

Meeting - 2

22.01.2022

A meeting was held by the Dept of English in the Principal's Chamber 22.01.2022. There was a discussion among the principal, the faculty of English and the students of B.Com. It was resolved to enrich the existing curriculum by conducting a Certificate Course on 'Writing Skills' for the benefit of the students in the academic year 2021-2022. A proposal seeking permission to start the course should be submitted to the principal within two days.

Course duration: 30 to 40 days

Student intake: 20-30

Formative Assessment: 15 marks (Objective)

Summative Assessment: 25 marks (Objective)

~~ee Anu~~
Course Co-ordinator

~~Principal~~ 22/1/22
PRINCIPAL

1. B. Ravi Durga → B. Sai durga
2. ~~A. Srinivas~~ ~~R. Srinivas~~ ~~G. Anu~~

S.CH.V.P.M.R.Govt. Degree College
GANAPAVARAM-534198. (W.G. Dist)

Student Representatives

1. D. Srinivas

2. K. Sowmya



W 2
SRI CHINTALAPATI VARA PRASADA MURTHY RAJU
GOVERNMENT DEGREE COLLEGE

GANAPAVARAM-534 199

ESTD. 1972 • AFFILIATED TO ADIKAVI NANNAYA UNIVERSITY • ACCREDITED NAAC 'B'



Department of English

From

Dr. T. Akkiraju
In-charge, Dept. of English
SCHVPMR Govt. Degree College
Ganapavaram
22 November 2021

To

The Principal
SCHVPMR Govt. Degree College
Ganapavaram

Sub: Curriculum Enrichment for 2021-22 - Dept. of English - proposal for starting a Certificate Course on Writing Skills - Request for permission - Reg.

This is to submit that the Dept. of English is proposing to start a Certificate Course on "Writing Skills" during the academic year 2021-22 so as to enrich the existing curriculum for the benefit of the students. Hence, this proposal is submitted seeking your permission.

Course duration:	30 to 40 days
Student intake:	20 to 30
Name of Faculty:	Dr. T. Akkiraju
Formative Assessment	15 marks (objective type)
Summative Assessment	25 marks (objective type)
Qualifying mark	15

Objectives:

- ❖ To enrich the curriculum for the development of students
 - ❖ To develop students' analytical skills and critical thinking in writing skills
 - ❖ Develop a writing project through multiple drafts

In-charge, Dept. of English



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Proceedings of the Principal (FAC), SCHVPMR Govt. Degree College, Ganapavaram


Present: Dr M. Syambab, M.Sc., Ph. D.,

Rc.No.09-Certificate Courses/21-22

Dated 25/01.2022

Sub: Dept. of English - Proposal for Certificate Course on "Writing Skills" for the academic year 2021- 22-Permission granted - Orders issued - Reg.

The Principal, SCHVPMR Govt. Degree College, Ganapavaram is pleased to grant permission to launch a Certificate Course on "Writing Skills" by the Department of English during the academic year 2021-22. The In-charge, Department of English is requested to follow the due procedure for conducting the said course and submit a report thereof.


PRINCIPAL (F.A.C) 25/1/22
S.CH.V.P.M.R. Govt. Degree College
Accredited "B" by NAAC
GANAPAVARAM (W.G.Dt.,)

Circular - 7

25/01/22

Circulars from the dept. of English

S. Ch. V. P. M. R. Govt. Degree College

All the students of B.Com (Voc) are informed that the dept. of English will conduct a Certificate Course on "Writing Skills" from 27/01/2022 to 22/03/22. Hence, you are suggested to enroll your names for the course and make use of it. Enroll forms are available in the department. A copy of syllabus is enclosed herewith.

Design of Course:

Course Name: Writing Skills

Duration: 46 days

Intake of students: 23

Course Starting Date: 27.01.2022

Formative Assessment: 24.02.2022

Summative Assessment: 22.03.2022

Qualifying marks: 15

75% attendance is mandatory to allow for the final test. Eligible candidates will be given Course Completion Certificate with grade.

Signature

Course Coordinator

Principal

PRINCIPAL

S. Ch. V. P. M. R. Govt. Degree College
GANAPAVARAM-534198. (W.G. Dist)

B.Com (Voc)

1. K. Sowmya
2. D. Srinivas

Slips

1) B. Nidurga

2) [Signature]



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SRI CHINTALAPATI VARA PRASADA MURTHY RAJU
GOVERNMENT DEGREE COLLEGE

ESTD 1972 - AFFILIATED TO ADARVA BANNAVA UNIVERSITY - ACCREDITED NAAC 'B'



Department of English
Certificate Course on "Writing Skills"

Academic Year 2021-22

Total Instructional Hours: 40

Syllabus

Unit 1

Meaning and Definition-Tips to Improve Writing Skills. (8 hours)

Unit 2

Styles and Types of Writing: Style of Writing-Letter Writing-email Writing (12 hours)

Unit 3

Report Writing-Essay Writing (8 hours)

Unit 4

Story and Research Writing: Story Writing-Research Writing-News Paper Article Writing (12 hours)

Dr. Ch. Anuradha

Course Coordinator



Department of English
Certificate Course on "Writing Skills"

Academic Year 2021-22

Total Instructional Hours: 40

Syllabus

Unit 1

Meaning and Definition-Tips to Improve Writing Skills. (8 hours)

Unit 2

Styles and Types of Writing: Style of Writing-Letter Writing-email Writing (12 hours)

Unit 3

Report Writing-Essay Writing (8 hours)

Unit 4

Story and Research Writing: Story Writing-Research Writing-News Paper Article Writing (12 hours)

Dr. Ch. Anuradha

Course Coordinator



SRI CHINTALAPATI VARA PRASADA MURTHY RAJU
GOVERNMENT DEGREE COLLEGE

GANAPAVARAM-534 198



ESTD. 1972 • AFFILIATED TO ADIKAVI NANNAYA UNIVERSITY • ACCREDITED NAAC 'B'

Department of English

Certificate Course on "Writing Skills"

Course Outline

Course Duration	30 to 40 days
Course Fee	Nil
Target Group	II B. Com. (Vocational)
Student intake	20 to 30 (First Come-First Serve)
Start Date	27.01.2022
No. of Modules	10
Formative Assessment	15 marks (objective type)
Summative Assessment	25 marks (objective type)
Qualifying Mark	15
Name of the Course Coordinator	Dr. Ch. Anuradha

Student Registration Form

Date: 27-1-2022

Name of the Student : D. Selvaraj

Admission Number 6831 Batch :

Year and Program studying : 2021-22

Semester : I

D. Selvaraj
 Signature of the Student


 Signature of the Course Coordinator



SRI CHINTALAPATI VARA PRASADA MURTHY RAJU
GOVERNMENT DEGREE COLLEGE

GANAPAVARAM-534 198

ESTD. 1972 • AFFILIATED TO ADIKAVI NANNAYA UNIVERSITY • ACCREDITED NAAC 'B'



Department of English

Certificate Course on "Writing Skills"

Course Outline

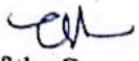
Course Duration	30 to 40 days
Course Fee	Nil
Target Group	Ii B.COM. (Vocational)
Student intake	20 to 30 (First Come-First Serve)
Start Date	27.01.2022
No. of Modules	10
Formative Assessment	15 marks (objective type)
Summative Assessment	25 marks (objective type)
Qualifying Mark	15
Name of the Course Coordinator	Dr. Ch. Anuradha

Student Registration Form

Date: 27-1-2022

Name of the Student : S. Poojitha
 Admission Number 6847 Batch :
 Year and Program studying : 2021-22
 Semester : I

S. Poojitha
 Signature of the Student


 Signature of the Course Coordinator



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SRI CHINTALAPATI VARA PRASADA MURTHY RAJU
GOVERNMENT DEGREE COLLEGE



ESTD. 1972 & AFFILIATED TO RAJAMAHENDRAVARAM UNIVERSITY, RAJAMAHENDRAVARAM, A.P.

(Affiliated to Adikavi Nanny University, Rajamahendravaram, A.P.)

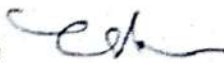
Department of English 2021-2022

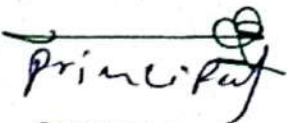
Certificate course on Writing Skills – List of Students Enrolled

S.NO.	ADMN. NOS.	CLASS	STUDENT NAME	STUDENT SIGNATURE
1	6826	II B.Com. (Voc)	A.V. Lakshmi	A.V. Lakshmi
2	6827	"	B.N.V. Jayaraju	B.N.V. Jayaraju
3	6828	"	B. Y. Pavan Kumar	B.Y. Pavan Kumar
4	6829	"	B. Ajaybabu	B. Ajaybabu
5	6830	"	Ch. Sunitha Rani	Ch. Sunitha Rani
6	6831	"	D. Selvaraj	D. Selvaraj
7	6832	"	G. Divya	G. Divya
8	6833	"	K. Sowjanya	K. Sowjanya
9	6834	"	K. Ganesh	K. Ganesh
10	6835	"	K. Dhana Sri	K. Dhana Sri
11	6836	"	K. Siva Kumar	K. Siva Kumar
12	6837	"	M.K. Kumari	M.K. Kumari
13	6838	"	M. Ravi Teja	M. Ravi Teja
14	6839	"	M. Anjibabu	M. Anjibabu
15	6840	"	M.S. Bhushanaram	M.S. Bhushanaram
16	6841	"	M. Sai Kumar	M. Sai Kumar

W7

17	6842	"	N. Dhana Lakshmi	N. Dhana lakshmi
18	6843	"	N. Pradeep Varma	N. Pradeep Varma
19	6844	"	P. Joe Madhu	P. Joe Madhu
20	6845	"	P.G.S.D. Matha Sri	P.G.S.D. Matha Sri
21	6846	"	R. Adarsh	R. Adarsh
22	6847	"	S. Poojitha	S. Poojitha
23	6848	"	T. L. Kokila	T. L. Kokila

From 
Course Coordinator


Principal (F.A.C)
S.CH.V.P.M.R. Govt. Degree College
Accredited "B" by NAAC

Circular II

19.02.2022

All the students are informed the Formalise
Test on Writing Skills will be conducted on 21.02.22

Syllabus

Introduction & Types of Writing

eAru

Course Coordinator

H.B. Com (Voc)

1. K. Somya

2. D. Srinivas

Staff

1) B. Nidhar

2) J. K. W

Certificate Course in "Writing Skills"
Formative Assessment Test - 21.02.2022

Max. Marks: 15 Time: 30 minutes

Name of the Student: Group: D Selvaraj Admn. No. 6831

Answer the following questions

1. Which of these is not a part of writing process?
a. Previewing b. rewriting c. running spell check software. (C) ✓
2. Which of these is not part of three act story telling?
a. Presenting complication b. resolving complication c. revision (C) ✓
3. Which of the following is best for academic writing?
a. Einstein wrote the "Theory of Relativity".
b. The "Theory of Relativity" was written by Einstein. (B) ✓
4. The group of three were inspired to do the project together. What is wrong in this sentence.
a. Sub/verb agreement b. punctuation Nothing (A) ✓
5. The following sentence is a fragment, True/False
"Because there were many storms last year"
a. True b. False (B) ✗
6. You have been in probation. It is required that you write a letter of reinstatement. Which of the following is inappropriate to include in the letter.
a. Because I have not gotten along with my professors
b. I wish to be reinstated because...
c. Upon reinstatement, I intend on.... (C) ✗
7. Which word should be preceded by "an"
a. Union b. hour c. university (B) ✓
8. A stated opinion that requires further support is-----
a. claim b. evidence c. a big name (B) ✓
9. An appeal to reason will-----
a. Build a sense of urgency in the audience
b. Appeal to the audience by gaining their trust (B) ✓
10. Attempting to persuade a reader by triggering their feelings about a subject is known as-----
a. Appeal to reason b. appeal to authority c. appeal to emotions (C) ✓
11. When the advertisement reports that three out of four doctors recommend their product, it is-----
a. Appeal to authority b. appeal to emotions c. appeal to good health (C) ✓
12. The main challenge with ----- writing is doing it in a way that the reader clearly understands what you are trying to convey.
a. Narrative b. expository c. descriptive (B) ✗
13. The goal with ----- writing to convince the reader of a certain viewpoint.
a. Persuasive b. narrative c. descriptive (B) ✗
14. ----- writing engages the reader by providing detailed descriptions
a. Descriptive b. narrative c. persuasive (B) ✗
15. ----- writing engages the reader by providing detailed descriptions.
a. Narrative b. expository c. descriptive (B) ✓

Course Coordinator



Certificate Course in "Writing Skills"
Formative Assessment Test - 21.02.2022

Max. Marks: 15 Time: 30 minutes

Name of the Student: Group: R Adarsh
11 B Com (Poc) Admn. No. 6846

Answer the following questions

1. Which of these is not a part of writing process?
a. Previewing b. rewriting c. running spell check software. (C) ✓
2. Which of these is not part of three act story telling?
a. Presenting complication b. resolving complication c. revision (C) ✓
3. Which of the following is best for academic writing?
a. Einstein wrote the "Theory of Relativity".
b. The "Theory of Relativity" was written by Einstein. (B) ✓
4. The group of three were inspired to do the project together. What is wrong in this sentence.
a. Sub/verb agreement b. punctuation Nothing (A) ✓
5. The following sentence is a fragment, True/False
"Because there were many storms last year"
a. True b. False (B) ✓
6. You have been in probation. It is required that you write a letter of reinstatement. Which of the following is inappropriate to include in the letter.
a. Because I have not gotten along with my professors
b. I wish to be reinstated because...
c. Upon reinstatement, I intend on.... (b) ✓
7. Which word should be preceded by "an"
a. Union b. hour c. university (b) ✓
8. A stated opinion that requires further support is-----
a. claim b. evidence c. a big name (b) ✓
9. An appeal to reason will-----
a. Build a sense of urgency in the audience
b. Appeal to the audience by gaining their trust (B) ✓
10. Attempting to persuade a reader by triggering their feelings about a subject is known as-----
a. Appeal to reason b. appeal to authority c. appeal to emotions (B) ✓
11. When the advertisement reports that three out of four doctors recommend their product, it is-----
a. Appeal to authority b. appeal to emotions c. appeal to good health (B) ✓
12. The main challenge with ----- writing is doing it in a way that the reader clearly understands what you are trying to convey.
a. Narrative b. expository c. descriptive (b) ✓
13. The goal with ----- writing to convince the reader of a certain viewpoint.
a. Persuasive b. narrative c. descriptive (a) ✓
14. ----- writing engages the reader by providing detailed descriptions
a. Descriptive b. narrative c. persuasive (b) ✓
15. ----- writing engages the reader by providing detailed descriptions.
a. Narrative b. expository c. descriptive (b) ✓

CA
Course Coordinator

21.03.2022

Dear Students,

Instruction for the Certificate Course on "Writing Skills" is going to be concluded today i.e. on 21.03.2022. A Summative Test will be conducted on 22 March 2022 covering the entire syllabus. It is informed that the students with less than 75% attendance will not be allowed to take the exam. The qualifying marks will be 15.

Coordinator
Course Coordinator

ABCom (Voc)

1. K. Sowmya
2. D. Srinivas

Staff

1) B. Sri Devi

2) [Signature]

6826	1	A. Varalakshmi		a	a	a	a	a	a	a	a	a	a	a	
6827	2	B.N.V Jayaraju		P	P	P	P	P	P	P	P	P	P	P	
6828	3	By. pavan Kumar.		P	P	P	P	a	P	P	a	P	P		
6829	4	B. Ajay babu		P	P	P	P	P	P	P	P	P	P	P	
6830	5	ch. sunitha Rani		P	P	P	P	a	P	P	P	P	P	P	
6831	6	D. selvaraj		a	P	P	P	a	P	P	P	P	P	P	
6832	7	G. Divya		P	P	P	P	P	P	P	P	P	P	P	
6833	8	K. Soujanya		P	P	P	P	P	P	P	P	P	P	P	
6834	9	K. Ganesh		a	a	a	a	a	a	a	a	a	a	a	
6835	10	K. Dhanasri		P	P	a	P	P	P	P	P	P	P	P	
6836	11	K. Siva kumar		a	a	a	a	a	a	a	a	a	a	a	
6837	12	m. Kamala Kumari		a	a	a	a	a	a	a	a	a	a	a	
6838	13	m. Ravi Teja		a	a	a	a	a	a	a	a	a	a	a	
6839	14	m. Anji babu		P	P	P	P	P	P	P	P	P	P	P	
6840	15	m.S. Bhushanam		a	a	a	a	a	a	a	a	a	a	a	"
6841	16	m. sai kumar		P	P	P	a	P	P	P	P	P	P	P	
6842	17	N. dhana lakshmi		a	a	a	a	a	a	a	a	a	a	a	
6843	18	N. pradheep varma		P	P	a	P	a	P	P	P	P	P	a	
6844	19	p.J. madhu		P	P	P	P	P	a	P	P	P	P	P	
6845	20	P.G.SD matha sri		a	a	a	a	a	a	a	a	a	a	a	
6846	21	R. Adarsh		P	P	P	P	P	P	P	P	P	P	P	
6847	22	S. Poojitha		P	P	P	P	a	P	P	P	P	P	P	
6848	23	T. L. Kokila		a	P	P	P	P	P	P	P	P	P	P	

ఉదయము హాజరు : బాలురు బాలికలు

ఉపాధ్యాయుని సంతకం.

సాయంత్రం హాజరు : బాలురు బాలికలు

ఉపాధ్యాయుని సంతకం.

పిల్లల హాజరుపట్టి

రోజుల సంఖ్య.....
నగటు హాజరు.....

తరగతి.....
సెక్షన్.....

14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	హాజరైన దినములు No. of Days - Present	పూర్తివ తది No. of Pops - 20/3 days	శుభ్రత శది Per%	ప్రచోదిన్ తేద చెరివ తది	రిమార్కులు చరా
																		40	01	2.5%	Not eligible	
																		40	33	82.5%	B.N.V. Jayaraju	
																		40	31	77.5%	B.Y. Pavan Kumar	
																		40	35	87.5%	B. Ajay Babu	
																		40	36	90%	ch. sunitha fani	
																		40	34	85%	D. selvaraj	
																		40	38	95%	G. Divya	
																		40	30	75%	K. Sowjanya	
																		40	01	2.5%	Not eligible	
																		40	35	87.5%	K. Dharmasri	
																		40	01	2.5%	Not eligible	
																		40	01	2.5%	Not eligible	
																		40	01	2.5%	Not eligible	
																		40	38	95%	M. Anji babu	
																		40	01	2.5%	Not eligible	
																		40	33	82.5%	M. Sai Kumar	
																		40	31	77.5%	Not eligible	
																		40	01	2.5%	Not eligible	
																		40	35	87.5%	P.J. Madhu	
																		40	01	2.5%	Not eligible	
																		40	32	80%	R. Adarsh	
																		40	37	92.5%	S. Poojitha	
																		40	39	97.5%	T.L. kokila	

[Signature]
Course Coordinator

పాఠశాల పనిచేసిన దినములు
 S.CH.V.P.V.R. Govt. Degree Coll.
 Accredited 'B' by NAAE
 CANARA VARADAM (M.C.S.)

Certificate Course in "Writing Skills"

Summative Assessment Test at the End of the Course - 22.03.2022

Max. Marks: 25 Time: 50 minutes

20
 25

Name of the Student: M. Ravi Teja

Group: IInd B.Com (Voc)

Admn.No.: 6838

Answer all the following (25 X 1 = 25)

1. The goal of ----- writing is to share something thought provoking.
 a. Descriptive b. creative c. persuasive (b) ✓
2. Text books and news paper articles are examples of -----
 a. Expository b. creative c. descriptive (a) ✓
3. ----- writing is supported with both objective and subjective arguments.
 a. Narrative b. descriptive c. persuasive (c) ✓
4. Advertisements are examples of ----- writing.
 a. Descriptive b. narrative c. persuasive (c) ✓
5. Memoirs and biographies are examples of ----- writing.
 a. Descriptive b. narrative c. persuasive (a) ✗
6. Explaining about a product or travel destination is ----- writing.
 a. Expository b. creative c. descriptive (c) ✓
7. ----- writing can help spark our imagination.
 a. Descriptive b. creative c. narrative (b) ✗
8. ----- style is the technique an author uses to share their communication or message with an intended audience.
 a. Writing b. reading c. speaking (a) ✓
9. ----- writing is primarily focused on details of things.
 a. Narrative b. expository c. descriptive (c) ✓
10. The ----- writing style is used to convince the readers to believe in the content you have produced.
 a. Persuasive b. expository c. narrative (a) ✓
11. Before the advent of modern technology made communication so easy, the art of writing a ----- is considered an important requirement.
 a. Report b. letter c. email (a) ✗

12. A ----- is a specific form of writing, written concisely organized around identifying and examining issues or findings from a research investigation.
- a. Letter b. email c. report (c) ✓
13. ----- is a system of sending written message electronically from one computer to another.
- a. Letter b. email c. report (b) ✓
14. An ----- is generally a short piece of writing outlining the writer's perspective or story.
- a. Report b. essay c. letter (b) ✓
15. What should be avoided in the narrative paragraph?
- a. Starting with a topic sentence that grabs reader's attention
- b. Writing events in the order in which they happened.
- c. Distracting the reader's attention (c) ✓
16. A ----- discusses current news of either general or specific topic.
- a. Email b. news article c. essay (a) ✓
17. ----- writing refers to the method of writing in which the writer narrates an event or context in his own words.
- a. Research article b. news article c. story (c) ✓
18. A ----- should reveal the facts only.
- a. Letter b. story c. news article (c) ✓
19. A ----- writing contains facts rather than giving theories or personal interpretation.
- a. Narrative b. factual c. descriptive (b) ✓
20. ----- letter is used by organization to communicate in a professional way with customers or other companies.
- a. Personal b. business c. factual (a) ✓
21. Informal style of writing can be used in ----- letters.
- a. Personal b. official c. business (b) ✓
22. ----- letter is a professional letter which is written in a prescribed format
- A informal b. formal c. none of the above (a) ✓
23. A letter should never exceed one page.
- a. Myth b. rule (b) ✓
24. Typing a message in all capital letters emphasizes the importance of it.
- a. Myth b. rule (a) ✓
25. Writing is skill that is impossible to teach.
- a. Myth b. rule (a) ✓
- *****

Certificate Course in "Writing Skills"

Summative Assessment Test at the End of the Course-22.03.2022

Max.Marks:25 Time: 50minutes

Name of the Student: R. Adarsh
 Group: II Bcom(voc)
 Admn. No.: 6846
 Answer all the following (25X1=25)

$$\frac{18}{25}$$

1. The goal of-----writing is to share something thought provoking.

a. Descriptive	b. creative	c. persuasive	(b) ✓
----------------	-------------	---------------	---------
2. Text books and news paper articles are examples of-----

a. Expository	b. creative	c. descriptive	(a) ✓
---------------	-------------	----------------	---------
3. -----writing is supported with both objective and subjective arguments.

a. Narrative	b. descriptive	c. persuasive	(c) ✓
--------------	----------------	---------------	---------
4. Advertisements are examples of-----writing.

a. Descriptive	b. narrative	c. persuasive	(c) ✓
----------------	--------------	---------------	---------
5. Memoirs and biographies are examples of----- writing.

a. Descriptive	b. narrative	c. persuasive	(b) ✓
----------------	--------------	---------------	---------
6. Explaining about a product or travel destination is -----writing.

a. Expository	b. creative	c. descriptive	(c) ✓
---------------	-------------	----------------	---------
7. -----writing can help spark our imagination.

a. Descriptive	b. creative	c. narrative	(c) ✓
----------------	-------------	--------------	---------
8. -----style is the technique an author uses to share their communication or message with an intended audience.

a. Writing	b. reading	c. speaking	(b) ✓
------------	------------	-------------	---------
9. -----writing is primarily focused on details of thigs.

a. Narrative	b. expository	c. descriptive	(c) ✓
--------------	---------------	----------------	---------
10. The -----writing style is used to convince the readers to believe in the content you have produced.

a. Persuasive	b. expository	c. narrative	(b) ✓
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11. Before the advent of modern technology made communication so easy, the art of writing a ----- is considered an important requirement.

a. Report	b. letter	c email	(a) ✓
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12. A ----- is a specific form of writing, written concisely organized around identifying and examining issues or findings from a research investigation.
- a. Letter b. email c. report (c) ✓
13. -----is a system of sending written message electronically from one computer to another.
- a. Letter b. email c. report (b) ✓
14. An -----is generally a short piece of writing outlining the writer's perspective or story.
- a. Report b. essay c. letter (a) ✓
15. What should be avoided in the narrative paragraph?
- a. Starting with a topic sentence that grabs reader's attention
- b. Writing events in the order in which they happened.
- c. Distracting the reader's attention (a) ✓
16. A ----- discusses current news of either general or specific topic.
- a. Email b. news article c. essay (c) ✓
17. -----writing refers to the method of writing in which the writer narrates an event or context in his own words.
- a. Research article b. news article c. story (c) ✓
18. A ----- should reveal the facts only.
- a. Letter b. story c. news article (b) ✓
19. A ----- writing contains facts rather than giving theories or personal interpretation.
- a. Narrative b. factual c. descriptive (b) ✓
20. ----- letter is used by organization to communicate in a professional way with customers or other companies.
- a. Personal b. business c. factual (a) ✓
21. Informal style of writing can be used in ----- letters.
- a. Personal b. official c. business (b) ✓
22. ----- letter is a professional letter which is written in a prescribed format
- A informal b. formal c. none of the above (a) ✓
23. A letter should never exceed one page.
- a. Myth b. rule (a) ✓
24. Typing a message in all capital letters emphasizes the importance of it.
- a. Myth b. rule (a) ✓
25. Writing is skill that is impossible to teach.
- a. Myth b. rule (a) ✓



SRI CHINTALAPATI VARA PRASADA MURTHIY RAJU
GOVERNMENT DEGREE COLLEGE

GANAPAVARAM 511 108

ESTD. 1972 & AFFILIATED TO ADIKAVI NANNAYA UNIVERSITY & ACCREDITED NAAC 'B'



(Affiliated to Adikavi Nannaya University, Rajamahendravaram, and A.P.)

Department of English
Certificate course on "Writing Skills"
Academic Year: 2021-22
RESULT SHEET

Sl. No.	Admn. No.	Class	Name of the Student	TA Marks	SA Marks	Total	Grade	STUDENT SIGNATURE
1	6826	II B.Com.(V)	A.V. Lakshmi	15	25	40	A	A.V. Lakshmi
2	6827	II B.Com.(V)	B.N. V. Jayaraju	12	21	33	A	B.N. V. Jayaraju
3	6828	II B.Com.(V)	B. Y. Pavan Kumar	10	18	28	B	B. Y. Pavan Kumar
4	6829	II B.Com.(V)	B. Ajaybabu	11	21	32	A	B. Ajaybabu
5	6830	II B.Com.(V)	Ch. Sunitha Rani	12	21	33	A	Ch. Sunitha Rani
6	6831	II B.Com.(V)	D. Selvaraj	10	20	30	A	D. Selvaraj
7	6832	II B.Com.(V)	G. Divya	09	15	24	B	G. Divya
8	6833	II B.Com.(V)	K. Sowjanya	11	19	30	A	K. Sowjanya
9	6834	II B.Com.(V)	K. Ganesh	AB	AB	AB	AB	K. Ganesh
10	6835	II B.Com.(V)	K. Dhana Sri	08	18	26	B	K. Dhana Sri
11	6836	II B.Com.(V)	K. Siva Kumar	AB	AB	AB	AB	K. Siva Kumar
12	6837	II B.Com.(V)	M.K. Kumari	10	15	25	B	M.K. Kumari
13	6838	II B.Com.(V)	M. Ravi Teja	AB	AB	AB	AB	M. Ravi Teja
14	6839	II B.Com.(V)	M. Anjibabu	14	20	34	A	M. Anjibabu
15	6840	II B.Com.(V)	M.S. Bhushanam	AB	AB	AB	AB	M.S. Bhushanam
16	6841	II B.Com.(V)	M. Sai Kumar	12	20	32	A	M. Sai Kumar
17	6842	II B.Com.(V)	N. Dhana Lakshmi	12	18	30	A	N. Dhana Lakshmi
18	6843	II B.Com.(V)	N. Pradeep Varma	11	20	31	A	N. Pradeep Varma
19	6844	II B.Com.(V)	P. Joe Madhu	13	21	34	A	P. Joe Madhu
20	6845	II B.Com.(V)	P.G.S.D. Mutha Sri	AB	AB	AB	AB	P.G.S.D. Mutha Sri
21	6846	II B.Com.(V)	R. Adarsh	10	15	25	B	R. Adarsh
22	6847	II B.Com.(V)	S. Poojitha	11	21	32	A	S. Poojitha
23	6848	II B.Com.(V)	T. L. Kokila	10	20	30	A	T. L. Kokila

Grade: ≥ 30 - A, : 26 to 30 - B, : 21 to 25 - C, : 15 to 20 - D < 15 = F

PRINCIPAL (F.A.C)
S.CH.V.P.M.R. Govt. Degree College
Accredited "B" by NAAC
GANAPAVARAM (W.G.D.)

Ch. Anuradha
Course Coordinator

W14




Certificate Course in "Writing Skills"

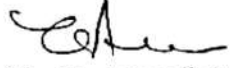
Report

The dept. of English conducted a Certificate Course on "Writing Skills" from 27.12.2021 to 22.03.2022. (40 days). The target of the course is to develop the writing skills among the students. Twenty-three students of II B. Com. (Vocational) joined the course and participated in it successfully. The content of the course included the tips to improve writing skills, different styles of writing, letter writing, email writing, report writing, essay writing and also story writing, research writing, and newspaper article writing.

Learning Outcomes

1. The students improved their critical thinking.
2. They understood how to communicate in various contexts.
3. They learnt interpretation and synthesis.
4. After the course the students also developed their knowledge of linguistic structures including grammar, punctuation and spelling through practice.


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GANAPAVARAM (W.G.D.,)


(Dr. Ch. Anuradha)
Course Coordinator



SRI CHINTALAPATI VARA PRASADA MURTHY RAJU
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GANNA:PAVARRAM-534 198

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CERTIFICATE

This is to certify that

K. Dhanasri, II B. Com. (voc) (Admission No. 6835)
of

SCHVPMR GOVERNMENT DEGREE COLLEGE, WEST GODAVARI, ANDHRA PRADESH

This is to certify that has successfully completed the certificate course in "Writing Skills" conducted from 27 January to 22 March 2022 offered by the Department of English with grade "B".



Dr. Ch. Anuradha

Course Co-ordinator



Dr. T. Akki Raju

IQAC Co-ordinator



Dr. M. Syambab

Principal



SRI CHINTALAPATI VARA PRASADA MURTHY RAJU
GOVERNMENT DEGREE COLLEGE

GANAPAVARAM, 534 198

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CERTIFICATE

This is to certify that

M Sai Kumar, II B. Com. Voc. (Admission No. 6841)
of

SCHVPMR GOVERNMENT DEGREE COLLEGE, WEST GODAVARI, ANDHRA PRADESH

has successfully completed the certificate course in "Writing Skills" conducted from 27 January to 22 March 2022
offered by the Department of English with grade "A".

Dr. Ch. Anuradha

Course Co-ordinator

Dr. T. Akki Raju

IQAC Co-ordinator

Dr. M. Syambab

Principal