

KTS GOVERNMENT DEGREE COLLEGE RAYADURG



ANANTHAPURAM DIST

ACADEMIC YEAR 2024-2025 SEMESTER-IV

CERTIFICATE COURSE

IN

COMMUNICATION SKILLS AND SOFT SKILLS

DEPARTMENT OF ENGLISH

INDEX

S.No.	Name of the Content	Page No
1	Permission Letter	01
2	Circular	02
3	Syllabus	03-04
4	Objectives	05
5	List of students enrolled	06
6	Classes scheduled by faculty	07
7	Students' Attendance	08-13
8	Question Paper	14-15
9	Marks List	16
10	Issue of Certificates	17
11	Photostat copies of certificates	18-47
12	Outcomes of the course	48-49
13	Feedback of the students	50-54
14	Glimpse of Certificate Course	55-57

In-Charge
Department Of English
K T S Govt.Degree College

To
The Principal
KTS Govt. Degree College
Rayadurg
Ananthapuram Dist.

Kurnool 27.12.2024

Sir,

Sub: Dept of English-KTS-GDC, Rayadurg, Ananthapuram Dist-Request for permission to commence Certificate Course – IV Sem Students-Reg.

Ref: Department of English resolution dated: 21.12.2024

With reference to the above, it is submitted to your kind notice that the Department of English has resolved unanimously to commence a certificate course entitled "A Certificate Course in Communication Skills and Soft Skills" for IV Semester students (30 students only) for the academic year 2024-2025.

In this regard, permission may be accorded to circulate among students to take enrolment from the interested students.

Thanking you sir,

Yours faithfully,

In-Charge
Department Of English
KTS Govt.Degree College

KTS GOVT. DEGREE COLLEGE:: RAYADURG

ANANTHAPURAM DIST

Department of English 27.12.2024

Principa

CIRCULAR

The Department of English is introducing certificate course entitled "A Certificate Course in Communication Skills and Soft Skills" for the IV Semester students in the academic year 2024-25.

Hence the students who are interested can register their names in the Department of English positively.

Duration of the Course: One semester (Jan to April 2025)

No of Classes to be held: 30 Hours

Type Exam: Objective

Certificate will be issued to the students who complete their course.

For further details please contact the undersigned

Department Of English TS Govt. Degree College

Copy to all In-charges

Copy to Notice Board

Copy to IQAC Coordinator

TI Boom on - Laneer Lee in Computer App IBA GAR Coccomi, m folse.

KTS GOVT. DEGREE COLLEGE:: RAYADURG

ANANTHAPURAM DIST

DEPARTMENT OF ENGLISH

(A Certificate Course in Communication Skills and Soft Skills) SYLLABUS FOR COMMUNICATION SKILLS (2024-25)

Unit-1: Communication: An Introduction

- a) Definition, Nature and Scope of Communication
- b) Importance and Purpose of Communication
- c) Process of Communication
- d) Types of Communication

Unit-2: Non-Verbal Communication

- a) Personal Appearance
- b) Gestures
- c) Postures
- d) Facial Expression
- e) Eye Contacts
- f) Body Language(Kinesics)
- g) Time language
- h) Silence
- i) Tips for Improving Non-Verbal Communication

Unit-3: Effective Communication

- a) Essentials of Effective Communication
- b) Communication Techniques
- c) Barriers to Communication

SYLLABUS FOR SOFT SKILLS

Unit 4 - Public Speaking

- a. The power of Public Speaking
- b. Developing confidence
- c. Planning
- d. Preparation
- e. Successful and effective delivery of speech

Unit - 5Group Discussion

- a. What is group discussion?
- b. Why are group discussions held?
- c. Preparation for a group discussion
- d. Skills for effective participation
- e. Traits tested in a group discussion
- f. Initiating a group discussion

- g. Non-verbal communication in group discussion
- h. Types of group discussions

Unit-6: Interviews

- a. Interviewing in the 21st century
- b. Developing an Interview Strategy
- c. Taking Care of the Details
- d. Practicing for the Interview
- e. During the Interview
- f. Stress Interviews
- g. Traditional Interviews Writing Skills
- h. Basics of writing
- i. Writing paragraphs
- j. Writing research articles
- k. Report writing
- l. Writing a CV

Reference Books:

- 1. Technical Communication , Principle and Practice by Meenakshi Raman & Sangeeta Sharma, Oxford UniversityPress
- 2. Basic Communication Skills by P.KiranmaiDutt, Geetha Rajeevan, Cambridge University Press Books
- 3. Business Communication- concepts, cases & applications, Chaturvedi & Chaturvedi, Pearson
- 4. Business Communication, Meenakshi Raman & Prakash Singh, Oxford
- 5. Communication for Management, UrmilaRai and S M Rai, HPH
- 6. Business and Managerial Communication, Sengupta, PHI
- 7. Business Communication for Managers, P. Mehra, Pearson
- 8. BCOM 2nd Edition, Lehman and Sinha, Cengage
- 9. Soft Skills K Alex, S Chand 10. Business Communication, Kalia and Agarwal, Wile

Department Of English
K T S Govt. Degree College

KTS GOVT. DEGREE COLLEGE:: RAYADURG

ANANTHAPURAM DIST

DEPARTMENT OF ENGLISH

Objectives of the Certificate Course entitled "A certificate Course in Communication Skills and Soft Skills"

To develop the communication skills and soft skills of the students and enhance the ability of the students to participate in group discussions and personal interviews

To help the students develop communication skills and self confidence

To motivate the students to acquire employability skills

To introduce various interview techniques to the students

To motivate the students to becomes good public speakers

To develop leadership qualities in the students

To guide the students how to tackle interviews

To help the students to enhance their writing skills

To teach the students how to write a good CV

To introduce various articles in writing to the students

Signature Incharge

Department Of English KTS Govt. Degree College

KTS GOVT. DEGREE COLLEGE:: RAYADURG DEPARTMENT OF ENGLISH

ATTENDANCE OF THE STUDENTS IN CERTIFICATE COURSE: 2024-25 (A COURSE IN COMMUNICATION SKILLS AND SOFT SKILLS)

	21 000102 ===			
. No	Hall Ticket No	Name of the Student	Subject	
1	23420120866002	A RAMAMURTHI	POL	
2	23420120885028	P BINDUSREE	TEL	
3	23420120892008	K M HAREESH	ECO	
4	23420120892016	M RAGHU	ECO	
5	23420120892024	P TAHANAZ	ECO	
6	23420120905008	C RISHITHA	B Com CA	
7	23420120905013	GADIRA SWETHA	B Com CA	
8	23420120905028	KAMBLE AKHIL	B Com CA	
9	23420120905030	KAMURTHY BABY	B Com CA	
10	23420120905048	N SREEKAR	B Com CA	
11	23420120905056		B Com CA	
12	23420120905060		B Com CA	
13	23420120905063		B Com CA	
14	23420120905067	T NIKHITHA	B Com CA	
15	23420120905070		B Com CA	
16	23420120905073		B Com CA	
17	23420120906006		B Com Gen	
18			B Com Gen	
19			B Com Gen	
20		R SNEHA BAI	B Com Gen	
21		2 S DHANUSH	B Com Gen	
22		9 GOLLA VANITHA	Bot	
23		3 BANGI ASMABANU	Mathes	
24		4 D HARI PRIYA	Mathes	
25		5 D MYTHRI	Mathes	
26			Mathes	
27		5 VAGGA K TARA	Mathes	
28		C SUNITHA	Physics	
29		4 M BHAVANA	Physics	
30		GOLLA PALLAVI	Micro	
3	1 2342012093203		Micro	
3:	2 2342012093203	36 V JAYARAMA	Micro	
			Micro	8

2024-25 Batch -I CERTIFICATE COURSE SCHEDULE BY FACULTY KTS GOVT DEGREE COLLEGE:: RAYADURG Department of English

T			_			
Total Classes	10	10		10	10	4
V-S-7	10	Effects of Deliver y of Speech		Report Writing & CV	Initiating a group discussion	
	6	Develop Pleanning & & Confen Prepatatio dence n		Traditional Writing Interviews & CV	Skills for Traits tested Initiating effective in a group participati discussion discussion	
ırse	8	Develop ing Confen dence		Practicin Etiquette g s in Intervie Intervie w	ills for ective ticipati	
icate Cou	7	Power of Public Speakin g		Practicin g Intervie w		
' in Certf	9	Public Speakin g		Intervie ws	Group Discussio n	
y Faculty	2	Process Types of of Commu nication nication		Tips for Improve ment Non Verbal	Excecise	
overed by	4	Imp &ProcessTypesPurposeofofofCommuCommuCommnicationnication		Body Imprilanguage Non Verb	Barriers to Communi cation	
Topics Covered by Faculty in Certficate Course	က			Facial Exp & Eye contact	Communic to ation Comm Techniques cation	
_	2	Definitio n Scope Nature			of Effective Communica Communic to tion ation Co	
	-	Introduction to communicatio n		Non Verbal Communication	Effective Communication	
Name of the	Lecturer	Dr.A. Sunil Kanna Incharge		Sri B Deva Daas Non Verbal Posters & Lecturer in English Communication Gestures	Sri B Pal Raju Lecturer in English	
S.No		_		2	3	

Signature of the Principal PRINCIPAL KTS Govt. Degree College RAYADURG

1

Signature of the Incharge

Department Of English K T S Govt.Degree College

Classesby A.S. Kanna KTS GOVT. DEGREE COLLEGE:: RAYADURG

DEPARTMENT OF ENGLISH

ATTENDANCE OF THE STUDENTS IN CERTIFICATE COURSE: 2024-25

2
-
11
U
Lo
J. C
U
A NIN
4
770
-
7
NCKI
6
ATTON
V
T
Z
5
5
2
-
2
1
V.
E
F
Ç
C
D
-

		Т	T		T	г										,			
- 4	Total 10	20	66	00	00	67	2	80	60	2	80	50	00	2	67	80	50	80	10
**************************************	at a	2	2	2	2	2	2	2	2	a	<u>a</u>	d	2	d	Q	2	۵	۵	D
	2/9	2	d	AS A	a	AB	d	۵	0	Р	۵	ئ	AR	d	AR	d	۵	2	a
	25		2	2	AYS	a	- Q	AR	d	2	Q	AR	2	d	AD	9	d	d	· &
0	My		Q	d	2	-2-	2	PR PR	2	2	F	a	d	d	. ۵	<u>_</u>	Q	All	ð
SKILLS)	Not .	d	40	۵	2	۵.	Q	2	2	d.	4	d	d	2	d	Pel	a	d	9
SOFT SKII	707	0	2	0	ÀΧ	AK	d	a	۵	d	2	6	p	Q	AB	0	Ċ.	. d	Ç
-2	18	0	d	0	Q	AN	2	2	a	a	AR	d	d	٥	d	d	2	D	Q
INICATION SKILLS AND	18	2	- 0	d	d	٥	. Q	۵	AB	d	d	9	d	· 4	0	A.S	STA	۵	۵
N SKI	F	۵	2	d	d	0	0	. c	d	d	, d	d	2	P	d	d	4	40	S
NICATION	1/9	9	d	d	d	p	d	d	d	p	8	P	AB	0	D	d	D	2	0
	Subject	POL	TEL	ECO	ECO	ECO	B Com CA	B Com CA	B Com CA	B Com CA	B Com CA	B Com CA	B Com CA	B Com CA	B Com CA	B Com CA	B Com CA	B Com Gen	B Com Gen
(A COURSE IN COMMU	Name of the Student	A RAMAMURTHI	P BINDUSREE	K M HAREESH	M RAGHU	P TAHANAZ	C RISHITHA	GADIRA SWETHA	KAMBLE AKHIL	23420120905030 KAMURTHY BABY	N SREEKAR	P YASHASWINI	P KEERTHANA	SBM ADIL	T NIKHITHA	VAGGA GANESH	Y PRAVEEN KUMAR	B MANASA	K G AKSHAYA
	Hall Ticket No	23420120866002	23420120885028	23420120892008	23420120892016	23420120892024	23420120905008	23420120905013	23420120905028	23420120905030	23420120905048	23420120905056	23420120905060	23420120905063	23420120905067	23420120905070	23420120905073	23420120906006	23420120906028
	S. No	1	2	က	4	5	9	7	∞	6	10	111	12	13	14	15	16	17	18

<u>rank</u>									-7.5	4.4			
80	0 0	000	0	100	0 0	3	200	000	S C	00	2000		200
2	2	0	-@	0	2	0	- 2	2 5		2	- 2	2	- £
4	0	- 2	-5	3	30	Q	2	- 9	2 4	_ =	7	50	2
AC	2	= 0	0	0	2	-0	2	7	600	70	0	-0	2
2	0	a	۵	2	F	À À	3	5	¥	5	-6	C	7
۵	2	2	2	2	0	2	5	- 9	2	2	2	-2	5
a	¥.	6	0	2	0	0	A	0	0	D.R.	2	2	2
2	0	9	G	0	5	74	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \		2	- 0	Ç	Ğ	- 2
2	2	2	48	7	2	5	2	2	Ş	737	2 2	2	6
AB	d	0	2	C	d	0	0.	a	C	d	2	2	2
٥	Q	AR	2	d	P	0	d	2	۵	2	2	5	0
B Com Gen	B Com Gen	B Com Gen	Bot	Mathes	Mathes	Mathes	Mathes	Mathes	Physics	Physics	Micro	Micro	Micro
23420120906030 KATIKA GAYATHRI	R SNEHA BAI	S DHANUSH	23420120918009 GOLLA VANITHA	BANGI ASMABANU	D HARI PRIYA	D MYTHRI	KUNA DEEPIKA	VAGGA K TARA	C SUNITHA	M BHAVANA	GOLLA PALLAVI	23420120932035 VAGGA GAGANA	
23420120906030	23420120906060 R SNEHA BAI	23420120906062 S DHANUSH	23420120918009	23420120919003	23420120919004 D HARI PRIYA	23420120919005 D MYTHRI	23420120919010 KUNA DEEPIKA	23420120919015 VAGGA K TARA	23420120927002 C SUNITHA	23420120927014 M BHAVANA	23420120932012 GOLLA PALLAVI	23420120932035	23420120932036 V JAYARAMA
49	20	21	22	23	24	25	26	27	28	29	30	31	32

Signature of The Principal RFS Govt. Degree Control RAYADURG

Signature of the In-Charge In-Charge In-Charge Department Of English K T S Govt. Degree College

9,

KTS GOVT. DEGREE COLLEGE:: RAYADURG CLUSSSY B. Devedass

										, ja									
	Total 10	68	60	67	07	90	60	. 60	80	60	10	67	07	60	60	60	97	88	07
	Mo	d	d	d	d	d	AR	2	0	d	AR	d	d,	2	2	45	d	d	-0-
	who	d	P.R	2	d	d	2	AB	d	d	d	d	d	d	-8	6	· &	-a	9
0	L'A	٥	d	d	SHO	47	d	d	d	ý	ġ	d,	d	2	-2	٩	j.	FS	2
1-25	alli	d	d	BB	Ъ	ρ	. d	р	AN	d	d	y	d	d	2	2	d	d	AN
: 202 ILLS)	MS	d	2	d	AN	d	۵	9	æ	· d	<u></u>	Ag.	2.	d	£-	0	Ġ	PN	AB
COURSE: 202 SOFT SKILLS	Clar	AR	d	d	d	AB	2	d	d	d	d	d	9	2	2	2	Q	2	2
ISH CATE CC AND SO	West	AB	d	Q	d	MY	d	9	AR	AB	d	d	d	Q	2	2	d	d	Q
OF ENGLISH V CERTIFICAT N SKILLS AN	da	4	D	d	b	AB	Q	a	d	D	AN	F	d	2	S	2	d	S	Ard
OF EIN CER	de	2	2	ONS.	AK	a	2	Q	0	d	0	· Q	À	K	78	5	S	2	•
FMENT ENTS I	2/01	٥	0	AN	a	d	2	a	d	d	AB	E	2	. 2	2	5	Q	Q	2
DEPARTMENT THE STUDENTS IN COMMUNICATIO		POL	TEL	ECO	ECO	ECO	B Com CA	B Com CA	B Com CA	B Com CA	B Com CA	B Com CA	B Com CA	B Com CA	B Com CA	B Com CA	B Com CA	B Com Gen	B Com Gen
DEPARTMENT OF ENGLISH ATTENDANCE OF THE STUDENTS IN CERTIFICATE COURSE: 2024-25 (A COURSE IN COMMUNICATION SKILLS AND SOFT SKILLS)	Name of the Student Subject	A RAMAMURTHI	P BINDUSREE	K M HAREESH	M RAGHU	P TAHANAZ	C RISHITHA	GADIRA SWETHA	KAMBLE AKHIL	KAMURTHY BABY	N SREEKAR	P YASHASWINI	P KEERTHANA	SBM ADIL	T NIKHITHA		Y PRAVEEN KUMAR	B MANASA	K G AKSHAYA
	Hall Ticket No	23420120866002	23420120885028	23420120892008	23420120892016	23420120892024	23420120905008	23420120905013 GADIRA SWETHA	23420120905028	23420120905030	23420120905048	23420120905056 I	23420120905060 F	23420120905063	23420120905067 7	23420120905070 VAGGA GANESH	23420120905073 Y	23420120906006 E	23420120906028 K G AKSHAYA
	S. No	1	2	3	4	2	9	. 7	8	6	10	11	12	13	14	15	16	17	18

_						,					M. E.	v 2						
1	90	0	10	67	- (3 1	0	67		0	60	-1	6	6.0	7		00	200
2	<u>, </u>	3 8		4	a	. 0	- (5	c.		đ	2	- 4	2	5	- 0	_	X
5	7 8		E,	2	_ a	- 5	E	2	8	1	43	C	7 6	1	9	, C	7.0	7
2	7 2	5	25	7	8	5	7 3	<i>></i>	CL	2	٦.	VV	\$ 8	>	2	2	_	2
Q		\$ 3		2	0	Ş	3		a		2	7.0	3 5		F	3	20	2
4	5	7.8		>	Š	7 10 1	2 5	48	Q	- 5	7	2	-6	_ <	E	1	2	2
9	- 2	5		AK	2	-6	5	40	8	+ 5	7	0	- 2	70	7	2	3	
VV	5	2 ي	_ ?	(E)	5	- 2	2	E	2	2		٩	100	Ot.	>	a	2	
VV	S É	5 5	7 5	>	2	Q	9	+	2	_	2	2	C	-		5	0	
2	5	5	3 -	_ <	5	Q	6	/	2	C	-	2	2	- 8	28	a	Ž,	2
¥	2	-8	000	40	2	9	C	1	2	Ç	_	Ž.	5	73	_	7	200	1
B Com Gen	B Com Gen	B Com Gen	Rot	100	Mathes	Mathes	Mathes	College	Mathes	Mathee	Mariics	Physics	Physics	Miono	IVIICIO	Micro	Micro	INTICIO
23420120906030 KATIKA GAYATHRI	R SNEHA BAI	S DHANUSH	23420120918009 GOLLA VANITHA		23420120919003 BANGI ASMABANU	D HARI PRIYA	D MYTHRI		KUNA DEEPIKA	VAGGA K TARA	171111111111111111111111111111111111111	C SUNITHA				23420120932035 VAGGA GAGANA		
23420120906030	23420120906060 R SNEHA BAI	23420120906062 S DHANUSH	23420120918009	09400100010000	43440140919003	23420120919004 D HARI PRIYA	23420120919005 D MYTHRI		23420120919010 KUNA DEEPIKA	23420120919015 VAGGA K TARA		23420120927002 C SUNITHA	23420120927014 M BHAVANA	23420120932012 GOLLA PALLAVI		23420120932035	23420120932036 V JAYARAMA	
19	20	21	22	0.0	43	24	25	70	97	27	0	87	29	30		31	32	

Signal Me of the Principal FTS Govt. Degree College RAYADURG

Signature of the In-Charge

In-Charge Department Of English K T S Govt.Degree College

KTS GOVT. DEGREE COLLEGE:: RAYADURG CLUSSES BY B. Palkeyy

DEPARTMENT OF ENGLISH

	- 37 - 37																		
	Total 10	28	60	07	80	67	07	08	07	60	07	90	00	88	80	80	60	80	08
	17/3	d	d	d	a	Ø	d	2	2	2	AB	0	Q	ء.	a	2	2	D	2
	2/21	b	0	р	P	p	р	p	D	AB	р	d	b	Ċ	3	D	AN	Q	PS
)	273	AB	D	y	p	ÿ	P	b	An	p	0	2	5	2	2	٥	P	2	BB
25	SIN	0	DE	AM	ď	P	p	P	P	P	p	Ŋ	'n	ÿ	AB	AM	y	2	0
SE: 2024 SKILLS)	2/0/	0	d	d	D	0	d	ρ	AN	V	Ç.	AN	p	AB	Q	d	b	48	d
COURSE SOFT SK	27	a	a.	d	AN	AR	a	Q	d	P	AM	d	Ais	d	P	C^{l}	d	d	5
CATE CC AND SO	20	AB	b	BR	ď.	17B	d	j	p	б	d	. ک	P	P	And	AR	d	d	7
ERTIFICA'S KILLS AN	2/3	d	d	b	D	AB	d	AB	b	p	AB	þ	d	D	d	d	D	d	d
N CER	5/3	d	4	AB	р	D	d	Juty	d	b	d	d	7	d	b	d	d	λ	Þ
UDENTS II	5%		d	р	AB	d	a	Ь	AB	0	d	AB	d	d	d	d	d	AR	d
HE STUDE		POL	TEL	ECO	ECO	ECO	B Com CA	B Com Gen	B Com Gen										
ATTENDANCE OF THE STUDENTS IN CERTIFICATE COURSE: 2024-25 (A COURSE IN COMMUNICATION SKILLS AND SOFT SKILLS)	Name of the Student Subject	A RAMAMURTHI	P BINDUSREE	K M HAREESH	M RAGHU	P TAHANAZ	C RISHITHA	GADIRA SWETHA	KAMBLE AKHIL	KAMURTHY BABY	N SREEKAR	P YASHASWINI	P KEERTHANA	SBM ADIL	T NIKHITHA	VAGGA GANESH	Y PRAVEEN KUMAR	B MANASA	K G AKSHAYA
	Hall Ticket No	23420120866002	23420120885028	23420120892008	23420120892016	23420120892024	23420120905008	23420120905013	23420120905028	23420120905030	23420120905048	23420120905056	23420120905060	23420120905063	23420120905067	23420120905070	23420120905073	23420120906006	23420120906028 K G AKSHAYA
	S. No	1	2	3	4	5	9	2	8	6	10	11	12	13	14	15	16	17	18

	1		\	T	T	T			T				T	
	V	1	2	0 0	2	7 7	0 0		0 0	0 0	2 0	1	200	000
	Q	. 0	- 0	5	2	. 2	3 2	2	2	- a	-5	- 5	2	-0
	AN	2 0	2	a	- - -	B	2	8	5	AN	2 2	2) a	5
	Ç	2	- 80	£ 5		6	<u>~</u>	5	Z.	0	8	2	- 5	5
	Q	- 0	- 5	- 0	-8	0	- 2	2	9	9	2	- 5	8	, Q <
	AR	7	2 2	2	Q	-2	Ś	4	- 2	-2	0	- 0	D	AN
	0	2	۵	d	9	An	D.M.	3	5	2	2	75	5	2
	AK	An A	2	-2	S	2	- 2	5	Q	0	0	0	0	2
	2	۵	2	2	م	þ	0	0	0	C	2	AM	AN	2
Ĵ	D	d	Q	A	b	a	- 2	Q.	2	AK	AK	9	5	Q.
	2	AK	a	D.K.	d	-8	a	0	۵	0	0	۵	0	0
	B Com Gen	B Com Gen	B Com Gen	Bot	Mathes	Mathes	Mathes	Mathes	Mathes	Physics	Physics	Micro	Micro	Micro
	23420120906030 KATIKA GAYATHRI	R SNEHA BAI	S DHANUSH		23420120919003 BANGI ASMABANU	D HARI PRIYA								
	23420120906030	23420120906060 R SNEHA BAI	23420120906062 S DHANUSH	23420120918009 GOLLA VANITHA	23420120919003	23420120919004 D HARI PRIYA	23420120919005 D MYTHRI	23420120919010 KUNA DEEPIKA	23420120919015 VAGGA K TARA	23420120927002 C SUNITHA	23420120927014 M BHAVANA	23420120932012 GOLLA PALLAVI	23420120932035 VAGGA GAGANA	23420120932036 V JAYARAMA
	19	20	21	22	23	24	25	26	27	28	29	30	31	32

Signature of the Principal KTS Govt. Degree College. RAYADURG

Signature of the In-Charge In-Charge Department Of English K T S Govt. Degree College

KTS GOVT DEGREE COLLEGE:: RAYADURG

DEPARTMENT OF ENGLISH

Title of the Certificate Course: Communication Skills and Soft Skills Time: 2.00 Hrs April 2025: (2024-25) Max. Marks: 50 Name of the Student: 2 Signature of the Examiner Hall Ticket No: _____ Group/Class __ Note: Choose the correct answer and write on this paper only 1. The origin of the word communication is] b) Communicare a) Communicate d) Computer c) Compute 1 2. What is a sentence? 3. a) A group of ideas. b) A group of words that communicate a complete thought. c) A set of rules to write correctly. d) A set of words that is grammatically correct can be presented by face 1 4. b) Body Language a) Gestures d) Expressions c) Para Language 5. Which of the following is NOT a communication barrier? b) Interpersonal barrier a) Linguistic barrier d) Organisational barrier c) Financial barrier 6. Which of the following is a positive facial expression? b) Wrinkled forehead a) Staring hard c) Looking somewhere else d) Nodding while listening 7. Sending a letter is which type of communication? b) Writing a) Listening d) Reading c) Speaking 8. The abilities to communicate properly are:] b) write a) read d) all of these c) speak 9. is not a communication barrier? b) Culture a) Language d) Physical c) Habits 10. Which of these is a main element of non-verbal communication? b) The volume of the speaker a) Name of the listener c) Age of the speaker d) Name of the speaker Which of these must be avoided for effective communication? 11. a) Sharing of activity b) Politeness c) Ambiguity d) Listening 12. What is public speaking? a) Writing for a live audience b) Delivering a speech to a live audience c) Sending emails to a group of people d) Conducting online surveys What are visual aids in public speaking? 13. a) The audience's facial expressions b) Props used by the speaker c) Gestures made by the speaker d) Slides, charts, videos, or props used to enhance the message 14. What is the purpose of using gestures in public speaking? b) To convey messages without speaking a) To distract the audience c) To make the speaker feel more comfortable d) To keep the audience entertained

15. Which type of communication is crucial for	public speaking success	3.[1
a) One-way communication b) Two	o-way communication	only	
c) Verbal communication only d) No.	nverbal communication	omy	1
16 Which of these are vital for any organisatio	n?	L]
a) Debates b) Group disc	cussions		
d) Arguments		1 34	
17. Which of these qualities are important in a	group discussion?	[]
a) Emotional stability b) Hostility			
c) Ignorance d) Aggressiv	eness		
18. In a group discussion, one must communic	ate with	[]
a) Hostility b) Ignorance	and show the set of the proposition of		
a) Hostility			
c) knowledge d) long senter 19. Which of these must be avoided in a group	discussion?	Γ	.]
a) Speaking facts b) Asking qu	estions		
a) Specific	with clarity		
c) Speaking fast d) Speaking	oning skills?	Γ	1
20. Which of these factors do not enhance list	contion	L	v ⁴ , 1
a) Attention b) Clear per			
c) Fakeness d) Franknes	S diamagion?	Γ	
21. Which of the following is a key skill in a	group discussion:	L	1
a) Interrupting others b) Passive II	istening		
c) Nonverbal communication d) Ignoring	otners opinions	Г	7
22. In a panel discussion, participants:	N thair thoughts on s	L senecif	ic topic
a) Engage in a structured debate b) S	Snare their thoughts on a	nte	ie topie
c) Criticize each other's viewpoints d) I	Present opposing arguing	r F	3.1
23. What is the primary objective of a brainst	torming session?	L ota	· J
a) To showcase individual knowledge	b) To argue and deb	oninic	ine
c) To generate creative ideas and solution	is a) to criticize others	Г	7 I
24. A symposium typically involves:	b) Heated debates b	L etween	participants
a) A single speaker presenting a topic	a d) Voting on the her	et solut	ion
c) Participants sharing personal anecdote	walers different viewno	ints an	d reach a
25. Which type of group discussion aims to	explore different viewpe		1
consensus?	Debate	L	
a) Diamstoning	Group problem-solving		
C/ D/IIIpobloss	Group problem sorving	Γ	
26. A fishbowl discussion involves:	oussing a topic	L	
a) Participants sitting in a circle and discb) Participants discussing a topic without	t any structure		
b) Participants discussing a topic without	it ally structure		
c) Participants arguing with each otherd) Participants presenting their viewpoir	ots without listening to o	thers	
27. In a round-robin discussion, participants		ſ]
Delegte a controversial tonic	b) Engage in one-o	n-one	discussions
c) Share their opinions in a structured m	anner d) Avoid expressi	ing the	ir viewpoints
28. What is the first step in a group discussi	on?	[]
a) Presenting individual opinions	b) Interrupting other	ers to s	hare ideas
c) Listening to others' viewpoints	d) Criticizing the t		
28. What are the types of Interview Skills?			
a) Face to face b)	Behavioural		
c) Telephonic	All of these		
29. The word interview is derived from		[]
a) Latin	French		
c) German) English		
30. What should you focus on during the inte	erview?		
a) The salary you want			
b) How much vacation time you want?			
a) What you can offer the company or	organization?		0
d) What the company or organization of	can offer your Incorrect:	respons	se?
	-1/4-	r	
31. How many types of interviews are:		L]

(a) Two	b) Four			
(c) Three	d) Five			
32. Interviews are conversations with		[]	
a) fun	b) purpose			
c) friendliness	d) informality			
33. A job interview is a formal meeting b		nplove	r. ſ	1
a) True	b) False	1 2	L	
]	
34. Which of these is not a type of interv		L	J	
a) Screening interview	b) Stress interview			
c) Music interview	d) Lunch interview	F		
35. How many styles are used in a scree		L]	
a) Two	b) Five			
c) Three	d) Four			
36. Which of these interviews is adapte	d for computer programmers?]	
a) The stress interview	b) The group interview			
c) The screening interview				
37. In which of these, more than one ca]	
a) The behavioural interview		L	.1	
	d) The audition			
			1	
38. Which of these interviews is taken		L]	
a) Lunch interview	b) Telephone			
c) Stress interview	d) Group interview			
39. Which of these is the greatest mean		<u>[</u>]	
a) Writing	b) Words			
c) Signs	d) Pictures			
40. There is a barrier to communication	n when words are uttered in a		sense. []
a) negative	b) positive			
c) polite	d) good			
41. Which of these is not an element of		ſ	1	
a) Personal appearance	b) Posture	. L	J	
c) Eye contact	d) Name of the speaker			
		Г]	
42. Which of these is not a type of inte		[J	
a) Open	b) Closed			
c) Probing	d) Musical			
43. Which of these is an open question		L		
a) What are the advantages of a m		complete	your	
	o you know data processing?			
d) What was your major subject in		[
44. In a, each member spea	ks on a pre-planned subject.			
a) seminar	b) conference			
c) panel discussion	d) symposium			
45. In which of these people with simil		r know	/ledge? [1
a) seminar	b) conference		B[J
c) symposium	d) convention			
		Γ	1	
46. Which of these must be avoided in		L		
a) Patience	b) Tact			
c) Leadership	d) Criticism		0 !	ra
47. Which of these is the external sour	- 1 470 (470) (1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	mmun	ication?	
a) Noise	b) Semantic problems			
c) Cultural barriers	d) Over communication			
48 are problems arising	from expression.]	
a) Cultural barriers	b) Semantic problems			
	d) Selecting perception			
49. Which of these can be used to over	The state of the s	ſ	1	
a) A speech must be prepared with		untim	ed.	
	d) There should be a			
		ro paus	٦.	
50. Any group must advance strength	[to 2.2] [th 4]	L	J	
a) debate	b) unity			
c) speech - 15	d) dyadic communication			

KTS GOVT. DEGREE COLLEGE:: RAYADURG

DEPARTMENT OF ENGLISH 2024-25

MARKS OBTAINED BY STUDENTS IN CERTIFICATE COURSE: MAX MARKS: 50

(A COURSE IN COMMUNICATION SKILLS AND SOFT SKILLS)

	(A COUNSE	IN COMMONICATION	DIMIDDO A	ND BOFF	OILIDDO)
S. No	Hall Ticket No	Name of the Student	Subject	Marks obtained	Marks in Words
1	23420120866002	A RAMAMURTHI	POL	41	Fourty one
2	23420120885028	P BINDUSREE	TEL	28	Twenty shout
3	23420120892008	K M HAREESH	ECO	28	Twenty Eight
4	23420120892016	M RAGHU	ECO	30	Thisty
5	23420120892024	P TAHANAZ	ECO	30	Thisty
6	23420120905008	C RISHITHA	B Com CA	48	Fourtyeight
7	23420120905013	GADIRA SWETHA	B Com CA	46	Fourty Six
8	23420120905028	KAMBLE AKHIL	B Com CA	44	Fousty four
9	23420120905030	KAMURTHY BABY	B Com CA	48	Fourty eight
10	23420120905048	N SREEKAR	B Com CA	42	Pounty two
11	23420120905056	P YASHASWINI	B Com CA	48	Fourty eight
12	23420120905060	P KEERTHANA	B Com CA	46	Pourty Six
13	23420120905063	SBM ADIL	B Com CA	42	Fourty two
14	23420120905067	T NIKHITHA	B Com CA	45	Fourty Erve
15	23420120905070	VAGGA GANESH	B Com CA	46	Fourty SEX
16	23420120905073	Y PRAVEEN KUMAR	B Com CA	45	Lousto Rive
17	23420120906006	B MANASA	B Com Gen	43	Early three
18	23420120906028	K G AKSHAYA	B Com Gen	43	Rousty three
19	23420120906030	KATIKA GAYATHRI	B Com Gen	40	Lousty
20	23420120906060	R SNEHA BAI	B Com Gen	41	tourty one
21	23420120906062	S DHANUSH	B Com Gen	47	Lourty seven
22	23420120918009	GOLLA VANITHA	Bot	41	tousty one
23	23420120919003	BANGI ASMABANU	Mathes	42	Fourty two
24	23420120919004	D HARI PRIYA	Mathes	31	Therty one
(25)	23420120919005	D MYTHRI	Mathes	AB	Abject AB
26	23420120919010	KUNA DEEPIKA	Mathes	41	Pointa one
27	23420120919015	VAGGA K TARA	Mathes	37	Therty seven
28	23420120927002	C SUNITHA	Physics	38	Therty esglit
29	23420120927014	M BHAVANA	Physics	45	Povola Rive
30	23420120932012	GOLLA PALLAVI	Micro	28	Twentycealt
(31)	23420120932035	VAGGA GAGANA	Micro	AB	Absent AB
32	23420120932036	V JAYARAMA	Micro	30	Theoty

Signature of the In-Charge

In-Charge
Department Of English
K T S Govt.Degree College

Signature of the Principa

KTS Govt. Degree College RAYADURG

KTS GOVT. DEGREE COLLEGE:: RAYADURG DEPARTMENT OF ENGLISH 2024-25 ISSUE OF CERTIFICATES TO THE STUDENTS

(A COURSE IN COMMUNICATION SKILLS AND SOFT SKILLS)

	(A COURSE IN COM	IMUNICATION SKILLS	AND SUFT S	KILLS
S. No	Hall Ticket No	Name of the Student	Subject	Signature of student
1	23420120866002	A RAMAMURTHI	POL	ARamamuxti
2	23420120885028	P BINDUSREE	TEL	P. Rindusn
3	23420120892008	K M HAREESH	ECO	K.m. Habeesh
4	23420120892016	M RAGHU	ECO	M. Raghu
5	23420120892024	P TAHANAZ	ECO	P. Takakaz
6	23420120905008	C RISHITHA	B Com CA	C. Rishitha
7	23420120905013	GADIRA SWETHA	B Com CA	G. Swethan
8	23420120905028	KAMBLE AKHIL	B Com CA	14- AKhil
9	23420120905030	KAMURTHY BABY	B Com CA	K. BAJ
10	23420120905048	N SREEKAR	B Com CA	p. SUREY
11	23420120905056	P YASHASWINI	B Com CA	P. Yashaswini
12	23420120905060	P KEERTHANA	B Com CA	Pkeesthana
13	23420120905063	SBM ADIL	B Com CA	SBM Ad?
14	23420120905067	T NIKHITHA	B Com CA	T-Nikhitha
15	23420120905070	VAGGA GANESH	B Com CA	V. Granesh
16	23420120905073	Y PRAVEEN KUMAR	B Com CA	Y. Proveen Kunny
17	23420120906006	B MANASA	B Com Gen	B. Managa
18	23420120906028	K G AKSHAYA	B Com Gen	K. Ophaya
19	23420120906030	KATIKA GAYATHRI	B Com Gen	k. Gayallou
20	23420120906060	R SNEHA BAI	B Com Gen	R. Seneha sci
21	23420120906062	S DHANUSH	B Com Gen	S. Dhourish
22	23420120918009	GOLLA VANITHA	Bot	G. Venetha
23	23420120919003	BANGI ASMABANU	Mathes	B. Asmabhane
24	23420120919004	D HARI PRIYA	Mathes	D. Harpriya
25	23420120919010	KUNA DEEPIKA	Mathes	K. Deepslea
26	23420120919015	VAGGA K TARA	Mathes	v. K. Tara
27	23420120927002	C SUNITHA	Physics	C. Sonetha
28	23420120927014	M BHAVANA	Physics	M. Bhayana
29	23420120932012	GOLLA PALLAVI	Micro	Cr. Davallavi
30	23420120932036	V JAYARAMA	Micro	V. Jayagana.

Signature of the In-Charge

In-Charge
Department Of English
K T S Govt.Degree College

- 17 -

Signature of the Principal

KTS Govt Degree College RAYADURG





(Affiliated to Sri Krishnadevaraya University, Anantapur, A.P.)

DEPARTMENT OF ENGLISH

CERTIFICATE

This is to certify that Ms/Mr A. Ramamusthy studying I/II/III Year with Major subject Political Science BA/B.Sc/B.Com with Hall Ticket Number 23420120866002 completed Certificate Course in "Communication Skills and Soft Skills" conducted by the Department of English, KTS Govt. Degree College, Rayadurg, Ananthapuram Dist., from 6/1/2025 to 17/3/2025 in IV Semester.

Signature of the in-Charge

In-Charge
Department Of English
K T S Govt.Degree College

Signature of the Principal

HAS GOVE DOGICE COINEDS
RAYADURG - 616 865
ARANTHAPURATUR (Dist)





(Affiliated to Sri Krishnadevaraya University, Anantapur, A.P.)

DEPARTMENT OF ENGLISH

CERTIFICATE

This is to certify that Ms/Mr P. Bindusree studying I/II/III Year with Major subject Spl. Telugue of BA/B.Sc/B.Com with Hall Ticket Number 23420120885028 has completed Certificate Course in "Communication Skills and Soft Skills" conducted by the Department of English, KTS Govt. Degree College, Rayadurg, Ananthapuram Dist., from 6/1/2025 to 17/3/2025 in IV Semester.

Signature of the In-Charge

In-Charge
Department Of English
K T S Govt.Degree College

Signature of the Principal PRINCIPAL

KTS Govt. Degres College RAYADURG - 515 865 Ananthapuramu (Dist.)





(Affiliated to Sri Krishnadevaraya University, Anantapur, A.P.)

DEPARTMENT OF ENGLISH

CERTIFICATE

This is to certify that Ms/Mr K·M· Haveesh studying I/II/III Year with Major subject Economics of BA/B.Sc/B.Com with Hall Ticket Number 23420120892008 has completed Certificate Course in "Communication Skills and Soft Skills" conducted by the Department of English, KTS Govt. Degree College, Rayadurg, Ananthapuram Dist., from 16/01/25 to 17/03/2025 in W Semester.

Signature of the In-Charge

In-Charge Department Of English '' TS Govt.Degrae Co!'ege Signature of the Principal

PRINCIPAL

KTS Govt. Degree College

RAYADURG - 515 865

Ananthaburamu (Dist.)





(Affiliated to Sri Krishnadevaraya University, Anantapur, A.P.)

DEPARTMENT OF ENGLISH

CERTIFICATE

This is to certify that Ms/Mr M. Raghu studying I/II/III Year with Major subject Economics of BA/B.Sc/B.Com with Hall Ticket Number 23420/20892c/6 has completed Certificate Course in "Communication Skills and Soft Skills" conducted by the Department of English, KTS Govt. Degree College, Rayadurg, Ananthapuram Dist., from 6/01/25 to 17/3/2025 in W Semester.

Signature of the In-Charge

Department Of English
KTS Govt. Degree College

Signature of the Principal

PRINCIPAL

KTS Govt. Degree College
RAYADURG - 515 865

Ananthapuramu (Dist





(Affiliated to Sri Krishnadevaraya University, Anantapur, A.P.)

DEPARTMENT OF ENGLISH

CERTIFICATE

This is to certify that Ms/Mr P. Tahnaz studying I/II/III Year with Major subject Economics of BA/B.Sc/B.Com with Hall Ticket Number 23420120892024 has completed Certificate Course in "Communication Skills and Soft Skills" conducted by the Department of English, KTS Govt. Degree College, Rayadurg, Ananthapuram Dist., from 60125 to 17/3/2025 in V Semester.

Signature of the In-Charge

Department Of English
K T S Govt.Degree College

Signature of the Principal

PRINCIPAL

KTS Govt. Degree College

RAYADURG - 515 865

Ananthapuramu (Dist





(Affiliated to Sri Krishnadevaraya University, Anantapur, A.P.)

DEPARTMENT OF ENGLISH

CERTIFICATE

This is to certify that Ms/Mr $C \cdot RISHITHA$ studying I/II/III Year with Major subject $B \cdot Com - CA$ of BA/B.Sc/B.Com with Hall Ticket Number 234201209c5008 has completed Certificate Course in "Communication Skills and Soft Skills" conducted by the Department of English, KTS Govt. Degree College, Rayadurg, Ananthapuram Dist., from 601/2025 to 17/3/2025 in W Semester.

Signature of the In-Charge

Department Of English
K T S Govt.Degree College

Signature of the Principal

PRINCIPAL

KT8 Govt. Degree College
RAYADURG - 515 865

Ananthaburamu (Dist





(Affiliated to Sri Krishnadevaraya University, Anantapur, A.P.)

DEPARTMENT OF ENGLISH

CERTIFICATE

This is to certify that Ms/Mr G. SWETHA studying I/II/III Year with Major subject B. Com-CA of BA/B.Sc/B.Com with Hall Ticket Number 23420120905013 has completed Certificate Course in "Communication Skills and Soft Skills" conducted by the Department of English, KTS Govt. Degree College, Rayadurg, Ananthapuram Dist., from 6/01/25 to 17/03/2025 in V Semester.

Signature of the In-Charge

Department Of English
K T S Govt.Degree College

Signature of the Principal

PRINCIPAL

KTS Govt. Degree College

RAYADURG - 515 B65

Arenthapuramu (Dist





(Affiliated to Sri Krishnadevaraya University, Anantapur, A.P.)

DEPARTMENT OF ENGLISH

CERTIFICATE

This is to certify that Ms/Mr KAMBLE AKHIL studying I/II/III Year with Major subject B.Com-CA of BA/B.Sc/B.Com with Hall Ticket Number23420120905028 has completed Certificate Course in "Communication Skills and Soft Skills" conducted by the Department of English, KTS Govt. Degree College, Rayadurg, Ananthapuram Dist., from 6/01/25 to 17/3/2025 in IV Semester.

Signature of the In-Charge

In-Charge
Department Of English
K T S Govt.Degree College

Signature of the Principal
PRINCIPAL

KTS Govt. Degree College
RAYADURG - 515 865
Anenthaburamu (Dist





(Affiliated to Sri Krishnadevaraya University, Anantapur, A.P.)

DEPARTMENT OF ENGLISH

CERTIFICATE

This is to certify that Ms/Mr KAMURTHY BABY studying I/II/III Year with Major subject B. Com-CA of BA/B.Sc/B.Com with Hall Ticket Number 23420120905030 has completed Certificate Course in "Communication Skills and Soft Skills" conducted by the Department of English, KTS Govt. Degree College, Rayadurg, Ananthapuram Dist., from 6/01/2025 to 17/3/2025 in V Semester.

Signature of the In-Charge

Department Of English
K T S Govt.Degree College

Signature of the Principal

KT8 Govt. Degros College RAYADURG - 515 865 Ananthapuramu (Dist.)





ANAIMI CIMINI DIST

(Affiliated to Sri Krishnadevaraya University, Anantapur, A.P.)

DEPARTMENT OF ENGLISH

CERTIFICATE

This is to certify that Ms/Mr N· SREEKAR studying I/II/III Year with Major subject B. Com-CA of BA/B.Sc/B.Com with Hall Ticket Number 23420120 90 5048 has completed Certificate Course in "Communication Skills and Soft Skills" conducted by the Department of English, KTS Govt. Degree College, Rayadurg, Ananthapuram Dist., from 6/1/2025 to 17/03/2025 in W Semester.

Signature of the In-Charge

In-Charge

Department Of English

K T S Govt.Degree College

Signature of the Principal

PRINCIPAL

KT9 Govt. Degree College

RAYADURG - 515 866

Ananthaburamu (Diel





(Affiliated to Sri Krishnadevaraya University, Anantapur, A.P.)

DEPARTMENT OF ENGLISH

CERTIFICATE

This is to certify that Ms/Mr P. YASHASWINI studying I/II/III Year with Major subject B. Com- CA of BA/B.Sc/B.Com with Hall Ticket Number 342012090 5056 has completed Certificate Course in "Communication Skills and Soft Skills" conducted by the Department of English, KTS Govt. Degree College, Rayadurg, Ananthapuram Dist., from 6/01/2025 to 17/03/2025 in IV Semester.

Signature of the In Charge

Department Of English
K T S Govt.Degree College

Signature of the Principa

PRINCIPAL KTS Govt. Degres College RAYADURG - 515 865 Ananthapuramu (Dist





(Affiliated to Sri Krishnadevaraya University, Anantapur, A.P.)

DEPARTMENT OF ENGLISH

CERTIFICATE

This is to certify that Ms/Mr P. KEERTHANA studying I/II/III Year with Major subject BCTM-CA of BA/B.Sc/B.Com with Hall Ticket Number 2342c 12090 5060 has completed Certificate Course in "Communication Skills and Soft Skills" conducted by the Department of English, KTS Govt. Degree College, Rayadurg, Ananthapuram Dist., from 6/01/2025 to 17/c3/2025 in W Semester.

Signature of the In-Charge

In-Charge
Department Of English
K T S Govt.Degree College

Signature of the Principal

PRINCIPAL

NTS Govt. Degres College
RAYADURG - 515 865
Arenthapuramu (Dist





(Affiliated to Sri Krishnadevaraya University, Anantapur, A.P.)

DEPARTMENT OF ENGLISH

CERTIFICATE

This is to certify that Ms/Mr \underline{SBM} \underline{ADIL} studying I/II/III Year with Major subject $\underline{B}.\underline{Com}-\underline{CA}$ of BA/B.Sc/B.Com with Hall Ticket Number $\underline{23420/20905063}$ has completed Certificate Course in "Communication Skills and Soft Skills" conducted by the Department of English, KTS Govt. Degree College, Rayadurg, Ananthapuram Dist., from $\underline{601/2025}$ to $\underline{17/03/2025}$ in \underline{W} Semester.

Signature of the In Charge

In-Charge
Department Of English
K T S Govt.Degree College

Signature of the Principal

PRINCIPAL
K78 Govt. Degree College
RAYADURG - 515
Ananthapuramu (I)





(Affiliated to Sri Krishnadevaraya University, Anantapur, A.P.)

DEPARTMENT OF ENGLISH

CERTIFICATE

This is to certify that Ms/Mr T. NIKHITHA studying I/II/III Year with Major subject B.Com-CA of BA/B.Sc/B.Com with Hall Ticket Number 2342012090 5067 has completed Certificate Course in "Communication Skills and Soft Skills" conducted by the Department of English, KTS Govt. Degree College, Rayadurg, Ananthapuram Dist., from 06/01/25 to 17/03/2025 in W Semester.

Signature of the In-Charge

Department Of English
K T S Govt.Degree College

Signature of the Principal

PRINCIPAL
MTS GOVT. DEGISS CONSTRUCTION
RAYADURG - 515 SOE
ANNE CONTROL (DIST





(Affiliated to Sri Krishnadevaraya University, Anantapur, A.P.)

DEPARTMENT OF ENGLISH

CERTIFICATE

This is to certify that Ms/Mr V. GANESH studying I/II/III Year with Major subject B. Com-CA of BA/B.Sc/B.Com with Hall Ticket Number 23420120905070 has completed Certificate Course in "Communication Skills and Soft Skills" conducted by the Department of English, KTS Govt. Degree College, Rayadurg, Ananthapuram Dist., from 06/01/2025 to 17/03/2025 in W Semester.

Signature of the In-Charge

Department Of English
K T S Govt.Degree College

Signature of the Principal

PRINCIPAL

NTB Govt. Degree College
RAYADURG - 515 865

Ananthapuramu (Dist





(Affiliated to Sri Krishnadevaraya University, Anantapur, A.P.)

DEPARTMENT OF ENGLISH

CERTIFICATE

This is to certify that Ms/Mr Y. PRAVEEN KUMStudying I/II/III Year with Major subject B. Com-CA of BA/B.Sc/B.Com with Hall Ticket Number 23420120905073 has completed Certificate Course in "Communication Skills and Soft Skills" conducted by the Department of English, KTS Govt. Degree College, Rayadurg, Ananthapuram Dist., from O6/01/2025 to 17/03/2025 in V Semester.

Signature of the In-Charge

Department Of English
K T S Govt.Degree College

PAYADURG - 515 87

Ananthapuramu (Dist





(Affiliated to Sri Krishnadevaraya University, Anantapur, A.P.)

DEPARTMENT OF ENGLISH

CERTIFICATE

This is to certify that Ms/Mr B. MANASA studying I/II/III Year with Major subject B.Com-Genof BA/B.Sc/B.Com with Hall Ticket Number 23420120906006 has completed Certificate Course in "Communication Skills and Soft Skills" conducted by the Department of English, KTS Govt. Degree College, Rayadurg, Ananthapuram Dist., from 06/01/2025 to 17/03/2025 in W Semester.

Signature the In-Charge

Department Of English
K T S Govt.Degree College

Signature of the Principal

KTS Govt. Degres College RAYADURG - 515 865 Anenthapuramu (Dist



KTS GOVERNMENT DEGREE COLLEGE: RAYADURG



ANANTHAPURAM DIST

(Affiliated to Sri Krishnadevaraya University, Anantapur, A.P.)

DEPARTMENT OF ENGLISH

CERTIFICATE

This is to certify that Ms/Mr K. G. AKSHAYA studying I/II/III Year with Major subject B. Com-Gen of BA/B.Sc/B.Com with Hall Ticket Number 23420120906028 has completed Certificate Course in "Communication Skills and Soft Skills" conducted by the Department of English, KTS Govt. Degree College, Rayadurg, Ananthapuram Dist., from C6/01/2025 to 17/03/2025 in W. Semester.

Signature of the In-Charge

Department Of English
KTS Govt Degree

Signature of the Principal

PRINCIPAL

KTS Govt. Degree College

RAYADURG - 515 865

Ananthapuramu (Dist





(Affiliated to Sri Krishnadevaraya University, Anantapur, A.P.)

DEPARTMENT OF ENGLISH

CERTIFICATE

This is to certify that Ms/Mr K. GAYATHRI studying I/II/III Year with Major subject B. Com-Gen of BA/B.Sc/B.Com with Hall Ticket Number 23420120906030 has completed Certificate Course in "Communication Skills and Soft Skills" conducted by the Department of English, KTS Govt. Degree College, Rayadurg, Ananthapuram Dist., from C6/01/2025 to 17/03/2025 in W Semester.

Signature of the In-Charge

Department Of English
K T S Govt.Degree College

Signature of the Principal

PRINCIPAL
WTB Govt. Degree College
RAYADURG - 515 8.
Ananthaburamu (Dist.





(Affiliated to Sri Krishnadevaraya University, Anantapur, A.P.)

DEPARTMENT OF ENGLISH

CERTIFICATE

This is to certify that Ms/Mr R. SNEHABAI studying I/II/III Year with Major subject B. Corn-Gen of BA/B.Sc/B.Com with Hall Ticket Number 23420120906060 has completed Certificate Course in "Communication Skills and Soft Skills" conducted by the Department of English, KTS Govt. Degree College, Rayadurg, Ananthapuram Dist., from 06/01/2025 to 17/03/2025 in W Semester.

Signature of the In-Charge

Department Of English
K T S Govt. Degree College

Signature of the Principal

RAYADURG - 515 865 Ananthaburamu (Dist





(Affiliated to Sri Krishnadevaraya University, Anantapur, A.P.)

DEPARTMENT OF ENGLISH

CERTIFICATE

This is to certify that Ms/Mr S. DHANUSH studying I/II/III Year with Major subject B. Com-Gen of BA/B.Sc/B.Com with Hall Ticket Number 23420120906062 has completed Certificate Course in "Communication Skills and Soft Skills" conducted by the Department of English, KTS Govt. Degree College, Rayadurg, Ananthapuram Dist., from 06/01/2025 to 17/03/2025 in W Semester.

Signature of the In-Charge

Department Of English
K T S Govt.Degree College

Signature of the Principal

RAYADURG - 515 865 Ananthapuramu (Dist





(Affiliated to Sri Krishnadevaraya University, Anantapur, A.P.)

DEPARTMENT OF ENGLISH

CERTIFICATE

This is to certify that Ms/Mr G. VANITHA studying I/II/III Year with Major subject Botany of BA/B.Sc/B.Com with Hall Ticket Number 23420120918009 has completed Certificate Course in "Communication Skills and Soft Skills" conducted by the Department of English, KTS Govt. Degree College, Rayadurg, Ananthapuram Dist., from O6/01/2025 to 17/03/2025 in W Semester.

Signature of the in-Charge

Department Of English K T S Govt.Degree College Signature of the Principal

PRINCIPAL KTS Govt. Degree College RAYADURG - 515 865 Anenthapuramu (Dist.)





(Affiliated to Sri Krishnadevaraya University, Anantapur, A.P.)

DEPARTMENT OF ENGLISH

CERTIFICATE

This is to certify that Ms/Mr B. ASMA BANU studying I/II/III Year with Major subject Nathernatics of BA/B.Sc/B.Com with Hall Ticket Number 25420120119003 has completed Certificate Course in "Communication Skills and Soft Skills" conducted by the Department of English, KTS Govt. Degree College, Rayadurg, Ananthapuram Dist., from 06/01/2025 to 17/03/2025 in W Semester.

Signature of the In-Charge

Department Of English
K T S Govt.Degree College

Signature of the Principal

PRINCIPAL MTS Govt. Degree College RAYADURG - 515 865 Ananthapuramu (Dist





(Affiliated to Sri Krishnadevaraya University, Anantapur, A.P.)

DEPARTMENT OF ENGLISH

CERTIFICATE

This is to certify that Ms/Mr D. HARI PRIVA studying I/II/III Year with Major subject Mathematics of BA/B.Sc/B.Com with Hall Ticket Number 23420120919004 has completed Certificate Course in "Communication Skills and Soft Skills" conducted by the Department of English, KTS Govt. Degree College, Rayadurg, Ananthapuram Dist., from 06/01/2025 to 17/03/2025 in W Semester.

Signature of the In-Charge

Department Of English
K T S Gove Degree County

Signature of the Principal

RRINCIPAL

KTS Govt. Degree College
RAYADURG - 515 865
Ananthapuramu (Dist





(Affiliated to Sri Krishnadevaraya University, Anantapur, A.P.)

DEPARTMENT OF ENGLISH

CERTIFICATE

This is to certify that Ms/Mr K. DEEPIKA studying I/II/III Year with Major subject Mathematics of BA/B.Sc/B.Com with Hall Ticket Number 23420120919010 has completed Certificate Course in "Communication Skills and Soft Skills" conducted by the Department of English, KTS Govt. Degree College, Rayadurg, Ananthapuram Dist., from 06/01/2025 to 17/03/2025 in 1V Semester.

Signature of the In-Charge

Department Of English
K T S Govt.Degree College

Signature of the Principal

PRINCIPAL
KTS Govt. Degree College
RAYADURG - 515 865
Ananthaburamu (Dist





(Affiliated to Sri Krishnadevaraya University, Anantapur, A.P.)

DEPARTMENT OF ENGLISH

CERTIFICATE

This is to certify that Ms/Mr V· K. TARA studying I/II/III Year with Major subject Mathematics of BA/B.Sc/B.Com with Hall Ticket Number 23420120919015 has completed Certificate Course in "Communication Skills and Soft Skills" conducted by the Department of English, KTS Govt. Degree College, Rayadurg, Ananthapuram Dist., from 06/01/2025 to 17/03/2025 in W Semester.

Signature of the In-Charge

Department Of English
K T S Govt.Degree

Signature of the Princip
PRINCIPAL
NTS GOVI. DEGREE COllege
RAYADURG - 515 8:
Ananthapuramu (Dist





(Affiliated to Sri Krishnadevaraya University, Anantapur, A.P.)

DEPARTMENT OF ENGLISH

CERTIFICATE

This is to certify that Ms/Mr C. SUNITHA studying I/II/III Year with Major subject Physics of BA/B.Sc/B.Com with Hall Ticket Number 23420120927002 has completed Certificate Course in "Communication Skills and Soft Skills" conducted by the Department of English, KTS Govt. Degree College, Rayadurg, Ananthapuram Dist., from 06/01/2025 to 17/03/2025 in V Semester.

Signature of the In-Charge

Department Of English
K T S Govt.Degree College

Signatuffe of the Principal

KTS Govt. Degras College RAYADURG - 515 86-Ananthapuramu (Dist





(Affiliated to Sri Krishnadevaraya University, Anantapur, A.P.)

DEPARTMENT OF ENGLISH

CERTIFICATE

This is to certify that Ms/Mr M· BHAVANA studying I/II/III Year with Major subject Physics of BA/B.Sc/B.Com with Hall Ticket Number 23420120927014 has completed Certificate Course in "Communication Skills and Soft Skills" conducted by the Department of English, KTS Govt. Degree College, Rayadurg, Ananthapuram Dist., from 06/01/2025 to 17/03/2025 in IV Semester.

Signature of the In Charge

In-Charge
Department Of English
K T S Govt.Degree College

Signature of the Principal

PRINCIPAL

KTS Govt. Degree College
RAYADURG - 515 9
Aganthapuramu (Dist





(Affiliated to Sri Krishnadevaraya University, Anantapur, A.P.)

DEPARTMENT OF ENGLISH

CERTIFICATE

This is to certify that Ms/Mr G. PALLAVI studying I/II/III Year with Major subject Microbiology of BA/B.Sc/B.Com with Hall Ticket Number 23420120932012 has completed Certificate Course in "Communication Skills and Soft Skills" conducted by the Department of English, KTS Govt. Degree College, Rayadurg, Ananthapuram Dist., from 06/01/2025 to 17/03/2025 in V Semester.

Signature of the In-Charge

In-Charge
Department Of English
K T S Govt.Degree College

Signature of the Principal

PRINCIPAL

KTS Govt. Degres College

RAYADURG - 515 865

Apanthapuramu (Dist.)





(Affiliated to Sri Krishnadevaraya University, Anantapur, A.P.)

DEPARTMENT OF ENGLISH

CERTIFICATE

This is to certify that Ms/Mr V. JAYARAMA studying I/II/III Year with Major subject Microbiology of BA/B.Sc/B.Com with Hall Ticket Number 2342012073 2036 has completed Certificate Course in "Communication Skills and Soft Skills" conducted by the Department of English, KTS Govt. Degree College, Rayadurg, Ananthapuram Dist., from 06/01/2025 to 17/03/2025 in W Semester.

Signature of the In-Charge

Department Of English
K T S Govt.Degree College

Signature of the Principal

PRINCIPAL
KTS Govt. Degree College
RAYADURG - 515 865
Ananthapuramu (Dist

KTS GOVT. DEGREE COLLEGE:: RAYADURG DEPARTMENT OF ENGLISH

ATTENDANCE OF THE STUDENTS IN CERTIFICATE COURSE: 2024-25

(A COURSE IN COMMUNICATION SKILLS AND SOFT SKILLS)

Outcomes of the Certificate Course in

COMMUNICATION SKILLS AND SOFT SKILLS

On completion of the course, student will be able to-

- •Effectively communicate through verbal/oral communication and improve the listening skills
- •Actively participate in group discussion / meetings / interviews and prepare & deliver presentations .
- •Become more effective individual through goal/target setting, self motivation and practicing creative thinking.
- •Function effectively in multi-disciplinary and heterogeneous teams through the knowledge of team work, Inter-personal relationships, conflict management and leadership quality.
 - Effective communication leads to several positive outcomes, including improved relationships, enhanced productivity, better conflict resolution, and increased employee engagement. It also fosters trust, builds stronger teams, and facilitates more effective decisionmaking.
 - Interview skills provide a platform to highlight relevant skills, experiences, and qualifications, demonstrating how the candidate aligns with the job requirements.
 - Candidates can effectively address behavioral questions, providing specific examples that illustrate their abilities and work ethic.
 - Developing interview skills is a valuable asset for personal and professional development, enhancing communication, presentation, and overall job search effectiveness.
 - Practice and feedback from mock interviews provide opportunities for growth and improvement.
 - Group discussions encourage collaboration and teamwork by promoting respect for different viewpoints and fostering a sense of shared responsibility for the outcome.
 - Group discussions are valuable for developing a range of skills, including leadership, persuasion, conflict resolution, and interpersonal communication.

- Public speaking develops leadership qualities like the ability to inspire, influence, and motivate others.
- Preparing and delivering a speech requires speakers to analyze information, formulate arguments, and think critically.
- Overall, this certificate course is a key ingredient for success in both personal and professional life. By improving students communication skills, we can build stronger relationships, foster more productive environments, and create a more positive and fulfilling experience for ourselves and others.

Signature of the In-Charge in-Charge

Department Of English
K T S Govt.Degree College

Signature of the Principal

PRINCIPAL
KTS Govt. Degree College
RAYADURG



DEPARTMENT OF ENGLISH A COURSE IN COMMUNICATION SKILLS AND SOFT SKILLS

(On Curriculum, Course, Teaching-Learning and Evaluation)

Register No: 23 420120 905070

Programme Name: B.com [CA]

5-Excellent, 4-Very Good, 3-Good, 2-Fair, 1-Poor

S.No	Parameter	5	4	3	2	1
1	Course content	V				
2	Coverage of Syllabus in classroom		· V			
3	Coverage of modern / advanced topics			1		
4	How do you rate of relevance of units in syllabus relevant to the course?	~				
5	How do you rate the sequence of units in syllabus relevant to the course?		V			
6	Rate the size of syllabus in terms of load of the student	/	X			
7	Scope for skill development / employability / entrepreneurship in the course offered		V			
8	How do you rate the courses that you have learnt in relation to your life application			√		
9	Availability of Textbooks / study material	✓				
10	Usefulness of test and assignments			V		
	Total Score	20	12	9		

Signature of the In-Charge mcharge
Department Of English
K T S Govt.Degree College

-50-

Principal

PRINCIP AND PRINCIP AND PRINCIPAL Degree Conteguration of the Principal Pri



DEPARTMENT OF ENGLISH A COURSE IN COMMUNICATION SKILLS AND SOFT SKILLS

(On Curriculum, Course, Teaching-Learning and Evaluation)

Register No: 23420120919010

Programme Name: Mathematica

5-Excellent, 4-Very Good, 3-Good, 2-Fair, 1-Poor

S.No	Parameter	5	4	3	2	1
1	Course content					
2	Coverage of Syllabus in classroom	/				
3	Coverage of modern / advanced topics		/			
4	How do you rate of relevance of units in syllabus relevant to the course?		/			
5	How do you rate the sequence of units in syllabus relevant to the course?					
6	Rate the size of syllabus in terms of load of the student			/		
7	Scope for skill development / employability / entrepreneurship in the course offered	/				
8	How do you rate the courses that you have learnt in relation to your life application	/				
9	Availability of Textbooks / study material			•		
10	Usefulness of test and assignments		/			
3	Total Score	.20	20	3	_	_

Signature of the In-Charge
In-Charge English
Department Of English
KTS Govt. Degree College - 5 | -

Principal
PRINCIPAL
KTS Govt. Degree College
RAYADURG



DEPARTMENT OF ENGLISH A COURSE IN COMMUNICATION SKILLS AND SOFT SKILLS

(On Curriculum, Course, Teaching-Learning and Evaluation)

Register No: 23420120932012

Programme Name: Mb. Bc

5-Excellent, 4-Very Good, 3-Good, 2-Fair, 1-Poor

S.No	Parameter	5	4	3	2	1
1	Course content	~				
2	Coverage of Syllabus in classroom		✓			
3	Coverage of modern / advanced topics	V				
4	How do you rate of relevance of units in syllabus relevant to the course?		V			
5	How do you rate the sequence of units in syllabus relevant to the course?	V				
6	Rate the size of syllabus in terms of load of the student			V		
7	Scope for skill development / employability / entrepreneurship in the course offered		V			
8	How do you rate the courses that you have learnt in relation to your life application			~		
9	Availability of Textbooks / study material		V			
10	Usefulness of test and assignments		V			
	Total Score	15	20	06		

Signature of the In-Charge
In-Charge
In-Charge
Department Of English
Department Of English
KTS Govt. Degree College

-62-

Principal

KTS Govt. Degree College

RAYADURG



DEPARTMENT OF ENGLISH A COURSE IN COMMUNICATION SKILLS AND SOFT SKILLS

(On Curriculum, Course, Teaching-Learning and Evaluation)

Register No:

23420120905028

Programme Name:

B-Cossi (CA)

5-Excellent, 4-Very Good, 3-Good, 2-Fair, 1-Poor

S.No	Parameter	5	4	3	2	1
1	Course content	2				
2	Coverage of Syllabus in classroom		1			
3	Coverage of modern / advanced topics		V			
4	How do you rate of relevance of units in syllabus relevant to the course?					
5	How do you rate the sequence of units in syllabus relevant to the course?	~				
6	Rate the size of syllabus in terms of load of the student			V	~_N	
7	Scope for skill development / employability / entrepreneurship in the course offered	V				
8	How do you rate the courses that you have learnt in relation to your life application		5	/		
9	Availability of Textbooks / study material		V			
10	Usefulness of test and assignments	V				
	Total Score	20	12	06		

Signature of the In-Charge

In-Charge Department Of English K T S Govt.Dagree Gellage

-53-

PRINCIPAL

KTS Govt. Degree College

RAYADURG



DEPARTMENT OF ENGLISH A COURSE IN COMMUNICATION SKILLS AND SOFT SKILLS

(On Curriculum, Course, Teaching-Learning and Evaluation)

Register No: 23420120919015

Programme Name: Mathematica

5-Excellent, 4-Very Good, 3-Good, 2-Fair, 1-Poor

S.No	Parameter	5	4	3	2	1
1	Course content					
2	Coverage of Syllabus in classroom	5	/		· V	
3	Coverage of modern / advanced topics	~				
4	How do you rate of relevance of units in syllabus relevant to the course?			/		
5	How do you rate the sequence of units in syllabus relevant to the course?					
6	Rate the size of syllabus in terms of load of the student		/			
7	Scope for skill development / employability / entrepreneurship in the course offered	٧	V			
8	How do you rate the courses that you have learnt in relation to your life application			/		
9	Availability of Textbooks / study material	/				
10	Usefulness of test and assignments		/			
	Total Score	20	20	6		

Signature of the In-Charge

In-Charge Department Of English
K T S Govt.Degree College

- 54 -

Principal

RTS GOVE Degree College

Written Exam conducted





Department Of English - 55-KTS Govt. Degree College

GLIMPSE OF CERTIFICATE COURSE

Certificate distribution by Hon'ble MLA, Sri Kalava Srinivasulu





GLIMPSE OF CERTIFICATE COURSE





In-Charge
In-Charge
Department Of English
K T S Govt. Degree College

-57-



In-Charge
Department Of English
K T S Govt.Degree College

PRINCIPAL
RTS GOVE Degree CollegRAYADURG