

**CSTS GOVERNMENT KALASALA,
JANGAREDDIGUDEM,
ELURU DISTRICT, AP**

A CERTIFICATE COURSE

ON

**ENGLISH FOR SUCCESS: COMMUNICATION,
WRITING AND PRESENTATION**

14-08-2023 TO 16-10-2023

CONDUCTED BY

DEPARTMENT OF ENGLISH

CSTS GOVERNMENT KALASALA, JANGAREDDIGUDEM

DEPARTMENT OF ENGLISH

Going to organize

Certificate course

on

**English for Success: Communication,
Writing and Presentation**

14.08.2023 Onwards (45 days)

Contact:

P. Sanyasi Rao

Lecturer in English

CSTS GOVT. Kalasala

Jangareddigudem

NAAC: C (II Cycle)

**CHATRAPATHI SIVAJI TRI SATHA JAYANTHI (CSTS)
GOVT. KALASALA**



Enter to Learn - Leave to Serve

Jangareddigudem, Eluru Dist

Phone : 08821-225310, Visit us at : www.cstsgk.ac.in

E-Mail : jangareddigudem.manatv@gmail.com



Department of English- Minutes

11.08.2023

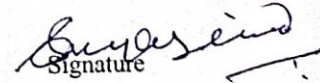
The Department of English met the Principal in his chambers along with IQAC Co-coordinator on 11.08.2023 and the following resolutions have been taken.

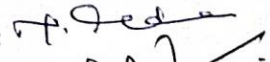
Agenda:


1. Proposed to start a Certificate Course on "English for Success: Communication , Writing and Presentation",
2. Evaluation test will be conducted at end of the course.

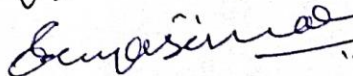
Resolution:

It is resolved that to start the aforesaid Certificate course from 11. 08.2023


Signature

IQAC Co-coordinator : 

Dept. of English : 1. 

2. 


Signature of the Principal
Principal

CSTS Govt. Kalasala
Jangareddigudem - 534442

Representation

11.08.2023

From

The Department of English,
CSTS Government. Kalasala,
Jangareddigudem.

To

The Principal,
CSTS Government. Kalasala,
Jangareddigudem.

Sir,

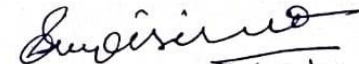
Sub: CSTS Govt. Kalasala- Department of English-Requesting for
permission to conduct a 45 day Certificate Course- Submitted-
Regarding

The Department of English is planning to conduct a Certificate Course in
English on "English for Success: Communication, Writing and Presentation" from
14.08.2023 to 16.08.2023 (45 days) to the UG V semester students of the College. In this
connection your office is requested to grant permission to conduct the aforementioned course
between 4 pm and 5 pm daily during the dates as mentioned above. This is for your
information and consideration

Thanking you sir,

Yours faithfully

1. 

2. 
(P. Sampath Reddy)
Lect. in English

NAAC: C (II Cycle)

**CHATRAPATHI SIVAJI TRI SATHA JAYANTHI (CSTS)
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11.08.2023

From

The Principal,
CSTS Government Kalasala,
Jangareddigudem

To

The Department of English,
CSTS Government Kalasala,
Jangareddigudem

Dear Staff of the Department of English,

Sub: Permission to start a 45 day Certificate Course on "English for
Success: Communication, Writing and Presentation".

Ref: The representation of the Department of English dated 11.08.2023.

The Principal is pleased to grant permission to start a 45 day Certificate Course on "English for Success: Communication, Writing and Presentation" as proposed by the department concerned from 14.08.2023 to 16.10.2023 between 4 pm and 5 pm everyday in the College to V Semester UG students of the to improve their academic , professional and personal levels. This is for your information.

Principal
Principal

**CSTS Govt Kalasala
Jangareddigudem - 534.**

CSTS GOVT. KALASALA, JANGAREDDIGUDEM
Certificate Course on “English for Success: Communication, Writing and Presentation
ABSTRACT

The Department of English, CSTS Government Kalasala, Jangareddigudam, conducted to a 45-day certificate course, “English for Success: Communication, Writing, and Presentation,” from August 14 to October 16, 2023. This intensive program is designed to enhance the English language skills of participants in communication, writing, and presentation, empowering them to succeed in academic, professional, and personal contexts. Through a combination of interactive sessions, practical exercises, and real-world applications, participants will develop effective communication strategies, improve their writing and presentation skills, and build confidence in using English. By the end of the course, participants will be equipped with the skills and knowledge necessary to communicate effectively, write clearly and concisely, and present ideas with confidence and conviction.

The Certificate course was inaugurated by the Principal, Dr. N. Prasad Babu. The inaugural took place in the Seminar Hall at 12 noon on 14.08.2023. The Principal presided over the occasion. He asked the students to enhance their communication, and writing skills. Dr. G. Srinivasa Rao, Lecturer in English, Sri P. Sanyasi Rao, Lecturer in English, Sri. B. Srinivasa Rao, Vice Principal, Dr. M. Madhu, IQAC Co-ordinator, Sri U. Venkataheryulu, Lecturer in Chemistry, Dr, Ch. Badari Narayan, Lecturer in Mathematics, Dr. G. V. Lal, Lecturer in Telugu, Dr. K. Uttam Sagar, Lecturer in Commerce, Smt. Rama Devi, Smt. Vijaya Dipika, Sri Sreekanh, Sirisha, Venkata Lakshmi and other faculty members were present. All the speakers asked the students to utilize the program to improve their English language skills. The valedictory of the program took place on 16.10.2023 and Dr Srinivasa Rao, Principal, GDC, Chintalapudi was the Chief Guest. He commended the efforts of the department of English for conducting such as a useful certificate course as this. On the same day an assessment test to the 30 students who attended the Certificate course was conducted and the feedback from the students was also collected.

Course Objectives:

This Certificate Course is quite useful to all the UG students since it aims at improving their language skills in communication, writing and presentation. It enhances their critical thinking, problem-solving and analytical skills. The course tenure is 45 days. The program will be commenced on 14.08.2023 and will continue till 16.10.2023. Upon completing this course, participants will be able to:

1. Communicate effectively in English in various contexts, including academic, professional, and social settings.
2. Write clear, concise, and well-structured texts, such as emails, reports, and essays.
3. Deliver confident and engaging presentations, using appropriate language, tone, and visual aids.
4. Develop critical thinking and problem-solving skills through reading, writing, and discussing complex topics.
5. Enhance their vocabulary, grammar, and pronunciation skills to improve overall English proficiency.
6. Understand and apply the principles of effective communication, including active listening, clarity, and audience awareness.
7. Produce well-organized and coherent written texts, using proper formatting, syntax, and style.
8. Demonstrate an ability to adapt language and communication style to suit different purposes, audiences, and contexts.
9. Develop skills in editing, proofreading, and revising written work to ensure accuracy and quality.
10. Build confidence in using English for academic, professional, and personal purposes.

SYLLABUS

Unit-1: Communication Skills

Introduction to effective communication
Verbal and non-verbal communication
Active listening and speaking skills

Unit-2: Grammar and Vocabulary

Review of basic grammar rules
Advanced grammar structures
Vocabulary building and word power

Unit-3: Reading and Comprehension

Strategies for effective reading
Understanding different genres (fiction, non-fiction, poetry)
Critical thinking and analysis

Unit-4: Writing Skills

Introduction to essay writing
Writing for different purposes (narrative, descriptive, argumentative)
Report writing and documentation

Unit-5: Presentation and Public Speaking

Effective presentation skills
Public speaking and persuasion
Group discussions and debates

DAY WISE TOPICS

S. NO	DAY	TOPIC	REMARKS
1	14.08.2023	Inaugural	
2	16.08.2023	Introduction to effective communication	
3	17.08.2023	Verbal Communication	
4	18.08.2023	Non-Verbal Communication	
5	19.08.2023	Importance of Listening Skills	
6	21.08.2023	Types of Listening	
7	22.08.2023	Role of Active Listening	
8	23.08.2023	Speaking Skills	
9	24.08.2023	The Aspects of Speaking Skills	
10	25.08.2023	Public Speaking	
11	26.08.2023	Debates	
12	28.08.2023	Group Discussions	
13	29.08.2023	Subject-Verb agreement	
14	30.08.2023	Tense and Aspect	
15	31.08.2023	Clauses and Phrases	
16	01.09.2023	Punctuation	
17	02.09.2023	Transformation sentences-1	
18	04.09.2023	Transformation sentences -2	
19	05.09.2023	Vocabulary Building	
20	07.09.2023	Word Power	
21	12.09.2023	Pre-reading Activities	
22	13.09.2023	Comprehension	
23	14.09.2023	Critical Thinking and Analysis	
24	15.09.2023	Understanding fiction	
25	16.09.2023	Understanding non-fiction	
26	19.09.2023	Appreciation of poetry	
27	20.09.2023	Introduction to Writing Skills	
28	21.09.2023	Expository writing	
29	22.09.2023	Narrative writing	
30	25.09.2023	Persuasive writing	
31	26.09.2023	Descriptive writing	
32	27.09.2023	Creative writing	
33	28.09.2023	Essay writing	
34	29.09.2023	Report writing	
35	03.10.2023	Purpose of writing	
36	04.10.2023	Documentation	
37	05.10.2023	Introduction Effective presentation skills	
38	06.10.2023	Purpose and objectives of presentation	
39	10.10.2023	Body language	
40	11.10.2023	Negotiation skills	
41	12.10.2023	Storytelling	

42	13.10.2023	Revision	
43	16.10.2023	Valedictory	

CSTS GOVT. KALASALA, JANGAREDDIGUEDEM

**Certificate Course on “English for Success: Communication, Writing and Presentation
Question Paper with Key**

1. What is the primary purpose of effective communication? (a)
a) To convey information b) To persuade others c) To build relationships d) To entertain
2. Which of the following is a key aspect of active listening? (b)
a) Interrupting others b) Maintaining eye contact c) Asking irrelevant questions d) Giving unsolicited advice
3. What is the most appropriate tone for a formal email? (b)
a) Friendly b) Formal c) Sarcastic d) Humorous
4. Which of the following is a nonverbal cue? (b)
a) Verbal feedback b) Body language c) Written message d) Spoken words
5. What is the purpose of a transition word in a sentence? (c)
a) To add emphasis b) To show contrast c) To connect ideas d) To repeat information
6. What is the primary purpose of a topic sentence? (a)
a) To summarize the main idea b) To introduce the writer c) To grab the reader's attention d) To provide supporting details
7. Which of the following is a characteristic of a well-structured paragraph? (b)
a) Random ideas b) Clear topic sentence c) Lack of cohesion d) Excessive length
8. What is the purpose of editing in the writing process? (c)
a) To generate ideas b) To organize content c) To refine language d) To finalize the draft
9. Which of the following is a type of persuasive writing? (d)
a) Narrative b) Descriptive c) Expository d) Argumentative
10. What is the purpose of a conclusion in a written text? (b)
a) To introduce the topic b) To summarize the main points c) To provide additional information d) To ask questions
11. What is the primary purpose of a presentation? (a)
a) To inform b) To persuade c) To entertain d) To educate
12. Which of the following is a key aspect of a confident presenter? (c)
a) Avoiding eye contact b) Using filler words c) Speaking clearly d) Reading from notes
13. What is the purpose of visual aids in a presentation? (c)
a) To distract the audience b) To add complexity c) To support the message d) To replace the speaker
14. Which of the following is a type of presentation structure? (d)
a) Chronological b) Comparative c) Problem-solution d) All of the above
15. What is the purpose of a conclusion in a presentation? (b)
a) To introduce the topic b) To summarize the main points c) To provide additional information d) To ask questions
16. Which of the following is a correct form of the possessive adjective "its"? (c)
a) it's b) its' c) its d) it's'
17. What is the correct form of the verb "to be" in the present tense for the subject "they"? (c)
a) am b) is c) are d) be
18. Which of the following is a synonym for the word "effective"? (d)
a) Efficient b) Productive c) Successful d) All of the above
19. What is the correct form of the plural noun "criteria"? (b)
a) Criterion b) Criteria c) Criterias d) Criterions
20. Which of the following is a correct form of the verb "to have" in the past tense for the subject "I"? (c)
a) has b) have c) had d) have

CSTS GOVT. KALASALA, JANGAREDDIGUEDEM

Certificate Course on "English for Success: Communication, Writing and Presentation

Name:

H. T. No......

Year & Group.....

Question Paper

Date:.....

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CSTS GOVT. KALASALA, JANGAREDDIGUDEM

Certificate Course on "English for Success: Communication, Writing and Presentation"

Name: Kanaga Balu

H. T. No. 213366205084 Year & Group. 3rd B.A [4A]

Question Paper

Date: 16.10.2023

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CSTS GOVT. KALASALA, JANGAREDDIGUDEM

Certificate Course on "English for Success: Communication, Writing and Presentation"

Name: ಗಿ. ಸುಜಾತಾ

H. T. No. 213364140039 Year & Group. 3rd B.S.C

Question Paper

Date: 16.11.2023

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17. What is the correct form of the verb "to be" in the present tense for the subject "they"?
 a) am b) is c) are d) be
18. Which of the following is a synonym for the word "effective"?
 a) Efficient b) Productive c) Successful d) All of the above
19. What is the correct form of the plural noun "criteria"?
 a) Criterion b) Criteria c) Criterias d) Criterions
20. Which of the following is a correct form of the verb "to have" in the past tense for the subject "I"?
 a) has b) have c) had d) have

16
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CSTS GOVT. KALASALA, JANGAREDDIGUDEM

Certificate Course on "English for Success: Communication, Writing and Presentation"

Name: T. Revathi

H. T. No. 21330111084 Year & Group 3rd B.S.C

Date: 16.11.2023

Question Paper

1. What is the primary purpose of effective communication?
a) To convey information b) To persuade others c) To build relationships d) To entertain
2. Which of the following is a key aspect of active listening?
a) Interrupting others b) Maintaining eye contact c) Asking irrelevant questions d) Giving unsolicited advice
3. What is the most appropriate tone for a formal email?
a) Friendly b) Formal c) Sarcastic d) Humorous
4. Which of the following is a nonverbal cue?
a) Verbal feedback b) Body language c) Written message d) Spoken words
5. What is the purpose of a transition word in a sentence?
a) To add emphasis b) To show contrast c) To connect ideas d) To repeat information
6. What is the primary purpose of a topic sentence?
a) To summarize the main idea b) To introduce the writer c) To grab the reader's attention d) To provide supporting details
7. Which of the following is a characteristic of a well-structured paragraph?
a) Random ideas b) Clear topic sentence c) Lack of cohesion d) Excessive length
8. What is the purpose of editing in the writing process?
a) To generate ideas b) To organize content c) To refine language d) To finalize the draft
9. Which of the following is a type of persuasive writing?
a) Narrative b) Descriptive c) Expository d) Argumentative
10. What is the purpose of a conclusion in a written text?
a) To introduce the topic b) To summarize the main points c) To provide additional information d) To ask questions
11. What is the primary purpose of a presentation?
a) To inform b) To persuade c) To entertain d) To educate
12. Which of the following is a key aspect of a confident presenter?
a) Avoiding eye contact b) Using filler words c) Speaking clearly d) Reading from notes
13. What is the purpose of visual aids in a presentation?
a) To distract the audience b) To add complexity c) To support the message d) To replace the speaker
14. Which of the following is a type of presentation structure?
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16. Which of the following is a correct form of the possessive adjective "its"?
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16
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CSTS GOVT. KALASALA, JANGAREDDIGUDEM

Certificate Course on "English for Success: Communication, Writing and Presentation"
Name: M. S. Anitha H. T. No. 21226201820 Year & Group 3rd BA [HEP]
Date: 16.10.2023

Question Paper

1. What is the primary purpose of effective communication?
a) To convey information b) To persuade others c) To build relationships d) To entertain
2. Which of the following is a key aspect of active listening?
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CSTS GOVT. KALASALA, JANGAREDDIGUDEM
Certificate Course on "English for Success: Communication, Writing and Presentation"
Name: P. RAJ. KUMAR
H. T. No. 213366205098 Year & Group: 3rd B. D. [H.A.]
Date: 16/11/2023

Question Paper

1. What is the primary purpose of effective communication?
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2. Which of the following is a key aspect of active listening?
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CSTS GOVT. KALASALA, JANGAREDDIGUEM
Certificate Course on "English for Success: Communication, Writing and Presentation"
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CSTS GOVT. KALASALA, JANGAREDDIGUDEM
Certificate Course on "English for Success: Communication, Writing and Presentation"
Name: P. RAJ. KUMAR H. T. No. 213366205098 Year & Group: 3rd B.D [HA] Date: 16/11/2023

Question Paper

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CSTS GOVT. KALASALA, JANGAREDDIGUEM
Certificate Course on "English for Success: Communication, Writing and Presentation"

FEEDBACK

1. How would you rate your overall experience in the course?
a. Excellent b. Good ~~c. Fair~~ d. Poor
2. What did you find challenging or disappointing about the course?
a. Syllabus b. Explanation ~~c. Timings~~ d. None
3. How relevant was the course content to your needs and goals?
a. Very relevant b. somewhat relevant ~~c. Not very relevant~~ d. Not at all relevant
4. How would you rate the instructor's teaching style and delivery?
a. Excellent ~~b. Good~~ c. Fair d. Poor
5. How would you rate the pace of the course?
a. Too fast b. Just right ~~c. Too slow~~ d. Good
6. How confident do you feel in applying the skills and knowledge gained from the course?
a. Very confident ~~b. Somewhat confident~~ c. Not very confident d. Not at all confident
7. Have you noticed any improvements in your communication, writing, or presentation skills since taking the course?
a. Yes ~~b. Partially~~ c. Moderately d. I can't say

CSTS GOVT. KALASALA, JANGAREDDIGUDEM
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CBTN GOVT, KALAHALA, JANGAREDDIGUDDEM
Certificate Course on "English for Success: Communication, Writing and Presentation"

FEEDBACK

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CST'S GOVT. KALASALA, JANGAREDDIGUDEM
Certificate Course on "English for Success: Communication, Writing and Presentation"

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CSTS GOVT. KALASALA, JANGAREDDIGUDEM
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CSTS GOVT. KALASALA, JANGAREDDIGUDEM
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Chatrapathi Sivaji Tri Satajayanthi (CSTS)
Government Kalasala
Enter to Learn -Leave to Serve
Jangareddigudem, W.G.Dt. A.P.



CERTIFICATE OF PARTICIPATION

This is to certify that B.Chamundeswari has successfully Completed Certificate course on **English for Success , Communicatiopn,writing and Presentation** organized by the Department of Computer Science, CSTS Government Kalasala, Jangareddigudem duration of the course **14.08.2023 to 16.10.2023.**

Sivasivam

Lecturer

[Signature]

Principal



Chatrapathi Sivaji Tri Satajayanthi (CSTS)
Government Kalasala
Enter to Learn -Leave to Serve
Jangareddigudem, W.G.Dt. A.P.



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This is to certify that Dudde Devadanam has successfully Completed Certificate course on **English for Success , Communicatiopn,writing and Presentation** organized by the Department of Computer Science, CSTS Government Kalasala, Jangareddigudem duration of the course **14.08.2023 to 16.10.2023.**

Sivasivam

Lecturer

[Signature]

Principal