

**SGK GOVERNMENT DEGREE  
COLLEGE VINUKONDA, GUNTUR  
DISTRICT**



**CERIFICATE COURSE ON  
LSRW SKILLS IN  
ENGLISH**

**DATE: 28.11.2022 to 08-01-2023**

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**CONDUCTED BY  
DEPARTMENT OF ENGLISH**

**PROCEEDINGS OF THE PRINCIPAL, SGK.GOV'T DEGREE COLLEGE,**

**VINUKONDA, PALNADU DIST.**

**Present: Dr.K.Srinivasarao,M.Com.,Ph.D.**

**R.C. No. 11-A/Committees/2021-22.**

**26-11-2022**

In connection with the request received from Smt. N.VASANTHI, Department In-charge of English to introduce "Add -on Course on LSRW SKILLS", while according permission, the following committee is constituted to discuss and finalize the syllabus of the course.

<b>S. No</b>	<b>Name of the Faculty</b>	<b>Designation</b>
1	Ms. N. Vasanthi	Lecturer in-charge, Dept of English
2	Sri. S. Srinivasa Rao	Lecturer in English
3	Dr. K.V.S. Koteswara Rao	IQAC Coordinator

The above committee is directed to discuss the topics to be taught in the course and frame the syllabus accordingly .Smt.N.Vasanthi,, In-charge of the Department is requested to explain the needof incorporating each topic in the syllabus to other committee members.

**Principal**



Copy to All the Teaching Staff

  
**PRINCIPAL**  
 Dr.K.SrinivasaRao  
 SGK GOVT DEGREE COLLEGE  
 VINUKONDA - 522 647  
 PALNADU DIST.

**MINUTES OF MEETING**  
**DEPARTMENT OF ENGLISH**

**Date: 25.11.2022**

**Agenda:**

To discuss on the introduction of a certificate course by the Department.

**Members Present:**

- i) Smt.N.Vasanthi, Lecturer In-charge, Department of English
- ii) Sri. S.Srinivasa Rao, Lecturer in English
- iii) Dr.KVS.Koteswara Rao, IQAC Coordinator.




**Discussion:**

- i) On the initiative of introducing add on course on the development of LSRW Skills
- ii) It was explained that the knowledge of this LSRW skills in English is the most needed Concept in the global scenario

**Resolution:**

It is unanimously resolved to request the Principal to grant permission for introduction of the certificate course by the Department of English.

Signatures

- (1) 
- (2) 
- (3) 

  
PRINCIPAL  
SGK GOVT DEGREE COLLEGE  
VINUKONDA - 522 647  
PALNADU Dist.,



**REQUISITION LETTER TO PRINCIPAL**

**25-11-2022  
Vinukonda**

**To**

The Principal  
SGK Government Degree College,  
Vinukonda

**Respected Sir**

**Sub:** Request to accord permission for introduction of Add on course titled  
"LSRW Skills in English" - Regd

\*\*\*\*

I, N.Vasanthi, Lecturer in English, hereby, in accordance with the resolution made in the department dated 28-01-2022, request you to accord permission to introduce "Add-on Course on LSRW SKILLS IN ENGLISH".

Thanking You

**Yours Sincerely**

  
(N.VASANTHI)

**HOD, Department of English**



**Enclosures:**

**Copy of the Resolution**

**SUBMISSION LETTER TO THE PRINCIPAL**

26-11-2022  
Vinukonda

To

The Principal  
SGK Government Degree  
College Vinukonda

Respected Sir,

**Sub:** Framing of Syllabus- as per R.C. No. 11-A/Committees/2021-22, dated  
29-01-2022- submission - Regd

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In accordance to the proceedings referenced above, we hereby submit the drafted  
syllabus for the Add-on Course on "LSRW SKILLS IN ENGLISH".

Yours Sincerely



N.VASANTHI  
HOD, Department of English

**Enclosures:**

Copy of syllabus of Add-on Course on LSRW SKILLS IN ENGLISH

Yes  
→ *13/11/22*  
PRINCIPAL  
SGK GOVT DEGREE COLLEGE  
VINUKONDA - 522 647  
PALNADU Dist.,





## LIST OF STUDENTS

S. No	Reg. No	Name of the Student	Group
1	Y221099001	BAILADUGU BRAHMAM	B.A(HEP)
2	Y221099003	DONTHU PRASANNA	B.A(HEP)
3	Y221099004	GADDAM JANARDHANA REDDY	B.A(HEP)
4	Y221099006	GUDURI NOVAHU	B.A(HEP)
5	Y221099007	KOMMU SALMAN RAJU	B.A(HEP)
6	Y221099008	KONDRAMUTLA VENKATA LAKSHMI	B.A(HEP)
7	Y221099009	KOTTE SIVA	B.A(HEP)
8	Y221099010	KUNCHALA LEELAVATHI	B.A(HEP)
9	Y221099012	MUDHAVATH RAMESH NAIK (Hindi)	B.A(HEP)
10	Y221099013	NAMBURI AKASH (Hindi)	B.A(HEP)
11	Y221099014	NAMBURI SANTHI	B.A(HEP)
12	Y221099015	NANDIGAM MERCY	B.A(HEP)
13	Y221099016	NIMMAGADDA VENKATESH	B.A(HEP)
14	Y221099017	PALLE SAGAR BABU (Hindi)	B.A(HEP)
15	Y221099019	PASUPULETI HARI KRISHNA	B.A(HEP)
16	Y221099020	SHAIK NOORJAHAN	B.A(HEP)
17	Y221099021	UPPALAPATI VENKATESWARLU	B.A(HEP)
18	Y221099022	VANKADAVATHU BALAJI NAIK	B.A(HEP)
19	Y221099023	YENUMULA SIRISHA	B.A(HEP)

Dr. V. —

S. Srinivasulu

Principal  
 SGK GOVT DEGREE COLLEGE  
 VINUKONDA - 522 647  
 PALNADU Dist.,

S. No	Reg. No	Name of the Student	Group	Signature
1	Y221099001	BAILADUGU BRAHMAM	B.A(HEP)	B. Brahmam
2	Y221099003	DONTHU PRASANNA	B.A(HEP)	D. Prasanna
3	Y221099004	GADDAM JANARDHANA REDDY	B.A(HEP)	G. J. Reddy
4	Y221099006	GUDURI NOVAHU	B.A(HEP)	G. Novahu
5	Y221099007	KOMMU SALMAN RAJU	B.A(HEP)	Salman Raju
6	Y221099008	KONDRAMUTLA VENKATA LAKSHMI	B.A(HEP)	K. Venkata Lakshmi
7	Y221099009	KOTTE SIVA	B.A(HEP)	K. Siva
8	Y221099010	KUNCHALA LEELAVATHI	B.A(HEP)	M. Ramesh Naik
9	Y221099012	MUDHAVATH RAMESH NAIK (Hindi)	B.A(HEP)	M. Ramesh Naik
10	Y221099013	NAMBURI AKASH (Hindi)	B.A(HEP)	N. Akash
11	Y221099014	NAMBURI SANTHI	B.A(HEP)	N. Santhi
12	Y221099015	NANDIGAM MERCY	B.A(HEP)	N. Mercy
13	Y221099016	NIMMAGADDA VENKATESH	B.A(HEP)	N. Venkatesh
14	Y221099017	PALLE SAGAR BABU (Hindi)	B.A(HEP)	P. Sagar Babu
15	Y221099019	PASUPULETI HARI KRISHNA	B.A(HEP)	P. Hari Krishna
16	Y221099020	SHAIK NOORJAHAN	B.A(HEP)	S. Noor Jahan
17	Y221099021	UPPALAPATI VENKATESWARLU	B.A(HEP)	U. Venkateswarlu
18	Y221099022	VANKADAVATHU BALAJI NAIK	B.A(HEP)	V. Balaji Naik
19	Y221099023	YENUMULA SIRISHA	B.A(HEP)	V. Sirisha

① O.V. e.

2 P. S. e.

Is. v. s. e.

IQAC COORADINATOR  
SGK GOVT DEGREE COLLEGE, VINUKONDA  
PALNADU DIST - 522 647

Principal  
SGK GOVT DEGREE COLLEGE  
VINUKONDA - 522 647  
PALNADU Dist.,



**ATTENDANCE SHEET**

S No	Name of the Student	28-11-2022	29-11-2022	30-11-2022	01-12-2022	02-12-2022	03-12-2022	04-12-2022	05-12-2022	06-12-2022	07-12-2022	08-12-2022	09-12-2022	12-12-2022	13-12-2022	14-12-2022	15-12-2022
1	BAILADUGU BRAHMAM	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P
2	DONTHU PRASANNA	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
3	GADDAM JANARDHANA REDDY	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P
4	GUDURI NOVAHU	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P
5	KOMMU SALMAN RAJU	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	KONDRAMUTLA VENKATA LAKSHMI PRASANNA	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P
7	KOTTE SIVA	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A
8	KUNCHALA LEEELAVATHI	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P
9	MUDHAVATH RAMESH NAIK (Hindi)	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P
10	NAMBURI AKASH (Hindi)	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P
11	NAMBURI SANTHI	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P
12	NANDIGAM MERCY	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P
13	NIMMAGADDA VENKATESH	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	PALLE SAGAR BABU (Hindi)	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P
15	PASUPULETI HARI KRISHNA	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A
16	SHAIK NOORJAHAN	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P
17	UPPALAPATI VENKATESWARLU	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P
18	VANKADAVATHU BALAJI NAIK	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
19	YENUMULA SIRISHA	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A

1. *[Signature]*  
2. *[Signature]*

HOD COORDINATOR  
SGK GOVT DEGREE COLLEGE VINUKONDA  
PALNADU DIST - 522 647

*[Signature]*  
**PRINCIPAL**  
SGK GOVT DEGREE COLLEGE  
VINUKONDA - 522 647  
PALNADU DIST.



S No	Name of the Student	16-12-2022	17-12-2022	18-12-2022	19-12-2022	20-12-2022	21-12-2022	22-12-2022	23-12-2022	27-12-2022	28-12-2022	29-12-2022	30-12-2022	31-12-2022	02-01-2023	03-01-2023	04-01-2023
1	BAILADUGU BRAHMAM	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A
2	DONTHU PRASANNA	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
3	GADDAM JANARDHANA REDDY	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P
4	GUDURI NOVAMU	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P
5	KOMMU SALMAN RAJU	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P
6	KONDRAMUTLA VENKATA LAKSHMI PRASANNA	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
7	KOTTE SIVA	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P
8	KUNCHALA LEEAVATHI	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P
9	MUDHAVATH RAMESH NAIK (Hindi)	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P
10	NAMBURI AKASH (Hindi)	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P
11	NAMBURI SANTHI	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P
12	NANDIGAM MERCY	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P
13	NIMMAGADDA VENKATESH	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	PALLE SAGAR BABU (Hindi)	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P
15	PASUPULETI HARI KRISHNA	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P
16	SHAIK NOORAHAN	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P
17	UPPALAPATI VENKATESWARLU	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A
18	VANKADAVATHU BALAJI NAIK	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P
19	YENUMULA SIRISHA	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P

1. Dr. V. S. Srinivasulu

K. V. S. Koteswari  
IQAC COORDINATOR  
SGK GOVT DEGREE COLLEGE, VINUKONDA  
PALNADU DIST - 522 647

K. Srinivasulu  
PRINCIPAL  
SGK GOVT DEGREE COLLEGE  
VINUKONDA - 522 647  
PALNADU Dist.,

# **SYLLABUS**

## **Unit 1 – LISTENING SKILLS**

- Introduction to all skills
- Types of Listening
- Tips for effective listening
- Tips to overcome listening
- Activities on Listening

## **Unit 2- READING SKILLS**

- Importance of Reading in English
- Types of Reading skills
- Skimming
- Scanning
- Activities

## **Unit 3- WRITING SKILLS**

- Sentence structures and Types of Sentences
- Framing and formation of Sentences
- Basic Grammar tips for effective writing
- Descriptive Writing (Essays, Reports, Short Reviews & messages and Circulars)
- Activity

## **Unit 4- SPEAKING SKILLS**

- Importance of Speaking in English (British & American Accent)
- Speech practice with good Phonetics
- Answering Questions & Vocabulary Building
- Usage of Idioms and phrases in regular Conversation  
Extempore/Impromptu
- Group Discussions
- Speaking Activities like Mock Interviews etc.

## **Unit-5 Assessment of all skills and Evaluation.**

## **ADD ON COURSE ON "LSRW SKILLS IN ENGLISH"**

**(DURATION OF THE COURSE: 30 DAYS (ONE HOUR PER DAY))**

### **INTRODUCTION:**

As English is the most needed language in the nascent years, it is very important to know about the importance and its related skills to acquire good communication and proficiency in English. The main objective of introducing this Add-on course is to make students understand the importance and learn the skills for good communication in English

### **COURSE OBJECTIVES:**

- Describe the four major skills
- Explain each skill and its techniques.
- Apply each skill in day today conversations
- Develop a holistic approach of acquiring all skills

### **METHODOLOGY**

Practical, relevant and experiential learning methodologies focus on 'hands-on', ready to apply tools and techniques to augment training takeaways and long-term results. Some or all of the following tools and methodologies will be used in the execution of the course and can and will vary depending on various factors such as the nature, duration and topics of the course. Learner centered and Activity based learning is implemented through the course for better enhancement of the objectives

### **COURSE OUTCOMES**

- Understand the listening skills
- Develop good Reading skills
- Demonstrate good Speaking
- Skills Learn good writing skills



## ASSESSMENT PROCEDURE

Students are assessed with the practical exams at the end of the course. The total marks for the exam is 100M out of which the student must score 50M to get the certificate. Three practical exams are conducted to test their LSRW skills in the middle to the course and credits are added according to their learning levels.

## ASSESSMENT OF STUDENTS

S. No	Reg. No	Name of the Student	Group	Result
1	Y221099001	BAILADUGU BRAHMAM	B.A(HEP)	PASS
2	Y221099003	DONTHU PRASANNA	B.A(HEP)	PASS
3	Y221099004	GADDAM JANARDHANA REDDY	B.A(HEP)	PASS
4	Y221099006	GUDURI NOVAHU	B.A(HEP)	PASS
5	Y221099007	KOMMU SALMAN RAJU	B.A(HEP)	PASS
6	Y221099008	KONDRAMUTLA VENKATA LAKSHMI	B.A(HEP)	PASS
7	Y221099009	KOTTE SIVA	B.A(HEP)	PASS
8	Y221099010	KUNCHALA LEELAVATHI	B.A(HEP)	PASS
9	Y221099012	MUDHAVATH RAMESH NAIK (Hindi)	B.A(HEP)	PASS
10	Y221099013	NAMBURI AKASH (Hindi)	B.A(HEP)	PASS
11	Y221099014	NAMBURI SANTHI	B.A(HEP)	PASS
12	Y221099015	NANDIGAM MERCY	B.A(HEP)	PASS
13	Y221099016	NIMMAGADDA VENKATESH	B.A(HEP)	PASS
14	Y221099017	PALLE SAGAR BABU (Hindi)	B.A(HEP)	PASS
15	Y221099019	PASUPULETI HARI KRISHNA	B.A(HEP)	PASS
16	Y221099020	SHAIK NOORJAHAN	B.A(HEP)	PASS
17	Y221099021	UPPALAPATI VENKATESWARLU	B.A(HEP)	PASS
18	Y221099022	VANKADAVATHU BALAJI NAIK	B.A(HEP)	PASS
19	Y221099023	YENUMULA SIRISHA	B.A(HEP)	PASS

Dr. V. —

Principal

SGK Govt. Degree College  
Vinukonda - 522647  
Palnadu Dist., A.P.





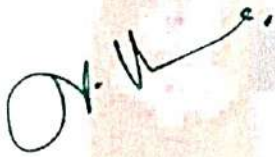
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PALNADU DISTRICT 522 647**

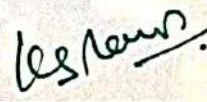
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## **Brief Report**

The Dept of English organised a certificate course on, 'LSRW Skills in English'. The duration of the course was one month (30 hrs) from 28.11.2022 to 08.01.2023. This course was designed to people who want to learn the knowledge and skills they need to work in English. 19 students of I B.A. were enrolled in the course. Mrs. N. Vasanthi, I/C, Dept of English was the resource person for this course. Students were evaluated through Assignments, Quizzes and a final exam. All the 19 students successfully completed the course and received their certificate of completion.



  
Principal  
SGK Govt. Degree College  
Vinukonda - 522647  
Palnadu Dist., A.P.



Estd:1980

## SGK GOVERNMENT DEGREE COLLEGE VINUKONDA

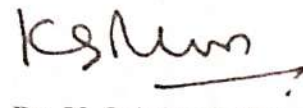
(Affiliated to Acharya Nagarjuna University, Guntur)  
Guntur District, Andhra Pradesh, India-522647



### CERTIFICATE

This Certificate is awarded to **GANTENAPATI HANNY, I BA (HEP)**, with Registration No. **Y211099009**, SGK Govt. Degree College, Vinukonda for completed and passed the **ADD ON COURSE ON LSRW SKILLS IN ENGLISH** during 01.02.2022 to 04.03.2022 Conducted by Department of English, SGK Government. Degree College, Vinukonda.

  
**Smt. N. Vasanthi**  
**CONVENER**

  
**Dr. K. Srinivasa Rao**  
**PRINCIPAL**