|--|---------|
| s.no |                | DATE |       | 12/2/19 | 13/2/19        | 14/2/10   | 15/2/10  |       | 18/2/10 | 19/2/19    | THE STATE OF THE S | 2/12/19 |

|      |                         |      | 1      | 2       | 3       | 4       | 5       | 6       | 7     | 8      | 9      | 10     |
|------|-------------------------|------|--------|---------|---------|---------|---------|---------|-------|--------|--------|--------|
| s.NO | NAME OF THE<br>LECTURER | DATE | 2/2/10 | 23/2/10 | 25/2/19 | 26/2/1° | 27/2/10 | 28/2/19 | 13/19 | 2/3/19 | 5/3/19 | 6/3/19 |
| 1.1. | B. Sharthi              |      | 8      | Sh      | Sh.     | A       | Sh      | a       | B     | 03     | 80     | B      |
| 2.   | G. Safoitha             |      |        |         |         |         |         |         |       |        | EM.    |        |

|      |                         |      | 1     | 2      | 3                                       | 4      | 5       | 6       | 7       | 8       | 9       | 10      |
|------|-------------------------|------|-------|--------|---|--------|---------|---------|---------|---------|---------|---------|
| s.no | NAME OF THE<br>LECTURER | DATE | Malia | 8/3/17 | विद्यान                                 | 1/3/19 | 12/3/19 | 13/3/19 | 14/3/19 | 15/3/19 | 16/3/19 | 18/3/19 |
| 1.   | G. Satoitha             |      | as    | 8      | B                                       | B      | 8       | 2       | Ø       | B       | 2       | æ       |
|      |                         |      |       |        | 20 - 20 - 20 - 20 - 20 - 20 - 20 - 20 - |        |         |         |         |         |         |         |

Principal VIVIIII TTWR Degree College (Girls),
Kothagudem-507 115
Bhadradri Kothagudem Dist.

# TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE

### **GIRLS KOTHAGUDEM**

BHADRADRI KOTHAGUDEM DISTRICT, TELANGANA

(Affiliated to Kakatiya University, Warangal, Telangana)



# **DEPARTMENT OF ENGLISH**



CERTIFICATE COURSE ON SPOKEN ENGLISH PROFICIENCY

**ACADEMIC YEAR: 2019-2020** 

# TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (GIRLS) KOTHAGUDEM. BHADRADRI KOTHAGUDEM DISTRICT, TELANGANA (Affiliated to Kakatiya University, Warangal, Telangana)

Place: Kothagudem, Dt: 6 Sept, 2019

To The Principal, TTWR Degree College(G), Kothagudem.

Respected Madam,

Sub:- Request to grant permission to conduct a certificate course on Spoken English Proficiency - Reg.

With the reference to the subject cited above, department of English is planning to conduct 30 days Certificate course on 'Spoken English Proficiency'. The main objective of the certificate course is to develop basic communication skills in English among students.

Hence, I request you kindly permit to conduct certificate course.

Thanking you Madam,

T.W.R. Degree College(Girls) Kothagudem 507 101 Bhadradsi Kothagudem Dist

### **DEPARTMENT OF ENGLISH**

#### **Certificate Course in Spoken English Proficiency**

#### **Course Objectives:**

- 1. To improve the speaking ability of the students.
- 2. To enable the students to make use of Basic English sentence patterns and improve their understanding of the parts of speech.
- 3. To improve the student's clarity of pronunciation.
- 4. To enhance the conversational skills of the students.
- 5. To enhance the proficiency of students in spoken English so that they can bravely face the challenges of the highly competitive globalized world.
- 6. To enable the students to meet the requirements of jobs and careers in international market. Syllabus

| Module | Component   | Weightage | Classes<br>Required |
|--------|---|-----------|---------------------|
| I      | Basic English Grammar                                 | 40        | 5 Hours             |
| II     | Conversation  | 30        | 10 Hours            |
| III    | Communicative English (conversation/ speaking skills) | 30        | 15 Hours            |

#### **Course Content:**

#### Module 1 Basic English grammar

- 1. Basic Sentence Patterns
- 2. Usage and Practice of Parts of Speech: Noun, Verb, Adjective and Adverb
- 3. Usage and Practice of Grammar: Tenses, Modals, Voice and Narration
- 4. Subject –Verb Agreement
- 5. Picture Composition

#### Module 2

- 1. Basics of Conversation (self introduction, seeking the introduction of others, greetings, expressing likes and dislikes, etc).
- 2. Situational Conversation (At a shopping mall, Hospital, Bank, Railway station, etc)
- 3. Role plays (enactment of characters from any story, drama, etc)

#### Module 3

- 1. Basics of Correct Pronunciation
- 2. Group Discussion
- 3. Extempore Speech on a given topic.

#### **Course Outcomes:**

- 1. The fear of students about spoken English will be reduced through "learning by doing" technique.
- 2. The students will be able to make use of English sentence patterns and their understanding of the parts of speech will be enhanced.
- 3. The students will be able to speak correct and fluent English
- 4. The students will be able to meet the requirements of jobs and careers in international market.

## **Enrolled students:**

| S.NO | NAME OF THE STUDENT | GROUP        |
|------|---------------------|--------------|
| 01   | A. SNEHA            | В СОМ [ G ]  |
| 02   | B. DEEPIKA          | B COM [ CA ] |
| 03   | B. NAVYA            | BA [ HEP ]   |
| 04   | B. MAMATHA          | BA [ JEP ]   |
| 05   | B.GANGOTHRI         | BZC          |
| 06   | B.SANGEETHA         | MZC          |
| 07   | D.MOUNIKA           | B COM [ G ]  |
| 08   | E.SAMEELA           | MPCS         |
| 09   | E.MADHURI           | B COM [ CA ] |
| 10   | G.SANGEETHA         | MZC          |
| 11   | J.VIJAYA            | MBZC         |
| 12   | K.PAVANI            | BA [ HEP ]   |
| 13   | K SOWMYA            | MPCS         |
| 14   | K KOWSAILYA         | BA [ JEP ]   |
| 15   | K KAVYA             | MPCS         |
| 16   | K SWATHI            | В СОМ [G ]   |
| 17   | M POOJITHA          | B COM [ CA ] |
| 18   | M SRAVANI           | BA [ HEP ]   |
| 19   | P KAMALA            | BA [JEP]     |
| 20   | P RANUSHA           | B COM [ G ]  |





| S/NO | NAME OF THE<br>STUDENT | GROUP        | GRADE |  |  |
|------|------------------------|--------------|-------|--|--|
| 1    | P THRIVENI             | BA [ HEP ]   | Α     |  |  |
| 2    | P MANJU                | BA [ JEP ]   | В     |  |  |
| 3    | P KAVITHA              | MPCS         | Α     |  |  |
| 4    | P SUSHMA               | MZC          | Α     |  |  |
| 5    | S.PRAMEELA             | MBZC         | В     |  |  |
| 6    | S.SARASWATHI           | B COM [G]    | Α     |  |  |
| 7    | S.SIRI                 | MPCS         | Α     |  |  |
| 8    | U.RADHIKA              | B COM [ CA ] | Α     |  |  |
| 9    | V.ASWINI               | BA [HEP]     | В     |  |  |
| 10   | Y.BHAVANI              | BA [ JEP ]   | В     |  |  |
| 11   | Y.SNEHA                | B COM [ CA ] | Α     |  |  |
| 12   | N.SWOJANYA             | B COM [G]    | Α     |  |  |
| 13   | V.BHARGAVI             | BA [ HEP ]   | Α     |  |  |
| 14   | N.ANITHA               | BA [ JEP ]   | Α     |  |  |
| 15   | S.SINDHU               | MPCS         | Α     |  |  |
| 16   | U.DIVYA                | B COM [G]    | Α     |  |  |
| 17   | B.PUSHUPA              | B COM[ CA ]  | Α     |  |  |
| 18   | M.SOWJANYA             | MZC          | Α     |  |  |
| 19   | S.NADHINI              | MBZC         | В     |  |  |
| 20   | N.BHARGAVI             | MPCS         | Α     |  |  |

# **Department of English:**

R.Sangeeta B.Shanthi

| 1.17   |                   |      |      |     |       |                                |      |      |                     |       |                 |       |                             |                                    |       |        |       | i.    |       |      |             |          | A THE |       | •     |           |      |        |       | 11          | Day 1   |
|--------|-------------------|------|------|-----|-------|--------------------------------|------|------|---------------------|-------|-----------------|-------|-----------------------------|------------------------------------|-------|--------|-------|-------|-------|------|-------------|----------|-------|-------|-------|-----------|------|--------|-------|-------------|---------|
| 16.23  |                   | 1 30 |      |     |       |                                |      |      |                     | TTV   | VRDC (          | G) KC | THAG                        | UDEM                               |       |        | -     | _     |       | 7    |             |          | 1.1   |       | 1)200 | · ( · · · |      |        |       |             |         |
| -      |                   |      |      |     | -     |                                |      | - 1  | 7.                  |       |                 |       |                             | MENT                               |       | ngli   | 77    |       | SIA   | ken  |             | ng/      | 155   |       | POU   | fici      | פחני | 1-     |       | ij.         | . 4     |
| 66.5   |                   |      |      |     |       |                                |      | -    |                     |       |                 |       |                             | ent at                             |       | nce sh | cet   |       |       |      | <del></del> | E. W.    |       |       |       |           |      |        |       | *.          |         |
| 10   1 | ame of the Studen | t    | 1    | 2   | 3     | 4                              | 5    | 6 7  | 7 8                 |       | 10              |       |                             |                                    |       |        |       | 17    | 18    | 19   |             |          | 22    | - 20  | 24    |           | 26   | 27     | 28    |             | = = 100 |
| 31,5   | 7                 | Vi   | 1 2/ | 9/1 | 15/1  | 6/,                            | 17/1 | 8/11 | 9/11                | 11/1  | 12/1            | וןכו  | 19/1                        | 15/11                              | 16/11 | 18/11  | 19/11 | 20/11 | 2//11 | 22/  | 23/11       | 2511     | 2d11  | 27/11 | 2ई (1 | 29/1      | 30/1 | 1/12   | 2/12/ | 412         | 11-     |
| TI     | sneha             | IX   | 1    | X   | _     | X                              | X    | 1    | 74                  | A     | X               | ×     | X                           | X                                  | X     | X      | X     | X     | X     | X    | X           | X        | X     | X     | X     | X         | X    | X      | X     | XI          | X Dec   |
| 17     | · DoePika         | X    | X    | X   | 1     | X                              | ×    | X    | X                   | A     | X               | X     | X                           | X                                  | X     | X      | X     | X     | X     | X    | X           | X        | X     | X     | X     | X         | X    | X      | X     | XI          | Pe      |
| 10     | · Navya           | X    | X    | X   | X     | A                              | X    |      | X                   | X     | X               | ×     | 1                           | X                                  | X     | ×      | X     | X     | X     | X    | X           | X        | X     | X     | X     | X         | X    | X      | X     | X           | Cylin   |
| 13     | . memethe         | X    | X    | X   | X     | X                              | X    | X    | ×                   | A     | X               | X     | X                           | X                                  | Α     | X      | X     | X     | A     | X    | X           | $\times$ | X     | X     | X     | X         | X    | X      | X     | X           | < den   |
| 117    | Gersothi          | Ix   |      | 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     | $X_{\perp}$ | C Ger   |
| IB     | Sanzella          | IX   | X    | _   | A     | X                              | X    | X    | X                   | X     | X               | Х     | X                           | X                                  | A     | X      | X     | X     | X     | X    | ፞፞፞፞፞፞      | X        | X     | X     | X     | X         | X    | X      | X     | $\times$    | (A)     |
| 11     | . mounika         | X    | X    | X   | X     | X                              | X    | A    | x                   | X     | X               | X     | X                           | X                                  | X     | X      | X     | X     | X     | A    | X           | X        | X     | X     | X     | $\times$  | X    | X      | X     | X           | Kes     |
| 16     | · Sameda          | 1x   | X    | X   | 7     | X                              | X    | X    | X                   | X     | χ               | A     | X                           | X                                  | X     | X      | X     | X     | X     | X    | X           | X        | X     | X     | X     | X         | X    | X      | X     | X!          | 00      |
| IE     | madhuni           | 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           | ( mad   |
| 16     | Sangeetha         | X    | X    | X   | X     | Χ                              | X    | A    | X                   |       | X               | X     | X                           | X                                  | X     | X      | X     | X     | A     | X    | X           | X        | X     | X     | X     | X         | X    | X      | X     | $X \cup$    | CO      |
| 11     | ViTaya            | X    | X    |     | X     | X                              | X    | X    | X                   | X     | A               | X     | X                           | X                                  | A     | x      | X     | X     | X     | X    | χ           | X        | X     | X     | X     | X         | X    | X      | 大     | 8           | ८०न     |
| 1 k    | Pavani            | X    | ×    | X   | X     | X                              | X    | A    |                     | X     | X               | X     | X                           | X                                  | ×     | 7      | X     | X     | ×     | A    | X           | X        | X     | X     | X     | X         | X    | X      | X     | $\times$    | Clan    |
| 1 k    | Soumya            | X    | X    | χ   | A     | X                              | X    | X    | X                   | X     | ×               | X     | X                           | X                                  | X     | ×      | X     | *     |       | X    | X           | Х        | X     | X     | X     | X         | X    | X      | X     | X           | XIea    |
| Ik.    | kowszilya         | X    | X    | X   | x     | X                              | x    | X    | X                   | X     | ス               | X     | A                           | X                                  | A     | X      | X     | X     | ×     | X    | X           | X        | X     | X     | X     | X         | X    | X      | X     | $\times$    | XFE     |
| 1k     | Swathi            | X    | X    | X   | X     | x                              | X    | X    | A                   | X     | X               | X     | X                           | X                                  | ×     | ス      | A     | X     | X     | X    | A           | X        | X     | X     | X     | X         | X    | X      | X     | $X \mid$    | Xão     |
| TT     | Positha           | X    | X    | X   | X     | A                              | X    | X    | X                   | χ     | X               | X     | X                           | X                                  | X     | X      | X     | X     | X     | x    | X           | X        | X     | X     | X     | X         | X    | X      | X     | X           | × 80    |
| 1KK    |                   | X    | X    | +   | X     | X                              | X    | X    | X                   | A     | X               | X     | X                           | X                                  | A     | X      | X     | X     | X     | A    | X           | X        | X     | X     | X     | X         | X    | X      | X     | X           | XKO     |
| IM     | Szawni            | X    | +    | X   | X     | X                              | X    | X    | X                   | X     | X               | X     | X                           | X                                  | X     | X      | X     | X     | -     | X    | X           | X        | X     | X     | X     | X         | X    | X      | X     | XI          | XSIN    |
| 7.     | kemela            | X    | X    | X   | A     | A                              | X    | X    | X                   | X     | X               | A     | X                           | X                                  | X     | X      | A     | X     | X     | X    | X           | X        | X     | X     | X     | X         | X    | X      | XI.   | X           | Xtun    |
| IP.    | Ronusha           | X    | X    | X   | x     | ×                              | A    | A    | X                   | X     | X               | X     | A                           | X                                  | X     | X      | X     | X     | X     | X    | X           | X        | X     | X     | X     | X         | X    | X      | X     | X           | 1-80    |
| 1      | 12                |      |      |     | 11    | rv <sub>p</sub> r <sup>2</sup> | - 8  |      | 7.1                 | 734   | $^{\mu}x^{\mu}$ | red.  | 4,11                        | 19                                 | 1000  | Mi.    | 25    |       | 25%   | 111  | 11,         | To the   |       |       |       |           |      |        |       | -           | _       |
| 34     | y                 | - 1  | 1    |     |       | 1 6                            | 134  | 50   | $ \hat{r} _{0}^{2}$ | 300   | 100             | A.    | 1,11                        | 54.W.                              |       | 10.00  | 111   | 1 10  | 1     | 75   | 1           | 11/2     |       |       |       | 100       |      |        |       |             |         |
|        |                   |      | 1    |     | 94.   | 114                            | 1    | 21   | 1,80                | Par   | TIE.            | pris. | $\mathcal{M}_{\mathcal{T}}$ | $\mathcal{A}_{i}(\mathcal{A}_{i})$ | 100   | 101 to | .0°-1 | h.    | "(h)j | 2 51 | ď.          | 1.       | 9.    |       |       |           |      |        |       |             |         |
| (40.5) |                   |      |      | 1   | 1. 7  | (C.                            |      | 7.54 | 1                   | 2. 11 | 11.15           | ,4.1  | ", ly                       |                                    | · (6) | 277    | -97   | -01   |       | - 1  | 100         | 1 "      |       |       |       | _         |      |        |       | 7110        |         |
| 4      |                   |      |      | 110 | 19:41 | (£                             | 1    | 1 "  | e in e              | 13    | 0 3             |       | hw.                         | Lin                                | 1977  |        | 167   | 4     | 11.1  | , i  | Ľ.,         |          | Lp    |       |       | 1         | l;   | لبا    | 0     | -           |         |
|        |                   | 7    | n de |     |       |                                |      |      |                     |       |                 |       |                             |                                    |       |        |       |       |       |      |             |          | , r   | Pri   | incl  | palolleg  | e (G | irls). |       |             |         |

TTWR Degree College (Girls), Kothagudem-507 115 Bhadradri Kothagudem Dist.

# Spoken English Proficiency - 2019-20

|      | STUDENT ATTEN       | DANCE SHEET Emollment    |
|------|---------------------|--------------------------|
| S.NO | NAME OF THE STUDENT | SIGNATURE OF THE STUDENT |
| 1    | A. Sneha            | A. Sneha.                |
| 2    | B. Deepisca         | B. Deepika.              |
| 3    | B- Navya            | B. Navya.                |
| 4    | B. mamatha          | B. Mamata.               |
| 5    | B. Gangotheri       | B Gaugothin              |
| 6    | B. Sangeetha        | B. Sangeetha             |
| 7    | A. mounika          | D. Mounika               |
| 8    | E-Sameela           | E Samuela                |
| 9    | E. madhuri          | 6. Madhori               |
| 10   | Gr. Songcetha       | Gr. Sangeeta.            |
| U    | J. Visaya           | J. vijaya                |
| 12_  | K. Pavani           | L'Pavani                 |
| 13   | K. Sowmya           | t. Sowmya.               |
| 14   | K-Kowsalya          | K. Kowsalya.             |
| 15   | K. Swathi           | K. Swath.                |
| 16   | T-Pooiitha          | T. Poojiths              |
| 17   | K. Kowya            | K. Kanjer.               |
| 18   | m. Sravani          | M. Gravani               |
| 19   | P. Kamala           | P. tamala                |
| 20   | P. Ranusha.         | P. Ranusha               |

PRINCIPAL

T.W.R. Degree College

Kothagudem 507 101

Bhadradri Kothagudem Dist



# TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (GIRLS) Kothagudenr (Affiliated to Kakatiya University, Warangal)



# CERTIFICATE COURSE

This Certificate is awarded to Name of the student. B. Sangeetha TTWRDC (Girls) KOTHAGUDEM for her excellent performance in the Certificate course ON "Spoken english proficiency" organized by Dept of English TTWRDC(G), KOTHAGUDEM (Affiliated to Kakatiya University) for A.Y: 2019-20

Head of the Dept

vice-principal

Principal
Principal
Principal
TTWR Degree College (Girls).
Kothagudem-507, 115
Bhadradri Kothagudem Dist

NAME OF THE DEPARTMENT - CRESCES,

THE TURER SHOWS HILL JOHN TO

|         |   |         |                                       | 1. 1       |                    |                            |                                       |                            |                              |  |  |                     |
|---------|---|---------|---------------------------------------|------------|--------------------|----------------------------|---------------------------------------|----------------------------|------------------------------|--|--|---------------------|
|         | NAME OF THE                             |         | 1                                     | 2          |                    |                            | 6                                     | 6                          |                              | X  | "  | 10                  |
| s.NO    | LECTURER                                | DATE    | 1/11                                  | 2/11       | 4/11               | 5/11                       | 6/11                                  | 1/11                       | 3/11                         | 7/11<br>17/11  | 11/11  | 17/                 |
| 1,      | R. Sangertha                            |         | 心间                                    | 合同         | · /60 (18          | fort                       | 3 200                                 | 10 (18                     | in the                       | it for   | fri fi   | 4-1                 |
| ٤.      | R. Sangertha<br>B. Shanthi              |         |                                       |            |                    |                            | the Helico makes a series             | and approximate the second | and appropriate and a second | and additional state of the property of the state of the  | en e   |                     |
| A STATE |   |         |                                       |            |                    |                            |                                       |                            |                              | ner ( net arganistic plan ) i sulviva a consi vec  | and the second s | Livery stock sky ye |
|         | * |         |                                       |            | 7.34               |                            |                                       |                            |                              | and the second s |  | -[ 10               |
|         | NAME OF THE                             | A STATE |                                       | 2          | 3                  | <b>A</b>                   | 5                                     | 6                          |                              | 8 /  |  |                     |
| s.NO    | LECTURER                                | DATE    | 13/11                                 | 14/11      | 15/11              | 16/11                      | 18/11                                 | 19/11                      | 20/11                        | 31/11  | २३/4   | 23/1                |
| 1,      | R. Sangeetha                            |         | Soft.                                 | PO 182     | ROP                | MB                         | 刷                                     |                            |                              | 13. n. 14.   |  | T.L.                |
| 9.      | B. Chanthi                              |         | 7                                     | 7          | 1 / //             |                            | 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 | Elo                        | elv                          | 20   | Sho  | . Gh                |
| 14. h   |   |         |                                       |            |                    |                            |                                       |                            |                              |  |  |                     |
| 7       |   |         |                                       | My Atlanta |                    |                            |                                       |                            |                              |  |  | / 13/4              |
|         |   |         | 11                                    | 2          | 3                  | 4                          | 5                                     | 6                          | 7                            | 8  | 9  | 10                  |
| s.no    | NAME OF THE<br>LECTURER                 | DATE    | 25 N                                  | 26/11      | 20Pm               | 28/11                      | 29/4                                  | 30/11                      | 01/12                        | 2/12   | 3/12   | 4/12                |
| 1       | R. Sangeeth                             | 19      | i jihyi e                             |            | W.                 |                            |                                       | Agran N                    | (32)                         |  |  |                     |
| 2       | R. Sangeeth<br>B. Shanthi               |         | Sho                                   | Sho-       | So                 | Sh                         | Sh                                    | <u>-Uh</u>                 | Sh                           | <u>.Sh-</u>  | (\$10-   | Sh                  |
|         |   |         |                                       |            |                    | 10.0                       |                                       |                            | and of the                   |  |  |                     |
| L       | 1 7,5 fg 1965                           |         | 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 |            | randini<br>Pandini | 10 (1965)<br>10 (25 ) VII. | 46                                    |                            |                              | AMARAN<br>Registra   |  | Mary 1              |



Principal Consumption of the Principal Consum

# TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (GIRLS) KOTHAGUDEM.

BHADRADRI KOTHAGUDEM DISTRICT, TELANGANA (Affiliated to Kakatiya University, Warangal, Telangana)



# LANGUAGE AND COMMUNICATION SKILLS

**DEPARTMENT OF ENGLISH** 



CERTIFICATE COURSE ON RESUME WRITING ACADEMIC YEAR 2020-2021

# TRIBAL WELFARE RESIDENTIAL DEGRE COLLEGE (GIRLS) KOTHAGUDEM.

BHADRADRI KOTHAGUDEM DISTRICT, TELANGANA

(Affiliated to Kakatiya University, Warangal, Telangana)

Place: Kothagudem, Dt: 6 Sept, 2010

To The Principal, TTWR Degree College(G) Kothagudem.

Respected Madam,

Sub:- Request to grant permission to conduct a certificate course on RESUME WRITING - Reg.

With the reference to the subject cited above, department of English is planning to conduct 15 days Certificate course on 'RESUME WRITING'. The main objective of the certificate course is to develop basic writing skills in English among students.

Hence, I request you kindly permit to conduct certificate course.

Thanking you Madam,

Yours faithfully,

T.W.R. Degree College(Girls)
Kothagudem 507 101
Finadradri Kothagudem Dist

## **COURSE OBJECTIVES**

A Resume objective is an eye -`catching statement of your career intent that's placed on top of your Resume .

The resume objective provides 2-3 sentences snapshot of your professional experience, skills, and achievements, and explains why they make you the right candidate for the job.

A Resume Writing is helps the reader understand how your skill set from a previous field helps translate into the job you're a applying for .

➤ To seeking a position in life to utilize my skills and abilities and achieve professional growth while being resourceful, innovative and flexible .

# Course Module:

| Module | Component                                    | Weight age | Classes<br>Required |
|--------|--|------------|---------------------|
| I      | Introduction to Resume<br>Writing            | 10         | 06 Hours            |
| II     | What is the difference between CV and RESUME | 30         | 06 Hours            |
| III    | Types of CV'S                                | 20         | 06 Hours            |
| IV     | How to create a<br>RESUME                    | 20         | 06 Hours            |
| V      | Sample CV / RESUME                           | 20         | 06 Hours            |

# CURRICULUM VITAE

#### Ashwani Kumar

Add:- B-228, Dalip Market, Near Suraj Cinema

Najafgarh New Delhi -110043 Mobile No. 999006614

#### CAREER OBJECTIVE

To build career in a growing organization, where I can get the opportunities to prove my abilities by accepting challenges, fulfilling the organizational goal and climb the career ladder through continuous learning and commitment.

#### ACADEMIC QUALIFICATION

- 10th Passed from H.B.S.E. Board
- 12th Passed from N.I.O.S. Board
- Graduation from M.D. University Rohtak.

#### PROFFESSIONAL QUILIFICATION

Basic Knowledge of Computer.

#### EXPERIENCE

- One year working experience AEGIS BPO as CSR in Gurgaon.
- Currently working with Sprash BPO Ltd. in Gurgaon.

#### PERSONAL Skill

- Self motive and a good team player
- Ability to performed under pressure and meet deadline
- Quick and always eager to learn new technologies

#### PERSONAL PROFILE

Father's name
 Date of birth
 Sex
 Marital Status
 Languages Known
 Nationality
 Hobbies
 Sh. Hans Raj Sharma
 23/Dec/1985
 Male
 Unmarried
 Hindi, English
 Indian
 Playing Cricket

#### DECLARATION

I solemnly declare that all the above information is correct to the best of my knowledge and belief.

Date:

Place: New Delhi

(ASHWANI KUMAR)



# **List of Enrolled Students:**

| S.no | Name of the Student | Group        |
|------|---------------------|--------------|
| 01   | A.Gowthami          | III B.COM G  |
| 02   | M.Geetha            | III B.COM G  |
| 03   | K.Kalyani           | III B.COM G  |
| 04   | P.Krishna priya     | III B.COM CA |
| 05   | B.Akhila            | III B.COM CA |
| 06   | L.Anjali            | III B.COM CA |
| 07   | R.Chandrakala       | III MPCS     |
| 08   | k.sindhu            | III MPCS     |
| 09   | k.Nagasri           | III BZC      |
| 10   | N.Nandini           | III BZC      |
| 11   | P.Nagalaxmi         | III MZC      |
| 12   | A.Durga Bhavani     | III MZC      |
| 13   | L.Kavya             | IIIBA HEP    |
| 14   | M.Navya             | III BA JEP   |
| 15   | T.Sailaja           | III BA JEP   |
| 16   | V.Sirisha           | III BA HEP   |
| 17   | Y.Sailaja           | III BA HEP   |
| 18   | B.Srija             | III BA HEP   |
| 19   | E.Vennela           | III BA HEP   |
| 20   | M.Sruthi            | III BA HEP   |



# TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (GIRLS) Kothagudem (Affiliated to Kakatiya University, Warangal)

Sales and the sales of the sales of the



# CERTIFICATE COURSE

This Certificate is awarded to Name of the student. A. Dwgabhavan?

TTWRDC (Girls) KOTHAGUDEM for her excellent performance in the Certificate course on "Resume writing" organized by Dept of English TTWRDC(Girls), KOTHAGUDEM (Affiliated to Kakatiya University) on 2020-2021

Ilead of the Dept

P. Smuladha vice-principal.

Principal
Principal
TTWR Degree College (Girls),
Kothagudem-507 115
Bhadradri Kothagudem Dist

# HWRDC (G) KOTHAGUDI M NAME OF THE DEPARTMENT English

LECTURER SIGN SHEET - 2620 .21 Petron

| 141<br>1    |                         | 1 133 m | 1 4                                   | 2        | 3    | 4    | 5    | 6        | 7         | 8         | 9                                     | 10   |
|-------------|-------------------------|---------|---------------------------------------|----------|------|------|------|----------|-----------|-----------|---------------------------------------|------|
| NO          | NAME OF THE<br>LECTURER | DATE    | 7/9                                   | 8/9      | 9/9  | 10/9 | 11/9 | 12/9     | 14/9      | 15/9      | 19                                    | 17/4 |
| 1.          | B. Shanthi              | -1      | Di-                                   | Sh-      | Sh   | Sh.  | Do   | To       | A         | Sto       | do-                                   | Sh   |
|             | D. Grier (m             |         | 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 |          |      |      | W.   | V - 1-14 |           |           | 1.15                                  | 44   |
|             |                         |         |                                       |          |      |      |      |          |           |           |                                       | . W. |
| 13W         |                         |         | K.                                    |          |      |      |      |          | Manager 1 |           | 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 |      |
| F-7         |                         |         | \$12.00<br>\$12.00                    | a W      |      |      |      |          |           |           | Га                                    | 1.0  |
| 2.77        | NAME OF THE             |         | 1                                     | 2        | 3    | 4/1/ | 5    | 6        | 7         | 8         | 9                                     | 10   |
| S.NO        | LECTURER                | DATE    | 18/9                                  | 19/9     | 30/9 | 22/9 | 23/9 |          |           |           |                                       |      |
| i.          | B. Sharithi             |         | Do                                    | SA       | St   | Sto  | Sho  |          | 1         | 2 ( ) ( ) |                                       |      |
| ·/ =        |                         |         |                                       |          |      | 100  |      |          | 12.       |           | A William                             |      |
|             | 第二十二十二                  |         | 17                                    |          |      |      |      |          | Yak.      |           | . ALX                                 |      |
|             |                         |         |                                       |          |      |      |      |          |           |           |                                       | W    |
| l<br>V desi |                         | 7 4 4   |                                       |          |      |      |      |          |           |           |                                       |      |
|             | NAME OF THE             |         | 1'                                    | 2        | 3    | 41   | 5    | 6        | 7         | 8         | 9                                     | 10   |
| S.NO        | LECTURER                | DATE    |                                       |          |      |      |      |          |           |           | - 10                                  |      |
| 1           |                         |         |                                       |          |      |      |      |          | 13 Tarihi |           | No.                                   |      |
| 1 /-        |                         |         |                                       | Syn Sec. |      |      | A.T. |          | 1 1       |           |                                       |      |
| п Д.        | 一 推 技                   |         |                                       |          |      |      |      |          |           |           |                                       |      |
|             |                         |         |                                       |          |      |      |      |          |           |           |                                       | +    |

Principal
TTWR Degree College (Girls),
Kothagudem-507 115
Bhadradri Kothagudem Dist.

|  | Vennela PAPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPP | 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 | 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 | 2 3 4 5 6 7 8 3 18 18 19 19 19 2 2 9 9 9 9 9 9 9 9 9 9 9 9 9 |             |
|--|---|---------------------------------------|---------------------------------------|--|-------------|
| principal principal principal (Girls), Trwn Degree College (Girls), Fudent-507 118 Kom Fudent-507 118 Kom Fudent-Sudent Dist. Bha  |   |                                       |                                       |  | 22 23 24 25 |
| Principal Principal egree College (Girls), egree-507 116 e |   |                                       |                                       |  | 26 27 28 29 |

| 19 20 21 22 23 24 25 26 27 23 |
|-------------------------------|
|                               |

TTWR Degree College (Girls),
Kon Findmon-507 118

Bha Jin Cashagudom Dist.

Resume Wisting - 2020-21 STUDENT ATTENDANCE SHEET

| Librer 1 | STODENTALIDIN       | Emollment                |
|----------|---------------------|--------------------------|
| S.NO     | NAME OF THE STUDENT | SIGNATURE OF THE STUDENT |
| 4        | A. Growtham?        | A Gowtham                |
| 2        | m. Greetta          | Mr. Greetha.             |
| 3        | X. Kalyani          | Ke Kalyani               |
| 4        | P. Krishna priya    | Po Koishua Poiya         |
| 5        | B. Akhila           | 3 Aprila                 |
| 6        | h-Anjali            | 1. Anjal.                |
| 7        | R-chandra Kala      | Po Chardorakola          |
| 8        | K-Sindhu            | R. Sindu.                |
| 9        | K. Naga Svi         | K. Navysen.              |
| 10       | N. Nondin           | Nº Nandini               |
| u        | P. Naga lemm?       | P. Nagalaxmi             |
| 12_      | A Durga Bhavan?     | A. Durga Bhavang         |
| 13       | L. Kowya            | L. Karya.                |
| 14       | M-Navya             | MoNarya                  |
| 15       | J. sailoja          | J: Cajlaga               |
| 16       | B. Svija            | B. Srija                 |
| 13       | V. Sirisha          | V. Squidha.              |
| )&       | y Sailoya           | 7. Cailara               |
| 19       | E. Vennela          | E. Vennel.               |
| 20       | M. Sruthi.          | M. South.                |
|          |                     |                          |

PRINCIPAL

T.W.R. Degree Collection

Kothagudem 507

Bhadradri Kothagudem Dist

### TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE

(GIRLS) KOTHAGUDEM

BHADRADRI KOTHAGUDEM DISTRICT, TELANGANA (Affiliated to Kakatiya University, Warangal, Telangana)



#### **DEPARTMENT OF ENGLISH**



CERTIFICATE COURSE ON PHONETICS AND TRANSCRIPTION

# TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (GIRLS) KOTHAGUDEM.

BHADRADRI KOTHAGUDEM DISTRICT, TELANGANA (Affiliated to Kakatiya University, Warangal, Telangana)

Place: Kothagudem, Dt 09-10-2021

To The Principal, TTWR Degree College (G) Kothagudem.

Respected Madam,

Sub:- Request to grant permission to conduct a certificate course on PHONETIC TRANSCRIPTION - Reg.

With the reference to the subject cited above, department of English is planning to conduct 30 days Certificate course on 'PHONETIC TRANSCRIPTION' The main objective of the certificate course is to develop basic pronunciation in English among students.

Hence, I request you kindly permit to conduct certificate course.

Thanking you Madam,

Yours faithfully,

TTWR Degree College (Girls), Kothagudem-507 118 Bhadradri Kothagudem Dist.

#### **Certificate course of English on Phonetic Transcription**

#### **Program Overview:**

Phonetics is defined as "The branch of linguistics that deals with the sounds of speech and their production, combination, description, and representation by written symbols." Phonetics study is meant for the understanding of the technique in which syllables and words are pronounced in various languages all over the world.

A phonetics course for teachers helps a teacher to understand the root cause of the mispronunciation like probable misdirection of tongue and promptly and efficiently, correct it in a student, thereby, making the procedure faster and more efficient.

A Teaching English phonetics course online is important for all teachers of foreign languages whether they are teaching young learners or adults. The teachers in this course learn the technique of developing the correct articulation of a foreign language after overcoming the mother tongue influence. This course is also useful for soft skill trainers and deaf and mute teachers.

#### **Course Duration**

Certificate in Teaching English Phonetics is an up to date course planned for teachers teaching English to all level students.

The English phonetics course online is of **20** hours duration and the maximum duration of the course is one **month**.

The certificate course offers sufficient flexibility to the candidates who can opt for this course from any part of the globe. The candidates only need to have basic computer skills and an internet connection. This phonetics course for teachers is the best option and proves to

be beneficial for the EFL, ESL and pre and primary teachers because phonetics teaching skill is absolutely essential for English language teachers.

#### Methodology

The course incorporates the science of speech sounds, their production by means of lips, tongue, palate, and vocal chords position, their acoustic qualities, their combination into syllables and other sound groups, and finally quantity, stress and intonation. It helps the teachers to learn the technique of developing the correct pronunciation of a foreign language after overcoming the mother tongue influence. Phonetics is the branch of linguistics which deals with the sounds of language and their production, combination, explanation, and symbolic representation. Certificate in Teaching English Grammar Course is an added benefit for teachers teaching English language.

#### **COURSE SYLLABUS:**

| Module | Component              | Weightage |
|--------|------------------------|-----------|
| I      | PHONETICS INTRODUCTION | 20        |
| II     | VOWEL SOUNDS           | 30        |
| III    | CONSONANT SOUNDS       | 30        |
| IV     | PHONETIC TRANSCRIPTION | 20        |

#### LIST OF ENROLLED STUDENTS:

| S.no | Name of the student | Group        |  |  |  |  |  |
|------|---------------------|--------------|--|--|--|--|--|
| 01   | B.MADHUSRI          | IBAHEP       |  |  |  |  |  |
| 02   | B.ARAVINDA          | IBAHEP       |  |  |  |  |  |
| 03   | I.KAVYA             | IBAHEP       |  |  |  |  |  |
| 04   | G.THRIVENI          | IBA JEP      |  |  |  |  |  |
| 05   | Y.PRIYANKA          | IBA JEP      |  |  |  |  |  |
| 06   | M.SUSHEELA          | IBA JEP      |  |  |  |  |  |
| 07   | K.HEMA HARSHITA     | I B.COM G    |  |  |  |  |  |
| 08   | P.SNAHALATHA        | I B.COM G    |  |  |  |  |  |
| 09   | V.SAHITHISRI        | I B.COM G    |  |  |  |  |  |
| 10   | M.NEHA              | IB.COM CA    |  |  |  |  |  |
| 11   | K.DIVYA             | IB.COM CA    |  |  |  |  |  |
| 12   | <u>U.BUJJI</u>      | IB.COM CA    |  |  |  |  |  |
| 13   | U.RAJESHWARI        | IB.COM CA    |  |  |  |  |  |
| 14   | K.NANDINI           | IB.COM CA    |  |  |  |  |  |
| 15   | B.SREELATHA         | IMPCS        |  |  |  |  |  |
| 16   | B.SAMEERA           | IMPCS        |  |  |  |  |  |
| 17   | P.AKSHAYA           | IMPCS        |  |  |  |  |  |
| 18   | I.ASHWINI           | IMPCS        |  |  |  |  |  |
| 19   | L.PRIYA             | IBZC         |  |  |  |  |  |
| 20   | M.SRAVANTHI         | IBZC         |  |  |  |  |  |
| 21   | T.KALYANI           | IBZC         |  |  |  |  |  |
| 22   | D.RAJESHWARI        | IBZC         |  |  |  |  |  |
| 23   | E.SAMATHA           | IBZC         |  |  |  |  |  |
| 24   | B.MAMATHA           | <u>I MZC</u> |  |  |  |  |  |
| 25   | Y.ANITHA            | <u>I MZC</u> |  |  |  |  |  |

#### **WORK SHEETS ON PHONETICS**

#### **Exercise 1**

Make a phonemic (broad) HCE transcription of the following words. Note that the answer button is sitting right there in easy reach, but the value in this exercise lies in doing it yourself first – that's how learning happens. So grab a pen and paper and make your own transcriptions, and then come back to crosscheck your work against the answers provided here.

| 1  | far   | fe:   |
|----|-------|-------|
| 2  | meat  | mi:t  |
| 3  | get   | get   |
| 4  | pole  | pəul  |
| 5  | want  | wont  |
| 6  | find  | faend |
| 7  | rough | ref   |
| 8  | chirp | tʃзp  |
| 9  | sound | sæənd |
| 10 | bash  | bæ∫   |
| 11 | sheep | ∫ip   |
| 12 | hip   | hɪp   |
| 13 | sun   | sen   |

| 14 | laugh | le:f  |
|----|-------|-------|
| 15 | chips | tſips |
| 16 | smoke | sməuk |
| 17 | them  | ðem   |
| 18 | zinc  | zıŋk  |
| 19 | flout | flæət |
| 20 | when  | >wen  |
| 21 | tax   | tæks  |
| 22 | aches | æiks  |
| 23 | boil  | boil  |
| 24 | tune  | tʃuːn |
| 25 | bomb  | bom   |







# TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (GIRLS) KOTHAGUDEM

(Affiliated to Kakatiya University, Warangal)



## **CERTIFICATE COURSE**

This Certificate is awarded to B.Kalpana, M.P.Cs TTWRDC (G) KOTHAGUDEM for her excellent performance in the Certificate course ON "Phonetic Transcription" organized by Dept. of English TTWRDC(G), KOTHAGUDEM (Affiliated to Kakatiya University) on 2021-22.

Head
Department of English
TTWRDC (G), Kothagudem
Bhadradri Kothagudem Dist

vice-principal Vice-Principal

Principal
TTWR Degree College (Girls),
Kothagudem-507 118
Bhadradri Kothagudem Dist.

#### TTWRDC (G) KOTHAGUDEM

#### DEPARTMENT

#### CERTIFICATE COURSE

| ECTU | RER SIGN SHEET          | P    | HONE     | TICS | 47       | RAN     | USCR<br>- | 1P91 | INO    |     |         |          |
|------|-------------------------|------|----------|------|----------|---------|-----------|------|--------|-----|---------|----------|
| S.NO | NAME OF THE<br>LECTURER | DATE | 20/10/21 | 2    | 3 22/02/ | 1 alahi | 5 Stoles  |      |        | _   | 29/1921 | 30/10/21 |
| 1.   | R. Sargeetha            |      | An f     | 和博:  | W/B      | A B     | 10 Po     | NO   | forts. | AND | AND.    | X.       |

|      |                         | 7    | 1  | 2          | 3       | 4       | 5        | 6       | 7     | 8       | 9       | 10                                       |
|------|-------------------------|------|--|------------|---------|---------|----------|---------|-------|---------|---------|--|
| s.no | NAME OF THE<br>LECTURER | DATE | 1/11/21  | Sulsi      | 3/11/21 | सेगांठा | gul21    | 6/11/21 | शिगीश | a lulzi | وإيباعا | 1/1/21                                   |
| 1.   | B- Shanthi              |      | -ON  | On         | 4       | -06     | <b>4</b> | Sto     | Sto   | 90      | Ø0      | <del>Sa</del>                            |
|      |                         |      | and the second s | , <b>.</b> |         |         |          | ,       |       |         | A       | 10 10 10 10 10 10 10 10 10 10 10 10 10 1 |
|      | 1 Sp. 10.               |      |  |            |         |         |          |         |       | 2 m²    |         |  |

|      |                         |      | 1       | 2       | 3        | 4        | 5        | 6        | 7        | 8       | 9       | 10                      |
|------|-------------------------|------|---------|---------|----------|----------|----------|----------|----------|---------|---------|-------------------------|
| S.NO | NAME OF THE<br>LECTURER | DATE | 12/1/21 | (3/1/2) | 12/11/21 | 16/11/21 | FF 11/21 | 18/11/21 | 20/11/21 | 22/1/21 | 23/1/21 | 04/11/21                |
| 1.   | D. Rupa Rani            |      | Dr. C   | Jul     | Byp      | - Que    | 20       | Rux      | Jul 2    | Jue     | Ryp     | Rup                     |
|      |                         |      |         |         |          |          |          |          |          | BRINE   | 1       | 7 (1)<br>7 (2)<br>2 (2) |

Principal TTWR Degree College (Girls),
Kothagudem-507 118
Bhadradri Kothagudem Dist.

NAME OF THE DEPARTMENT: ENGLISH

ACADEMIC YEAR: 2021-22

ACADEMIC YEAR: 2021-2

| ACADEMIC YEAR: 2021-12 HONETIC   | S & TRANSCRIP 110 4                     |
|--|---|
| Cortificate course student attendance sheet - 17 19 19 2   | 0 21 22 23 24                           |
|  | 12/12/11/2/13/11/2/15/11/2/13/11/2      |
| $\frac{1}{2}$  | W 1121 1121 1121 1121 1121 1121 1121 11 |
| s.n Name of the 1 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1  | PIPIPIPIP                               |
| o student soliebla letter 25 12 12 12 12 12 12 12 12 12 12 12 12 12                              | PPPP                                    |
|  | 1/10/010                                |
| 1 K. Kanya 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1   |   |
| 1' K. Randeld V 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1  | PPPP                                    |
| 3 programmed P P P P P P P P P P P P P P P P P P P   | PPPPP                                   |
| 4 a strumpp P P P P P P P P P P P P P P P P P P  | 11111000                                |
| $1 \text{ P} \cdot N0.9031001 + 12 + 13 + 3 + 3 + 3 + 3 + 10 + 17 + 17 + 17 + 17 + 17 + 17 + 17$ | /   P   P   P   1/                      |
| 1 1A & B & B & B & B & B & B & B & B & B &   | PPPP                                    |
| 1 17 1000 100 12 12 12 12 12 12 12 12 12 12 12 12 12   | PPPP                                    |
| 17 B. raveri 17 17 17 17 15 15 15 15 15 15 15 15 15 15 15 15 15                                  | 12 2 2 2 2                              |
| 18 W Productive   P   P   P   P   P   P   P   P   P  | PPPP                                    |
|  | PPPPP                                   |
| 1 1 A 47 9 M 11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1  | DPPPP                                   |
| N-cantom F To   |   |
| 1" (E. Birdy   | 17 1 1 1 1 1 D                          |
| 12 M. Sravarit 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1   | /                                       |
| 13 N. Anitha P P P P P P P P P P P P P P P P P P   | PPPPP                                   |
| 14 0 stadby   P   P   P   P   P   P   P   P   P  | PPPP                                    |
| 15 C N S P P P P P P P P P P P P P P P P P P   |   |
| Propromise to to to to to to PPP PPP PPP PPP PPP P   |   |
| 1"16-Thanks 1 1 16 16 16 16 16 16 10 10 10 10 10 10 10 10 10 10 10 10 10                         | PPPPP                                   |
| 1/1. Gayanthill I P P P P P P P P P P P P P P P P P P  | PPPP                                    |
| 18 R. ralyani P P P P P P P P P P P P P P P P P P P  | PPPPP                                   |
| 19 r Acapardo P P P P P P P P P P P P P P P P P P P  | PPPPP                                   |
| 20 a Assigned P P P P P P P P P P P P P P P P P P P  |   |
|  | PFFF                                    |
| B. (carpains )   | PPPPP                                   |
| 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1  | PPPPP                                   |
| 1 B. Cux 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1   |   |
| 24 T. Soundasya PIPIPIPIPIPIPIPIPIPIPIPIPIPIPIPIPIPIPI   |   |
| 25 P. Plaval Ta P P P P P P P P P P P P P P P P P P  | PPPP                                    |
| 1/ 1/2000  | Blajes                                  |

Principal

TWR Degree College (Girls),

Kothagudem-507 118

Bhadradri Kothagudem Dist.

NAME OF THE DEPARTMENT: ENGLISH

ACADEMIC YEAR: 2021-22

| .n Name of the | 1    | 2      | 3       | 4        | 5     | 6              | 7   | 8     | 9     | 10   | 11   | 12   | 13    | 14   | 15  | 16    | 17        | 18  | 19     | 20      | 21 | 1/22    | 23     | 24  | 25      |
|----------------|------|--------|---------|----------|-------|----------------|-----|-------|-------|------|------|------|-------|------|-----|-------|-----------|-----|--------|---------|----|---------|--------|---|---------|
| student        | 12/1 | 2/4/3/ | 23/1/21 | 03/11/21 | nula) |                |     |       |       |      |      |      |       |      |     |       |           |     |        |         |    | - Day   |        |   | Г       |
| k. Kavya       | D    | P      | P       | P        | D     | Kanya          |     |       |       |      | ₩9   | 1    |       |      |     |       |           |     |        |         |    |         |        | 7,00  | 1       |
| K. Ramakko     | P    | P      | P       | P        | P     | Rass           |     | 4.1   |       | 1.   | 1    |      |       |      |     |       |           |     |        |         |    | 95      |        |   |         |
| m. mexinsm     |      | P      | P       | P        | P     | ODON.          |     |       |       |      |      |      |       |      |     | 7.    | . 1       |     |        |         |    |         |        |   |         |
| P. Nagamas     |      | P      | P       | P        | P     | Mar            | 11  | \i-   |       | ٠    | 1    | 4    | 1     |      |     |       | 2         | Ę   |        |         |    |         | 10     |   |         |
| 5 B-Dun Bra    | 3 P  | P      | P       | P        | P     | Dugs           |     |       | 1     | 15   | 11   | 64.0 |       | Y    | 1   | ε     |           |     |        |         |    |         | +-     |   | -       |
| 6 T- Positha   | P    | P      | P       | P        | P     | Peerly         | , 1 |       |       | 141  | . (  | Yall |       | 1    |     | Va.   | h         |     |        |         |    |         |        |   |         |
| B. Caveri      | 10   | P      | P       | P        | P     | Loveri         | 100 |       | 4     | 1    | 7    | 1    |       |      |     | 31    |           |     |        |         |    |         |        |   |         |
| 8 V-Pravannala | m. P | P      | P       | P        | P     | Janens         |     | 1:    |       |      | 1.8  | 1.1  | 1. 8  |      |     | \     | \ \ \ \ . | 1 1 | 1      |         |    |         |        | 1   |         |
| ° c. Angali    | P    | P      | P       | P        | P     | Arral          |     | 1. 1. | 1 / 1 | 1 .  | 1    |      | . (-1 | 1    | 1   | 1 4   |           |     |        |         |    |         |        |   |         |
| 10 N. Carthol  | i P  | P      | P       | P        | P     | Viria          | - 1 |       |       | 1    | F 71 | 10   | 1     | 2 1  |     |       |           | ( 1 | 1 4    | 1       |    |         |        |   |         |
| 11 C Birdu     | P    | P      | P       | P        | P     | Pin            | A.  | 11    | 3 1   | 1    | \    | 1    | 1     | 1    | 10  | 1 - 1 |           |     |        | - (     |    |         |        |   |         |
| 12 M. Sravan   | P    | P      | P       | P        | P     | نعدها          | 1   |       | 1     | 1    | 1    | 1    | 1     | 1/2  | 1   | 1     |           |     |        |         |    |         |        |   |         |
| 13 N. Anith    | P    | P      | P       | P        | P     | 100            |     |       | V     | 1/20 | 1.   |      | +     | Fi   | 4   | ₹1    | 10.00     | T   |        |         |    |         |        |   | L       |
| 14 A. Sindh    | P    | P      | P       | P        | P     | SH             |     | 1     | -,    | /    | 1/2  | - 1  | -     |      | γ   |       |           |     |        |         |    | $\perp$ |        |   | $\perp$ |
| 15 A Goothan   | ni P | P      | P       | P        | P     | Kilar<br>Kilar | λ   | 11    |       | 1    | 1-1  |      |       |      |     | 1     |           |     | 1      |         |    | ↓       | ₩.     | $oldsymbol{ol}}}}}}}}}}}}}}}}}$ | L       |
| 16 K. Thanki   | P    | P      | P       | P        | P     | k.than         |     | , i   |       |      |      | 2    |       |      | (   |       |           | 1   | ١.     |         |    |         | ـــــ  |   | 1       |
| 17 1-Tavanth   | i P  | P      | P       | P        | P     | Thy            | N.  |       |       |      |      |      |       |      | . ( | 1 1   | 1         | N:  | 115    |         |    |         |        | <del> </del>  | $\perp$ |
| 18 B. Katuani  | 11   | P      | P       | P        | P     | KO             |     |       |       | 12.  |      | Sev. | 631   | 1 4  | 100 | 86    | 1         | 1   |        |         |    |         |        |   | _       |
| 19 K-Devends   | o P  | P      | P       | P        | P     | DEVIE          | +   |       | 1 ×   | 1    | 1    | 100  | 1.9   | 1    | 1/2 | 198   |           |     | - Su   | _       |    |         |        | —   | $\perp$ |
| 20 T. Athinay  | ; P  | P      | IP      | P        | P     | Dishi          | 112 | _ \   |       | ,    |      |      |       |      | _   |       |           |     |        |         | _  |         | ┼      |   | $\perp$ |
| B. Kalpan      | , IP | P      | IP_     | P        | P     | Kalpan         | 4   |       | 1 L   |      |      |      |       |      | _   |       | MR v      |     | -      | _       | _  |         |        | ┿   | $\perp$ |
| 2 R. Peruan    | fa P | P      | P       | P        | P     | Mairis         |     |       |       | -    |      |      |       | _    |     | 1     | $\bot$    |     | $\bot$ | _       |    | —       |        | +-  | +       |
| B SWATT        | P    | P      | P       | P        | P     | Hier           | 4   | 150   | 1     |      |      |      |       |      |     |       | 1_        |     | - 7,   | $\perp$ |    |         | $\bot$ | +   | +       |
| 4 ti - Courdal | 10 P | P      | P       | P        | P     | Courds         | 4   |       |       |      |      |      |       | - 10 | 43  |       | 1         |     | _      |         | +  | —       | $\bot$ | 4-  | +       |
| 25 P. Psovali  | a P  | P      | P       | P        | IP    | pour           | 9   |       |       |      |      |      | 1     | 4:   |     | Tr.   |           |     |        | 1 %     |    |         |        |   |         |

Principal
TTWR Degree College (Girls),
Kothagudem-507 118
Bhadradri Kothagudem Dist.

Phonetie drangeription - 2021-22 STUDENT ATTENDANCE SHEET

|      | STUDENTAITEN         | Emollmen                 |
|------|----------------------|--------------------------|
| S.NO | NAME OF THE STUDENT  | SIGNATURE OF THE STUDENT |
|      | K-Kavya              | K-Lavya                  |
| 2    | K-Kavya<br>R-Ramakka | K. Ramorka               |
| 3    | M. Meriparmali       | M- Meni panmali          |
| 4    | P- Magamani          | p. Naga man?             |
| 3    | A. Durga Bhawani     | A. Dwga Bhavar           |
| 6    | (T- Poojiths         | 7 - Poojitha             |
| 7    | B. Caveri            | B-Lavari                 |
| 8    | V-Prasanno Laremi    | v. prajanna Lazim        |
| 9    | K. Anjali            | K. Ansali                |
| ID   | N. Santhoshi         | N Santhoshi              |
| 11   | E-Bindhy             | E-Bindhu                 |
| 12   | M. Sravani           | m. Gravani               |
| 13   | N. Anits             | N-Anstha                 |
| 14   | A. Sindhy            | A. Sindy.                |
| 25   | A. Gowthami          | A - Growtham?            |
| 16   | R- Thanks            | K-Thansi                 |
| 17   | J- Jayanthi          | J. Jayanthi              |
| 18   | B. Kalyani           | B. Kalyani               |
| 19   | k. Devendra          | K. Devandera             |
| 20   | T- Aphinaya          | 7. Abhinaya,             |

PRINCIPAL

T.W.R. Degree College(Girlan

Kothagudem 507 101

Bhadradri Kothagudem Dist

## TELANGANA TRIBAL WELFARE RESIDENTIAL DEGRE COLLEGE GIRLS KOTHAGUDEM

BHADRADRI KOTHAGUDEM DISTRICT, TELANGANA (Affiliated to Kakatiya University, Warangal, Telangana)



#### **DEPARTMENT OF ENGLISH**



#### **CERTIFICATE COURSE ON**

#### COMMUNICATIVE ENGLISH AND PERSONALITY

**DEVELOPMENT** 

**ACADEMIC YEAR:2022-2023** 

#### TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE

(GIRLS) KOTHAGUDEM.

BHADRADRI KOTHAGUDEM DISTRICT, TELANGANA (Affiliated to Kakatiya University, Warangal, Telangana)

Place: Kothagudem,

Dt: 6 Sept, 2022

To The Principal, TTWR Degree College(G), Kothagudem.

Respected Madam,

Sub:- Request to grant permission to conduct a certificate course on **COMMUNICATIVE ENGLISH AND PERSONALITY DEVELOPMENT** - Reg.

\*\* \*\*

With the reference to the subject cited above, department of English is planning to conduct 30 days Certificate course on 'COMMUNICATIVE ENGLISH AND PERSONALITY DEVELOPMENT'. The main objective of the certificate course is to develop basic communication skills in English among students.

Hence, I request you kindly permit to conduct certificate course.

Thanking you Madam,

Philos

T.W.R. Degree College(Girls)
Kothagudem 507 101

Bhadradsi Kethagudem Dist

## **Course Overview:**

| Course Type            | <ul><li>Certificate Course</li></ul>  |
|------------------------|---|
| Duration of the Course | > 4 Weeks   |
| Course Sponsorship     | Self-financed   |
| Eligibility            | Pass marks in Higher Secondary or equivalent examination.   |
|                        | Students passing out of vocational stream are also eligible for admission   |
| Admission Procedure    | Based on merit followed by personal interview   |
| Training Curriculum    | Listening Skills  |
|                        | Speaking Skills   |
|                        | Reading Skills  |
|                        | Writing Skills  |
|                        | ➤ Soft Skills   |
| Course Outcome         | <ul> <li>Develop communicative competency in English</li> </ul>   |
|                        | Demonstrate conceptual understanding of English<br>language structures through application in reading,<br>writing, speaking and listening activities. |
|                        | Train and prepare for employment<br>in corporate, media, English language teaching and<br>content writing sectors                                     |
|                        | <ul><li>Exposure to opportunities, challenges and roles in<br/>job market</li></ul>   |

#### **SYLLABUS**

#### **OVERALL COURSE STRUCTURE:**

| Module | Component   | Weightage | Classes Required<br>(1 Class= 1 Hour) |
|--------|---|-----------|---------------------------------------|
| Ι      | Basic English Grammar                                 | 10        | 5 Hours                               |
| II     | Vocabulary  | 10        | 5 Hours                               |
| III    | Communicative English (conversation/ speaking skills) | 30        | 15 Hours                              |
| IV     | Applied English                                       | 20        | 10 Hours                              |
| V      | Personality Development (Soft Skills)                 | 30        | 15 Hours                              |

#### **DETAILED COURSE CONTENT:**

#### Module I: Basic English Grammar

#### **Objectives:**

- a. To acquaint learner with the basic concepts of English Grammar
- b. To take remedial steps to correct the errors that enter the Learner's Language system while learning English as a foreign language.
- c. To make aware of the peculiarities of English language

#### **Topics:**

- a) Parts of speech
- b) Articles
- c) Subject-Verb Agreement
- d) Types of sentences
- e) Tense
- f) Voice change
- g) Direct and Indirect Speech

#### **Module II: Vocabulary**

#### **Objectives:**

- a. To acquaint learners with the modern English Usage of words
- b. To enrich one's stock of words and phrases

#### **Topics:**

- a) Synonyms and antonyms
- b) Phrasal verbs
- c) One word Substitution
- d) Idioms and proverbs

#### **Module III: Communicative English (conversation/speaking skills)**

#### **Objectives:**

- a. To improve communicative competence of the students
- b. To enable the students to converse in their life situations
- c. To train the students to use English for the practical purposes

#### **Topics:**

#### A. Patterns

- 1. Greetings
- 2. Introducing
- 3. Invitation
- 4. Making request
- 5. Expressing Gratitude
- 6. Complimenting and Congratulating
- 7. Expressing Sympathy
- 8. Apologizing
- 9. Asking for Information
- 10. Seeking Permission
- 11. Complaining and Expressing Regret

#### **B.** Using English in Real Life Situation

- 1. At the bank/Post Office/College
- 2. At the Green Grocer
- 3. At the temple
- 4. At the college Canteen or Restaurant

- 5. At the Police Station
- 6. At the Railway Station/Bus Station
- 7. At the Medical shop
- 8. At the library
- 9. Booking a room in a hotel
- 10. At the travel Agency
- 11. Interviews
- 12. Debates
- 13. Group Discussions
- 14. Presentations
- 15. Drills and Role playing

#### Module IV: Applied English

#### **Objectives:**

- a. To enable the students to write English in a clear and concise manner
- b. To acquaint the students with various writing styles
- c. To train the students to use english for the practical purposes

#### **Topics:**

- a) Letters and Applications
- b) CV
- c) Making notes
- d) Report writing/ Documenting
- e) Creative writing
- f) Book/ Film reviews

#### **Module V: Personality Development (Soft Skills)**

#### **Objectives:**

- a. To enable the students to develop leadership and management skills
- b. To equip the students with requisite soft skills for corporate offices
- c. To train the students to adapt to practical working conditions in offices and job markets.

#### **Topics:**

- a) Leadership and team work management
- b) Adaptability
- c) Emotional Intelligence
- d) Problem Solving skills
- e) Time management and stress management

#### **Suggested Reading:**

- a. English and Soft Skills-S.P Dhanavel, Orient Blackswan
- b. Soft Skills: Personality Development for Life Success-Prashant Sharma
- c. Personality Development and Soft Skills- Barun K. Mitra

| Sno | NAME OF THE    | GROUP    |
|-----|----------------|----------|
|     | STUDENTS       |          |
| 01  | Deepika        | BA HEP   |
| 2   | Sangeeta       | BA HEP   |
| 3   | Likhitha       | BA JEP   |
| 4   | Sruthi         | BA JEP   |
| 5   | Swathi bhavani | BA JEP   |
| 6   | Y.naga laxmi   | MPCS     |
| 7   | T.Priyanka     | MPCS     |
| 8   | Ch.Ramya       | B.COM -G |
| 9   | Sandhya        | B.COM-G  |
| 10  | Prameela rani  | B.COM CA |
| 11  | Kalyani        | B.COM CA |
| 12  | Swathi         | B.ZC     |
| 13  | Kavya          | B.ZC     |
| 14  | Sravya         | M.ZC     |
| 15  | Akhila         | M.ZC     |
| 16  | v.kalyani      | B.COM G  |
| 17  | Spandana       | MZC      |
| 18  | Naga bhavani   | BZC      |
| 19  | Kavya          | MZC      |
| 20  | madhuri        | BA H.EP  |





| Sno | NAME OF THE    | GROUP    | GRADE |
|-----|----------------|----------|-------|
|     | STUDENTS       |          |       |
| 01  | Deepika        | BA HEP   | A     |
| 2   | Sangeeta       | BA HEP   | A     |
| 3   | Likhitha       | BA JEP   | В     |
| 4   | Sruthi         | BA JEP   | A     |
| 5   | Swathi bhavani | BA JEP   | В     |
| 6   | Y.naga laxmi   | MPCS     | A     |
| 7   | T.Priyanka     | MPCS     | В     |
| 8   | Ch.Ramya       | B.COM -G | A     |
| 9   | Sandhya        | B.COM-G  | В     |
| 10  | Prameela rani  | B.COM CA | A     |
| 11  | Kalyani        | B.COM CA | A     |
| 12  | Swathi         | B.ZC     | A     |
| 13  | Kavya          | B.ZC     | A     |
| 14  | Sravya         | M.ZC     | В     |
| 15  | Akhila         | M.ZC     | A     |
| 16  | v.kalyani      | B.COM G  | A     |
| 17  | Spandana       | MZC      | В     |
| 18  | Naga bhavani   | BZC      | A     |
| 19  | Kavya          | MZC      | A     |
| 20  | madhuri        | BA H.EP  | A     |





BY:DEPARTMENT OF ENGLISH
R.SANGEETA
B.SHANTHI
D.RUPA RANI



# TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (GIRLS) Kothagudem (Affiliated to Kakatiya University, Warangal)



#### CERTIFICATE COURSE

This Certificate is awarded to Name of the student. Prammelayani TTWRDC (G) KOTHAGUDEM for her excellent performance in the Certificate course on "Communicative English & personality development" organized by Dept.of English TTWRDC(Girls), KOTHAGUDEM (Affiliated to Kakatiya University) on 2022-2023.

Head of the Dept

vice-principal

Principal
Principal
TTWR Degree College (Girls),
Kothagudem-507 118
Bhadradri Kothagudem Dist.

#### TTWRDC (G) KOTHAGUDEM

# NAME OF THE DEPARTMENT - English LECTURER SIGN SHEET - 2022 - 23

| F    | NAME OF THE                | 3115 | ı     | 2    | 3        | 4    | 5     | 6    | 7           | 8    | 9               | 10            |
|------|----------------------------|------|-------|------|----------|------|-------|------|-------------|------|-----------------|---------------|
| S.NO | LECTURER                   | DATE | 1/9   | 3/9  | 3/9      | 5/9  | 6/9   | 7/9  | 8/9         | 9/9  | 10/9            | 12/9          |
| 1.   | R. Sangcetha               |      | TOP.  | 柳    | 部        | 不得   | Soft. | RF   | 科           | Ros. | 和声              | 条件.           |
| 2    | R. Sangeetha<br>B. Shanthi |      |       |      |          |      |       |      |             |      |                 |               |
| 3.   | D. Rupa Ro                 | ani  |       |      | <u> </u> |      |       |      |             |      |                 |               |
|      | ,                          |      |       |      |          |      |       |      |             |      |                 |               |
|      |                            | •    |       | T    |          | •    |       | •    | <del></del> |      | <del></del>     | <del></del> ( |
|      | NAME OF THE                |      | 1     | 2    | 3        | 4    | 5     | 6    | 7           | 8    | 9               | 10            |
| S.NO | NAME OF THE<br>LECTURER    | DATE | 13/9  | 14/9 | 15/9     | 16/9 | 17/9  | 19/9 | 20/9        | 31/9 | æ/ <sub>q</sub> | \$3/9         |
| 1.   | R-Sangeetha                | a    | soff. | 都得   | 和月       | 和    | Sogs  |      |             |      |                 |               |
| 2.   | B. Shanthi                 |      | 7     | ,    |          | প্র  | 7 .   | So   | 8           | So   | 8               | So.           |
| 3.   | D. Rupa Ra                 | ກຳ   | 2     |      |          |      | T 1   |      |             | 2.0  |                 |               |
|      | 1                          |      |       |      |          |      |       |      |             |      |                 |               |
|      |                            |      |       |      |          |      |       |      |             |      |                 |               |
|      |                            |      | 1     | 2    | 3        | 4    | 5     | 6    | 7           | 8    | 9               | 10            |
| S.NO | NAME OF THE<br>LECTURER    | DATE | ३५/५  | 05/9 | 27/9     | 28/9 | & 9/g | 3910 | 1/10        | 3/10 | 4/10            | 5/10          |
| 1.   | R. Cangeelha               | 9    |       |      |          |      |       |      |             |      |                 |               |
| 2.   | • U II.                    |      | Br    | do   | Sto      | Sto  | Elo-  | Do   | Sh          | So   | 00              | So            |
| 3.   | D. Rupa R                  | ani  |       |      |          |      |       |      |             |      |                 |               |
|      | ,                          |      |       |      |          |      |       |      |             |      |                 |               |

Principal (Girls),
TWR Degree College 118
Kothagudem-507 118
Bhadradri Kothagudem Dist.

#### TTWRDC (G) KOTHAGUDEM

# NAME OF THE DEPARTMENT English

#### LECTURER SIGN SHEET

|      | 13                        | Jan 6 *** | 1    | 2     | 3      | 4      | 5     | 6     | 7     | 8     | 9     | 10          |
|------|---------------------------|-----------|------|-------|--------|--------|-------|-------|-------|-------|-------|-------------|
| S.NO | NAME OF THE<br>LECTURER   | DATE      | 6/10 | 7/10  | 8/10   | 11/10  | 12/10 | 27/10 | 28/10 | 29/10 | 30/10 | <b>7</b> 11 |
| 1.   | R - Sangeths              |           |      |       |        |        |       |       |       |       |       |             |
| 9.   | R Sangeths<br>B Shanthi   |           |      |       |        |        |       | 0 1   |       | 0 0   | 7 15  | 0 4         |
| 3.   | D-Rups Ra                 | ni        | Book | Jun P | 1 Vale | - Just | Pupe  | the   | Kupe  | Jup.  | mys.  | Ruce        |
|      | 1                         |           |      |       |        |        |       |       |       |       |       |             |
|      |                           |           | 1    | 2     | 3      | 4      | 5     | 6     | 7     | 8     | 9     | 10          |
|      | NAME OF THE               |           |      | -     |        | (1     | 1     |       |       |       |       |             |
| S.NO | LECTURER                  | DATE      | 3/11 | 3/11  | p/II   | 6/11   | 刊"    | Y     |       | 9 =   | 1     |             |
| 1.   | R. Sangelta               |           |      |       |        |        |       |       |       |       |       |             |
| 2.   | R. Cangella<br>B. Shanthi |           |      |       | 0      | 0      |       |       |       |       |       |             |
| 3-   | 1                         | ni        | Ruje | Aug   | 1 Kul  | 2 Km/  | Link  | -     | 1- p  |       |       |             |
|      |                           |           |      |       |        |        |       |       |       |       | L     |             |
|      |                           | 1         | 1    | 2     | 3      | 4      | 5     | 6     | 7     | 8     | 9     | 10          |
|      | NAME OF THE               |           |      | N .   | 1,     |        |       |       |       |       |       |             |
| S.NO | LECTURER                  | DATE      |      |       | = ,- = |        |       |       |       | - 1   |       |             |
|      |                           | A         |      |       | -      |        |       |       |       |       |       |             |
|      |                           |           |      |       |        |        |       |       |       | 1 M   |       | 41 p. 4     |
|      |                           |           |      |       |        |        |       |       |       |       |       |             |
|      |                           |           | 15   |       |        |        |       |       |       |       |       |             |

Principal
Principal
TrwR Degree College (Girls),
Kothagudem-507 118
Bhadradri Kershagudem Dist.

| No Name of the Student  Deep?ka  Sangeetha  Ifkhitha  Ruthi  SwathiBhavani  y.nagalaxmi  T.piyanka  ch. Ramya  Sandya  pnamerlarani  kalyani  Swathi | P P P P P | P P P P P P P P P P P P P P P P P P P             | PPPPPP | NAME       | DC (G) KOT OF THE DE MIC YEAR: 10 11 11/9 13/9 P P P P P P P P P P P P P P P P P P P | PARTMEN  - 20  student at  12 1:  14/a 15/c  P P P  P P  P P  P P  P P  P P  P P | T: - G P P P P P P P P P P P P P P P P P P |       | 17<br>22/g 1<br>ρ<br>ρ | 18 1<br>19 2 1/<br>P P P P P P P P P P P P P P P P P P P | 234 P P P P | 21 2 2 1 2 2 1 2 2 1 2 2 1 2 2 1 2 2 1 2 2 1 2 | P    | P P P P P P P P P P P P P P P P P P P | 9/9 30<br>P P<br>P F<br>P P<br>P P<br>P P<br>P P | P      | 1 | TO PPENO DO DO SERVINOS |
|--|-----------|---|--------|------------|--|--|--|-------|------------------------|--|-------------|--|------|---------------------------------------|--|--------|---|-------------------------|
| 13 Bravysa<br>14 Akhila<br>15 V. Kalyani   | P P P     | p p<br>p P  | P P    | P P<br>P A | PPPAP  | PPP  | P  | PPP   | PP                     | PF   |             | PF   | A    | P                                     | P F  | P      | P | POR                     |
| <sup>6</sup> Spandana <sup>7</sup> Nuaabhavani   | PPP       | 1. 1.   | PP     | PPP        | PP   | PP   | ρ  | PP    | P                      | 0  | PP          | PP   | p    | P                                     | PF   | $\rho$ | P | PKan                    |
| · Kavya<br>madhuri   | PPP       | <del>                                      </del> | P P    | PR         | PP   | PP   | P  | PP    | P                      | -  | PP          | PP   | P    | P                                     | PP   | P      | P | PM                      |
| o kavy a   | PPA       | AP  | PP     | PP         | PP   | PP   | ρ  | PP    | P                      | Pr   | P           |  | -    |                                       |  |        |   |                         |
| 22   |           |   |        |            |  | 100  |  | 1     | 3.5                    | -  | -           |  |      |                                       |  | +      | - |                         |
| 23   |           |   |        |            |  | Apt. C   | -  | 5 0   | +                      |  | +           |  |      |                                       | :  |        |   | 1                       |
| 24 25  |           |   |        |            | A Asq  | E.F.   |  | 10 mg | wes V                  | цV   |             | B  | inal | 200                                   | 1,0  |        |   | <u></u>                 |

Principal
TTWR Degree College (Girls),
Kothagudem-507 11**8**Bhadradri Kothagudem Dist.

Communicative English and Personality Development STUDENT ATTENDANCE SHEET

| S.NO | NAME OF THE CTUBER  | Envollment               |
|------|---------------------|--------------------------|
| 5.10 | NAME OF THE STUDENT | SIGNATURE OF THE STUDENT |
| 1    | Deepilca            | Deepika.                 |
| 2    | Sangeetha           | Sangeethy.               |
| 3    | Likhitha            | Sangeethy.<br>Léxleikea. |
| Ч    | Sruthi              | Seuthi .                 |
| 5    | Swathi Bhavani      | Swali Bhavani            |
| 6    | Y- Nagalaxm?        | V. Naga Laxmi            |
| 7    | T. Priyanka         | Priyaules.               |
| 8    | ch-Ramya            | ch. Ramya.               |
| 9    | Sandhya             | Sandlye                  |
| 10   | Prameela Rans       | Praneela Rouri           |
| 11   | Kalyani             | Kalyani                  |
| 12   | Swathi              | Swathi                   |
| 13   | Sravya              | Sravya.                  |
| )4   | Akhila              | Akhila.                  |
| 15   | v. Kalyani          | V. Kalyani               |
| 16   | Spandana            | Spandary.                |
| 17   | Naga bhaugn?        | Nage Shawing             |
| 18   | Kanya               | Kanja                    |
| 19   | Madwi               | Maduei.                  |
| 20   | Kavya.              | Kauya.                   |

PRINCIPAL

TW.R. Degree Collegaris

Kothagudem 5001

Bhadradri Kothaguri Dist