



Government Degree College, Paderu
Affiliated to Andhra University
(Upgraded to Model Degree College under RUSA 2.0)
Paderu, Alluri Sitharama Raju -District, AP.



Est:1985 NAAC "C" Grade phone no: 08935 250013 Email.ID :Paderu.jkc@gmail.com.

Proposal for Certificate Course in Functional Skills in English

Academic year 2021 – 2022

From
The Course Coordinators
Dept of English
Govt Degree College
Paderu

To
The Principal
Govt Degree College
Paderu

Sir,

Sub: Proposal for starting Certificate Course in Functional Skills in English to B.A., B.Sc., B.Com. students of our college – Request regarding.

Our department of English is planning to start a certificate course in '**Functional Skills in English**' to the students of all groups choosing 79 among them. This course can enhance the skills of communication, personality development and disciplinary attitude of a student at professional areas. It also makes the students self-employable and entrepreneurs.

In this regard we humbly request your esteemed self to conduct staff council meeting for discussing the syllabus and course outcomes.

Thanking you sir,

Name of the Certificate Program: **Functional English**
Course Coordinator : **P.koteswa Rao**



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DEPARTMENT OF ENGLISH

Test Analysis Report

Name of the course: Functional English

Name of the Course Coordinator: P.Koteswara Rao

Academic Year: 2021-2022

The Department of English offered Certificate course to students of all disciplines. We provided a syllabus to the students and covered all of the syllabus. The overall course duration was 35 hrs and the attendance of the students was recorded.

I confirmed that all the students for this certificate course actively attended and performed well. We conducted an exam and the eligible students received certificates.

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DEPARTMENT OF ENGLISH

Minutes of the Meeting

The following are the minutes of the meeting is held on 14.10.2021 for starting a certificate course in 'Functional English' for B.A, B.COM ,B.SC students for the academic year **2021-2022**.

The following minutes have been discussed and resolved unanimously.

1. It is proposed to start a certificate course in 'Functional English' for the students of B.A, B.COM, B.Sc during the academic year 2021– 2022.
2. It is proposed to endorse Sri P.Koteswara Rao , M.Aswni Reddy, G,Gowarishankar as course coordinators.
3. It is suggested to the coordinators to enrol maximum number of students for the certificate course.
4. It is also discussed to use Virtual class room and other equipment to teach in an easy way.
5. It is also discussed how we can motivate the students towards the course.

Members of the committee during minutes

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DEPARTMENT OF ENGLISH

Date: 20.10.2021

CIRCULAR

Sub: Certificate Program for the academic year 2021-2022

The Department of English is planned to conduct the certificate program for BA, B.COM, B.Sc students. The certificate course which are designed and offered by our department for the benefit of the students. Course will be conducted at free of cost and based on the performance of the participated students, the merit certificate will be issued after the successful completion of the course. Students those who are willing to attend the certificate course can enrol their names to the course coordinator.

Name of the certificate Program : **Functional English**
Course Coordinator : **P.Koteswara Rao**

Commencement of the course from **25.10.2021 to 06.12.2021**
Time : 9.00 am to 10.00

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DEPARTMENT OF ENGLISH

Name of the Certificate course: Functional English

Course Coordinator: P.Koteswara Rao

Total Hours: 35 Hrs

Academic Year: 2021-2022

S.no	Topics to be covered	Hours	Delivery date
1	Greetings and Introduction	6	I Week 25.10.2021
2	Participating in small talks- At the office, at the railway station, At the airport, At the travel agency, At the bank, At the doctor's clinic, At the hospital.		
3	Participating in small talks- At the office, at the railway station, At the airport, At the travel agency, At the bank, At the doctor's clinic, At the hospital.		
4	Participating in small talks- At the office, at the railway station, At the airport, At the travel agency, At the bank, At the doctor's clinic, At the hospital.		
5	Talking on the telephone.		
6	Talking on the telephone.		
7	Reading official Letters and Profiles	6	II Week
8	Reading official Letters and Profiles		
9	Reading official Letters and Profiles		
10	Reading News Reports/Newspapers		
11	Reading News Reports/Newspapers		
12	Reading News Reports/Newspapers		
13	Reading Online Content	6	III Week
14	Reading Online Content		
15	Reading Online Content		
16	Reading Comprehension, Description and Narration (Objects, Places and People)		
17	Reading Comprehension, Description and Narration (Objects, Places and People)		
18	Reading Comprehension, Description and Narration (Objects, Places and People)		

V. Ch
Principal
Govt Degree College
11534 024
Dist.



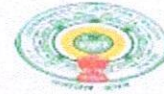
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S.no	Topics to be covered	Hours	Delivery date
19	Role playing/Enactment e.g. Doctor-Patient	6	IV Week 25.10.2021
20	Role playing/Enactment e.g. Doctor-Patient		
21	Role playing/Enactment e.g. Doctor-Patient		
22	Picture description E.g. framing story based on picture/visual		
23	Picture description E.g. framing story based on picture/visual		
24	Picture description E.g. framing story based on picture/visual		
25	Field visit: Visit to Print Media	6	V Week
26	Field visit: Visit to Print Media		
27	Field visit: Visit to Print Media		
28	Mock TV News Reading		
29	Mock TV News Reading		
30	Mock TV News Reading		
31	Formal Interviews	6	VI Week 06.12.2021
32	Formal Interviews		
33	Formal Interviews		
34	Making enquiries		
35	Making requests and seeking permissions		
36	Expressing gratitude and apologizing		
37	Complaining		



Course outcomes

This program benefits participants in the following ways:

- 1 Enables them to develop a natural and accurate style of English pronunciation.
- 2 Enhances their abilities to read, write, speak and comprehend the English language.
- 3 Equips participants to exchange ideas and opinions, express emotions, and present information.
- 4 Gain the relevant language skills for success in future courses
- 5 The participants will work with highly qualified teaching staff who have broad teaching experience
- 6 discuss and respond to content of a reading or listening passage
- 7 use communication strategies to participate in group and class discussions
- 8 select, compile, and synthesize information for an oral presentation
- 9 use search tools to locate appropriate sources
- 10 evaluate and select sources for relevance
- 11 paraphrase and cite sources
- 12 use vocabulary appropriately
- 13 use grammatical structures appropriately
- 14 deliver an effective oral presentation
- 15 present information using digital tools



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DEPARTMENT OF ENGLISH

Detailed Objectives of 'Certificate Course in Functional Skills in English' for all B.A./B.Sc./ B. Com.,

Title: Functional Skills in English

Eligibility: all Under Graduate students of our college

Duration: 35 days / 1 hr daily

Syllabus: as given below

System of Assessment: internal

Introduction:

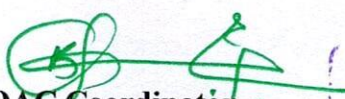
Certificate Course in Functional Skills in English: **What is it all about?**

Certificate Course in Functional Skills in English is the Advanced Level English Programme with an interactive approach. This program concentrates on Application of English in major areas - Media, Business, Translation, Creative writing, Advertising, Film, Sports and Entertainment, basic language skill - LSRW (Listening, Speaking, Reading and Writing), Fostering human values through exposure to major works of literature in English and stimulating self-exploration and self-expression, Moulding a generation of techno- savvy student competent in tapping ICT for generation of knowledge, Providing support for IELTS, TOEFL and other international language testing system.

Objectives:

- Certificate Course in Functional Skills in English has been designed for candidates keeping in view the role of English as a major language of international communication in worldwide.
- The program intends to build in student's Functional English skills through advance study and knowledge of general topics such as Critical Reasoning, Writing & Presentation, Communication Skills in English, Methodology-Humanities, Reading Literature in English, Translation and Communication in Other Languages, Literature in Other Languages, History & Philosophy of Science, and Introduction to Linguistics, English language Teaching etc.
- This Certificate Course in Functional Skills in English helps the candidates to go for different English language related works. One can opt for higher study programs in related subjects likewise Masters' degree and after that for research studies.


Course Coordinator


IOAC Coordinator
Government Degree College
PADERU-531024


Principal
Gov. Degree College
PADERU 534 024
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Certificate program Assessment test

Name of the course: Functional English

date: 08.11.2021

Academic year: 2021-2022

time: 1.30 hrs

PART-A

Answer the following questions with appropriate answer. $1 \times 10 = 10$

Max.marks: 40

1. How do you greet the elders?

- a) Hi, how are you?
- b) Hello
- c) Good morning Sir/Madam, how do you do?

2. The way you greet your friend?

- a) Hi bro, how are you?
- b) Hello, how do you do?
- c) Hi sir, how are you?

3. What is a Headline?

- a) Title of a news paper Article
- b) Subtitle of a news paper Article
- c) An article

4. Attention please! The train No. 4321 will arrive the platform no. 3.

Where do you find this announcement?

- a) Airport
- b) Bus Stand
- c) Railway station

5. Which one of the following is not comes under telephone etiquette?

- a) Formal language
- b) Polite way of talking
- c) Coughing and sneezing in between the call

6. Find out the suitable dialogue to the following.

Hello, I need to open a savings bank account.

- a) Let me first tell you about the benefits of savings account.
- b) Let me first know about your overall health.
- c) Please show me your ticket.

7. What is print media?



- a) Printed publications such as Newspapers and Magazines
- b) Publication of books like Novels and Autobiographies
- c) Publication of Educational Text Books

8. Which language have to be used for writing Official letters?

- a) Formal Language
- b) Informal Language
- c) Formal or Informal Language

9. What is a Journal?

- a) Journal is a scholarly publication that contains articles written by researchers and professors or other experts on specified subject.
- b) Journal is a scholarly publication that contains articles written by anyone on any subject.
- c) Journal is a scholarly publication that contains articles written by Journalists on trending subject matters.

10. "Would you mind to lend me your pen please" what is this expression?

- a) Request
- b) Seeking permission
- c) Gratitude

PART-B

I. Answer all the following questions. 4*5= 20

- a) What is magazine?
- b) What is the difference between description and narration?
- c) What is Mock TV News?
- d) What is the use of Role Play

II. Answer TWO of the following questions. 2*5=10

- a) What is an important part of media literacy?
- b) What is SWOC analysis and explain it?
- c) Write about one historical in your district?



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**Detailed Syllabus of 'Certificate Course in Functional Skills in English'
for all B.A./B.Sc./ B. Com.,**

Syllabus

Unit I: Developing Conversational Ability

- Greetings and Introduction
- Participating in small talks- At the office, at the railway station, At the airport, At the travel agency, At the bank, At the doctor's clinic, At the hospital.
- Talking on the telephone.

Unit II: Functional Reading

- Reading official Letters and Profiles
- Reading News Reports/Newspapers
- Reading Online Content
- Reading Comprehension, Description and Narration (Objects, Places and People)

Unit III: Media


- Role playing/Enactment e.g. Doctor-Patient
- Picture description E.g. framing story based on picture/visual
- Field visit: Visit to Print Media
- Mock TV News Reading

Unit IV: Developing Conversational Ability

- Formal Interviews
- Making enquiries
- Making requests and seeking permissions
- Expressing gratitude and apologizing
- Complaining


Course Coordinator


IQAC Coordinator
IQAC Co-ordinator
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Principal
Principal
Govt. Degree College
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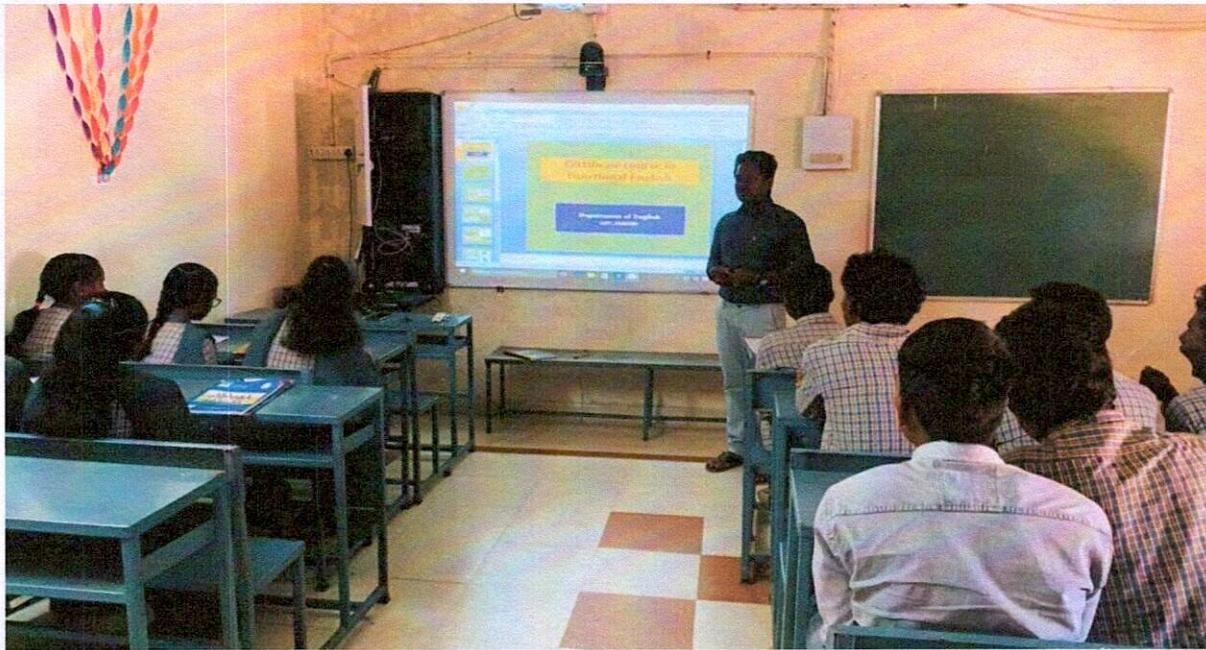


**GOVERNMENT DEGREE COLLEGE, PADERU
ALLURISITARAMA RAJU DISTRICT, AP-531024
(Affiliated to Andhra University-AP)**



**Department of English
Academic year: 2021-2022**

The Department of English organized a certificate course on Functional English for the academic year 2021-2022. The following pics were taken while taking the classes for the Add-on course.



Sri P.KOTESWARA RAO, LECTURER IN ENGLISH TAKING CLASS

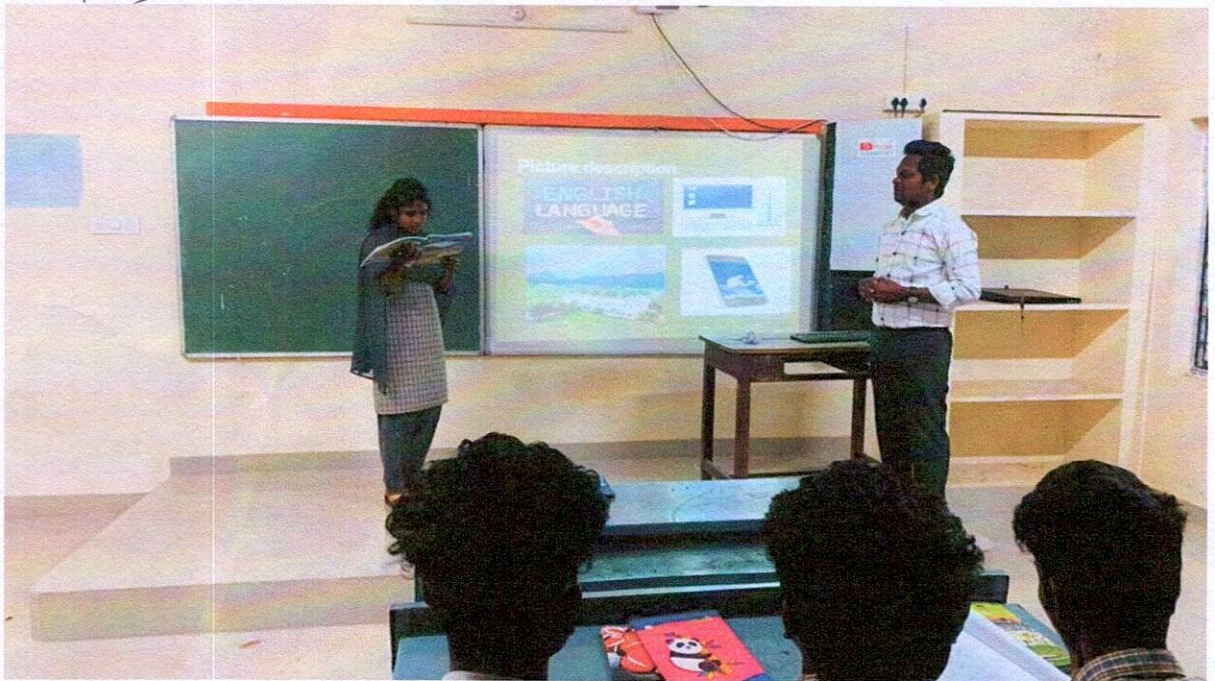


Sri P.KOTESWARA RAO, LEC in English, Brainstorming the students as part of the Certificate Course

v. l. h.
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Allurisarajam Raju Dist.



Lecturer in English, Sri P. Koteswara Rao detailing the topics which are covered under the certificate course.



Lecturer in English, Sri P. Koteswara Rao, elaborating the topics which are covered under the certificate course.

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 Alluri Sitharama Raju Dist.



DEPARTMENT OF ENGLISH

Name of the Certificate course: Functional Skills in English

Total Hours: 35 hrs

Academic Year: 2021-2022

Willing Student List

S.No	H.T NO	Name of the student
1	121125301023	KONDIBAHA SIMHADRI BABU
2	121125301024	KORRA SAI SUDHEER KUMAR
3	121125301025	KORRA VENKATA RAO
4	121125301026	KUDA DURGA PRASAD
5	121125301027	LAKE NAVEEN KUMAR
6	121125301028	MADDELA RAMANI
7	121125301029	MAJJI CHILAKAMMA
8	121125301030	MARRI SANKAR RAO
9	121125301031	OLESU AKHILESH
10	121125301032	ONDRU PRAGNASH
11	121125301033	ONTUBU MEERAJASMIN
12	121125301094	THANGULA KRISHNA PRASAD
13	121125301095	ULLI GOWTHAM
14	121125301096	VANTHALA BABUJI
15	121125301097	VANTHALA CHITTIBABU
16	121125301098	VANTHALA KOTIBABU
17	121125301099	VANTHALA MACHULAMMA
18	121125301100	VANTHALA PETHURU
19	121125301101	VETCHANGI NARESH
20	2530121012033	PALLULA LAXMI NARAYANA
21	121125301127	MATTAM THOUDU PADAL
22	121125301128	MUVVALA KONDA BABU
23	121125301129	CHITTANNA
24	121125301130	NAINI RAMA RAO
25	121125301131	SUBBA RAO
26	121125301132	PALASI SIMHACHALAM
27	121125301133	CHIRANJEEVI
28	121125301134	PANGI NOOKA RAJU
29	121125301135	PANGI RAMARAO
30	121125301136	PANGI LANDU
31	121125301137	POIBA RAMANJULU
32	121125301018	KILLO SAI PRASAD
33	121125301019	KILLO SURIBABU
34	121125301020	KIMUDU GANGA BHAVANI
35	121125301021	KIMUDU RAMADEVI



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36	121125301022	KOMMA AMANI
37	121125301023	KONDIBAHA SIMHADRI BABU
38	121125301024	KORRA SAI SUDHEER KUMAR
39	121125301025	KORRA VENKATA RAO
40	121125301026	KUDA DURGA PRASAD
41	121125301027	LAKE NAVEEN KUMAR
42	121125301089	SEEDARI BHARATHI
43	121125301090	SEEDHARI PRASAD
44	121125301091	SOMELI KRISHNAVENI
45	121125301092	TALABU PRASAD
46	121125301093	TAMARLA MATYARAJU
47	121125301094	THANGULA KRISHNA PRASAD
48	121125301095	ULLI GOWTHAM
49	121125301096	VANTHALA BABUJI
50	121125301097	VANTHALA CHITTIBABU
51	121125301098	VANTHALA KOTIBABU
52	121125301124	MARAVADA LOVA GANESH
53	121125301125	MASADA ESAWARA RAO
54	121125301126	MASADI KRUPA RAO
55	121125301127	MATTAM CHANTI PADAL
56	121125301128	MUVVALA SAI KUMAR
57	121125301129	NAIDU SWAPNA SRI
58	121125301130	NAINI MATYA RAJU
59	121125301131	PALAASI ARUN
60	121125301132	PALASI VENKATA LAKSHMI
61	121125301133	PANGI GANESH
62	121125301134	PANGI SREENU
63	121125403001	BAKURU PAVAN KUMAR RAJU
64	121125403002	BOBBARALA BALA SUDHEER
65	121125403003	BURIDI SATHIBABU
66	121125403004	DADIYA SUPRAJA
67	121125403005	DALAPATHI BALA KRISHNA
68	121125403006	GADABANTU CHINNI
69	121125403007	GEMMELI MAHESH BABU
70	121125403008	GEMMELI RAM PRASAD
71	121125403009	GOLLORI HARISH
72	121125403010	GOLLORI MADHURI
73	121125404001	ADAPA SATHISH KUMAR
74	121125404002	AGARI SIVA KUMAR
75	121125404003	AGATHAMBIDI HEMALATHA
76	121125404004	ARLABU SAI KIRAN
77	121125404005	ARMA THARUN



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78	121125301001	ADAPA MANOJ KUMAR
79	121125301002	ADERI KANKAMAHALAXMI
80	121125301003	ARAGADA RAMESHNAIDU
81	121125301004	ARMA JEEVAN RAJU
82	121125301005	BADNAINI VENKAT
83	121125301055	BADNAINI SRAVANI
84	121125301056	BONANGI GANESH PADAL
85	121125301057	BONDA RAVI
86	121125301058	BONGARAM SIVA KIRAN
87	121125301059	DURU SAILAJA
88	121125301060	GEMMELI RAJESWARI
89	121125301061	GEMMELI RAMU
90	121125301062	GOLLORI NAGESWARA RAO
91	121125301063	GOLLORI PURUSHOTHAM KUMAR
92	121125301064	GOLLORI RAMESH
93	121125301102	ARLABU ROHINI
94	121125301103	BADAM ARUN KUMAR
95	121125301104	BOINI DHANALAKSHMI
96	121125301105	BOINI RAJASEKHAR
97	121125301106	BOINI VINITH KUMAR
98	121125301107	BURIDI SRIHARI
99	121125301108	CHENDA UDAY KIRAN
100	121125301109	DEESARI CHINNARI
101	121125301110	GEMMELI SATHI BABU
102	121125301111	GEMMELI SATHI BABU
103	121125301112	GOLLORI MATYA RAJU

Principal
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Alluri Sitharama Raju Dist.



GOVERNEMENT DEGREE COLLEGE
Affiliated to Andhra University
PADERU, VISAKHAPATNAM DISTRICT, AP-531024




Course Completion Certificate

This is to certify that Sri/Kum.....ofhas successfully completed the Add on Course on “Functional Skills in English”, from.....to.....organized by the Department of English for the academic year 2021-2022.


Course Coordinator




Principal
Principal
Govt. Degree College
PADERU-531 024
Visakhapatnam Dist




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