

Department of English

Certificate Course

Circular


19-02-2026

This is to inform to all the II year students that the Department of English is planning to start a Certificate Course on "Life Skills in English" for the academic year 2025-26.

This course commences from 20-02-2026 with a duration of 30 days. Those students who are interested can register their names in the Department of English.

C. N. Latha

Incharge of Department.

  
PRINCIPAL  
Govt. Degree College  
KARVETINAGARAM-517582  
Chittoor Dt., A.P.

## Certificate Course

### "Life Skills in English"

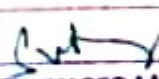
#### Course Objectives:

- > To develop self-confidence & well-being
- > To enhance social skills.
- > To foster social competence & personal growth
- > To critically analyse the issues and finding solutions.
- > To become more assertive and communicate effectively.

#### Course Outcomes:

- Develop good communication skills
- Acquire social & cognitive skills
- Navigate modern challenges in life.
- Manage stress and maintain healthy relationships.

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# "Life Skills in English" Syllabus for the course

## UNIT - I

1. Need and importance of Life Skills:
  - > Meaning and Need
  - > Importance in Life
  - > Types of Life Skills.

## UNIT - II

2. Speaking Skills:
  - > Self-Introduction
  - > Group Discussion
  - > Personality Traits

## UNIT - III

3. Reading Skills:
  - > Pre-Reading Techniques
  - > Types of Reading Materials
  - > Reading Comprehension.

## UNIT - IV

4. Writing Skills:
  - > Paragraph Writing
  - > Letter Writing
  - > Circulars, Minutes, Reports & C.V.

## UNIT - V

5. Soft Skills:
  - > Leadership qualities, Emotional Intelligence

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certificate course

2025-26

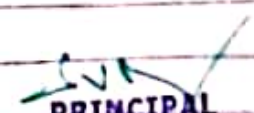
(20-02-2026)

List of Students

Sl No. Name of Student class

1. A. Manasa (BA)
2. K. Divya "
3. G. Dheena
4. D. Rudreeswari
5. K. Balaji
6. D. Jyothsna (BSc)
7. D. Balaji .ch
8. P. Lathika "
9. S. Apsin Bhanu
10. S. Uma
11. T. Shanthi
12. D. Satish (BSc)  
(comp)
13. E. Anul
14. G. Sai "
15. G. Monisha
16. K. Aparna
17. P. Dileep
18. S. Akash
19. A. Dileep (B.Com)
20. A. Vaisali "
21. B. Birdu
22. B. Rachala
23. C. Jayakumar
24. C. Ravikumar
25. D. Chenchaiiah
26. D. Jyothish
27. K. Jagan
28. K. Prasad
29. K. Mounika
30. P. Anand

C.N. Latha

  
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