



Government Degree College, Karvetinagaram

Department of English



Circular

15.02.2025

This is to inform to all the second year B.A B.Sc and B.Com students that the Department of English is going to conduct a certificate course on “English for Career Development” for the year 2024-25. This course starts from 17 .02.2025 to 26.03.2025. With the duration of 30 days, interested students can give their name to Dr. C. N. Latha in charge of Certificate course, Department of English

In-charge

Principal



Government Degree College, Karvetinagaram



Department of English

Certificate course

“English for Career Development”

Course objectives:

- To improve English communication skills for professional settings.
- To enhance resume writing and cover letter drafting abilities.
- To develop confidence in job interviews and work place interactions.
- To refine Listening, speaking, reading and writing skills for career growth

Course outcomes:

- Students develop effective resume writing and cover letter skills.
- They improve English proficiency for job interviews and work place communication.
- They gain confidence in professional interactions.
- They enhance Listening, speaking, reading and writing skills for career growth.



Government Degree College, Karvetinagaram



Department of English

Certificate course

“English for Career Development”

Syllabus for the course

Unit-I: Foundation of English Language

- Introduction to English Phonetics.
- Basic grammar.
- Vocabulary building.

Unit-II: Spoken English and Pronunciation.

- Pronunciation rules.
- Accent and intonation.
- Listening and speaking skills.
- Conversation practice.

Unit-III: Reading and writing skills.

- Comprehension.
- Note taking.
- Essay writing.
- Letter writing.

Unit-IV: Functional English.

- Professional communication.
- Public speaking.
- Work place communication.
- Interviews.

Unit-V: English for specific purposes.

- Business.
- Travel and hospitality.
- Academic English.



Government Degree College, Karvetinagaram



Department of English

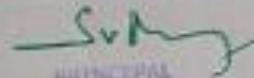
Certificate course

"English for Career Development"

"Students Enrolment"

| S.No | Name of the Student | Course | Signature |
|------|---------------------|----------|---------------------|
| 1. | A. Deva | II B.A | A. Deva |
| 2. | A. Jyothika | II B.A | A. Jyothika |
| 3. | G. Venkatesh | II B.A | G. Venkatesh |
| 4. | K. Guruprasad | II B.A | K. Guruprasad |
| 5. | K. Ganesh | II B.A | K. Ganesh |
| 6. | K. Dilli Babu | II B.A | K. Dilli Babu |
| 7. | K. Sucha | II B.A | K. Sucha |
| 8. | M. Rukmini | II B.A | M. Rukmini |
| 9. | M. Sai Kumar | II B.A | M. Sai Kumar |
| 10. | P. Jhansi Rani | II B.A | P. Jhansi Rani |
| 11. | S. Dilli Babu | II B.A | S. Dilli Babu |
| 12. | T. Giri Prasad | II B.A | T. Giri Prasad |
| 13. | A. Chenchamma | II B.Sc | A. Chenchamma |
| 14. | B. Sai Ram | II B.Sc | B. Sai Ram |
| 15. | C. Vignesh | II B.Sc | C. Vignesh |
| 16. | C. Murali | II B.Sc | C. Murali |
| 17. | C. Prakash | II B.Sc | C. Prakash |
| 18. | P. Geethanjali | II B.Sc | P. Geethanjali |
| 19. | P. Haritha | II B.Sc | P. Haritha |
| 20. | V. Chitra | II B.Sc | V. Chitra |
| 21. | V. Syamala | II B.Sc | V. Syamala |
| 22. | V. Supriya | II B.Sc | V. Supriya |
| 23. | B. Mamatha | II B.Com | B. Mamatha |
| 24. | B. Poornima | II B.Com | B. Poornima |
| 25. | C. Sandhya | II B.Com | C. Sandhya |
| 26. | D. Pradeep kumar | II B.Com | D. Pradeep Kumar |
| 27. | K. Lakshmi Narayana | II B.Com | K. Lakshmi Narayana |
| 28. | K. Yuvaraj | II B.Com | K. Yuvaraj |
| 29. | K. Hema | II B.Com | K. Hema |
| 30. | P. Rupeesh | II B.Com | P. Rupeesh |
| 31. | P. Munemma | II B.Com | P. Munemma |
| 32. | T. Kiran Kumar | II B.Com | T. Kiran Kumar |


C. N. Latta


 PRINCIPAL
 Govt. Degree College
 KARVETINAGAR - 517502.
 CHITTOOR Dt. A.P.

[illegible]

Certificate course
on
English for
Course Development

17/02/2025
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26/02/2025


 Gary H. Miller
 Gary H. Miller, Esq.
 1000 17th St., N.W.
 Washington, D.C. 20036
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Government Degree College, Karvetinagaram



Department of English

Certificate of Completion

This is to certify that Mr/Mrs/Ms Mr. Venkatesh
has successfully completed the Certificate Course on " ENGLISH FOR CAREER DEVELOPMENT" conducted by the
Department of English. From 17.02.2025 to 26.03.2025.

The course was conducted over a period of one month and covered essential topics such as:

- To improve English communication skills for professional settings.
- To enhance resume writing and cover letter drafting abilities.
- To develop confidence in job interviews and work place interactions.
- To refine Listening, speaking, reading and writing skills for career growth

Upon successful completion of assessments including quizzes and practical activities, the participant has demonstrated a thorough understanding of these principles and their application in real-world scenarios.

C. N. Latha

Course co-ordinator

Principal

PRINCIPAL
Govt. Degree College
KARVETINAGAR - 517582
Chittoor Dt. A.P.



Government Degree College, Karvetinagaram



Department of English

Certificate course

**Report on certificate course
on
“English for Career Development”**

The department of English conducted a certificate course for the year **2024-25**, on **English for career development**, under the guidance of Principal, **Dr. S. Vijayulu Reddy**. The main objective of course is to improve English communication skills for professional settings and to refine listening, speaking, reading and writing skills for career growth. The duration of course is **30** hours from **17.02.2025 to 26.03.2025**.

The second year students from different departments had enrolled for this certificate course to improve English proficiency for job interviews and work place communication. The response from the students overwhelming. for this course total **32** students has enrolled and successfully completed the course. The main outcome of this course is gain confidence in communication and enhances language skills for career growth. After completion of this course certificates were distributed to enrolled students by the principal. Further, The principal appreciated **Dr. C. N. Latha**, Lecturer, Department of English for organising the needful course for the benefit of the students in the present scenario.

Signature of the Lecturer

Principal



