

# **English for Competitive Exams**

As per the IBAC meetings, it is resolved to continue the certificate course "English for competitive exams" for final year students for the academic year 2019-2020.

### Resolutions :-

- ① It is resolved to prepare the time table for the month of January.
- ② The syllabus has to be framed.
- ③ A circular has to be sent to the final year students.

## About the course.

A discipline-specific course, it is a complementary to the regular course of study. It enables the students to identify their strengths and weaknesses. The duration of the course is 30 hrs and will run for 15 working days. It articulates the preferences and achievements of employers thus enhancing their future prospects.

To  
The Principal  
BJR GDC  
Narayanaguda  
Hyderabad.

17/01/2020

Sir,

Sub: Permission to introduce a certificate course in English. Request – Regd.

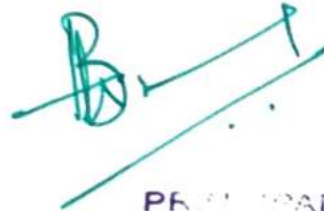
This is to bring to your kind notice that the Department of English proposes to introduce a Certificate Course for the B.A., B.Com., & B.Sc., final year students titled "English for Competitive Exams" in the month of January 2020. We seek your permission for the same.

Thanking you

Yours Sincerely

In-charge

Department of English.



PRINCIPAL  
B.J.R. Government Degree College  
Vittalwadi, Narayanaguda,  
Hyderabad-29, T.S.


## NOTICE

20/01/2020

All the B.A., B.Com., & B.Sc. final year students are informed that the Department of English is offering a certificate course titled "**English for Competitive Exams**".

The classes will start from January 28<sup>th</sup> 2019. Interested students may contact the following lecturers.

1. Smt. E.Ratna Kalyani
2. Dr.T.Rajasekhar

  
PRINCIPAL  
Principal  
BJR Govt. Degree College  
Vittalwadi, Narayanguda,  
Hyderabad, T.S.-29.

## Objectives and Outcomes of the course.

The certificate course "English for competitive exams" has the following aims, objectives and outcomes.

### Objectives of the course.

- ① The course enables the participants develop their English language skills.
- ② It focusses on the enhancement of writing and speaking skills so that the candidate is thoroughly prepared for the competitive exams.
- ③ The course improves the critical and objective thinking of the student.
- ④ The course enables the intellectual growth of the students.

### Outcomes.

- The students are able to analyse their strengths and weaknesses in a more rational manner.
- They are able to face the competition in the job market confidently.
- Learning soft skills help them to enhance the prospects of employment and ensure success in career.

BJR GOVERNMENT DEGREE COLLEGE, HYDERABAD

Department of English

Certificate Course on

## English for Competitive Exams



**Objectives:** To develop employability related communication skills

**Outcome:** The candidate develops confidence and self esteem needed to actively seek employment.

**Course Duration:** 28<sup>th</sup> January 2020 to 14<sup>th</sup> February 2020.

**Contact:** In-charge, Department of English

A handwritten signature in blue ink, appearing to be "B. R.", with a blue arrow pointing from the signature towards the contact information.

## Outline of the course

The following syllabus has been framed for the certificate course.

### Module - 1 - Grammar.

- Tenses
- Active voice and passive voice.
- Direct and Indirect speech.
- Spelling exercises.
- Simple, compound and complex sentences.

### Module - 2 - Vocabulary.

- Antonyms and synonyms.
- One-word substitutes.
- Idioms and phrases.
- Homonyms and Homophones.
- Analogy.

### Module - 3 - Speaking skills.

- JAM.
- Group Discussion.
- Debate.
- Interview skills.
- Presentation skills.



### Module - 4 - Writing Skills.

- Resume writing
- Essay writing
- Letter writing
- Report writing
- Note making
- Precis writing

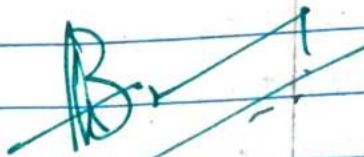
### Module - 5 - Soft Skills.

- stress and time management
- non-verbal communication.
- leadership and Teamwork.
- Interpersonal skills.
- etiquette and grooming.

## list of candidates

Sl.No.	Name of the student	Roll No.	Remarks.
1.	E. Ajay Kumar	107017402014	
2.	G. Eshwari	402018	
3.	S. Mounika	402045	
4.	C. Nikitha	402011	
5.	M. Shirasajin	402035	
6.	P. Naga Jyothi	402040	
7.	P. Karthik.	402042	
8.	E. Shireesha.	401003	
9.	M. Uday Bharu	401017	
10.	Neesha Bai	401020	
11.	V. Bhoopal	401030	
12.	R. Soumyasree	405049	
13.	K. Ranuja	405053	
14.	G. Devender Kumar	405024	
15.	M. Naveen	405038	
16.	Mohd. Kaif	405034	
17.	K. Muralikrishna	402025	
18.	K. Keerthana	468010	
19.	N. Kalpana	468024	
20.	K. Vara Prasad	468016	
21.	M. Archana	468020	
22.	B. Savany	468003	
23.	B. Raja	467002	
24.	P. Jahnavi Reddy	467023	
25.	B. Raghavender	467003	
26.	N. Devender Rao	467021	
27.	O. Suresnder	467028	
28.	E. Gayathri	467009	
29.	G. Swathi	467012	
30.	P. Sampath Kumar	467025	

31.	N. Mounika	441030.
32.	P. Prathibha	441034
33.	T. Anusha	441043
34.	S. Srinivasulu Kond	441040.
35.	P. Pradeep	445024
36.	K. Sravan	441017
37.	Y. Ganesh.	441049
38.	B. Likith Darshan	366002
39.	K. Ajeem Naik.	366011
40.	T. Mounika	111024

  
 PRINCIPAL  
 B.J.R. Government Degree College  
 Vittalwadi, Na. Managuda,  
 Hyderabad-29, T.S.

# 'English for Competitive Exams' (A Certificate Course - Dept of English)

## Report.

A Certificate Course in English Titled 'English for Competitive Exams' was designed for the benefit of the BA, B.Com & B.Sc final year students. The objective of the course was to equip the student with the techniques of Soft Skills and Communication Skills. The course aims at making the students confident to face the job market.

Dr. Rajashakar Associate Professor of English conducted the course. The duration of the course was 30 hours or 15 working days. 32 final year students participated in the course. Students appeared for an exam at the end of the course. They were presented with Certificate after the completion of the course.

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## Feedback:

The course helped us to improve our capability in soft skills and communication skills. Thank you for our best faculty.

G. Devender Kumar

The course helped us to improve our capability in soft skills and communication skills. Thank you for our the department of English.

B. Lakshitha

The course help us to improve our competence in soft skills and communication skill. Thanks to the department of English.

pradheep

The course helped us to improve our capability in soft skills and communication skills. Thank you for the department of English.

2/

The course helped me develop my speaking and writing skills, and this helped me in confidence.

Venue.

Thanks for the department of English. For the Certificate course. It gave me self confidence to face the job market

Neerha.

