

Telangana Tribal Welfare Residential Degree College for Men, Kamareddy

Sarampally X Road, Kamareddy, 503111

Ph: 7901097707



DEPARTMENT OF ENGLISH



CERTIFICATE COURSE

2022-2023

DEPARTMENT OF ENGLISH

1. Certificate course /Add on course/ Value based course	Certificate course
2. Organisation	Telangana Tribal Welfare Residential Degree College for Men Kamareddy
3. Title of the course	Soft Skill Enhancement Programme
4. Course duration	30 hours
5. Resource person	M.Rama Laxmi
6. No of students Enrolled	30
7. Date of commencement of course	4/4/2023 to 26/4/2023
8. Course content	<ol style="list-style-type: none">1. Interview skills2. Group discussion3. Debate skills4. Resume writing5. Decision making6. Problem solving7. Team work8. Emotional intelligence9. Critical thinking10. Presentation skills11. Interpersonal skills12. Time management13. Letter writing14. Report writing
9. Course outcome	The knowledge, the training, and the abilities instilled made students a perfect fit for a job and capable to have a better balanced life.



CERTIFICATE COURSE

SOFT SKILL ENHANCEMENT PROGRAMME

DURATION : 30Hrs

1. INSTRUCTOR : M.Rama Laxmi

➤ INTRODUCTION

Each job role requires some soft skills to make the hard skills valuable. But we often undervalue the importance of soft skills which are crucial for the overall development of an individual. Soft skills are invaluable part of learning which are needed at a workplace. Therefore they play a vital role in becoming a successful professional. So the Department of English started a Soft Skill Enhancement Programme to help the students enhance their personal attributes and become competent in interacting with others.

➤ LEARNING OBJECTIVES

- To coach students to victory and teach how to have the right conversations to foster accountability and set up oneself for success.
- The training program also aims to develop the personal attributes that will aid students grow and succeed in personal and professional life

➤ SYLLABUS

1. Interview skills

2. Group discussion
3. Debate skills
4. Resume writing
5. Decision making
6. Problem solving
7. Team work
8. Emotional intelligence
9. Critical thinking
10. Presentation skills
11. Interpersonal skills
12. Time management

➤ **OUTCOME**

The knowledge, the training, and the abilities instilled made students a perfect fit for a job and capable to have a better balanced life.

PERMISSION LETTER

Kamareddy
01-04-2023

To,
The Principal,
TTWRDC(M) Kamareddy.


Sub: Proposal for organizing Soft Skill Enhancement certificate course


Respected Sir,

The Department of English propose to organize a certificate course on Soft Skill Enhancement Programme for under graduate students of Telangana Tribal Welfare Residential Degree College. The course duration is for 30 hrs. This course will enable the students to become competent in the skills which are essential in this competitive world.

We therefore request you to kindly grant permission to organize certificate course on Soft Skill Enhancement programme.

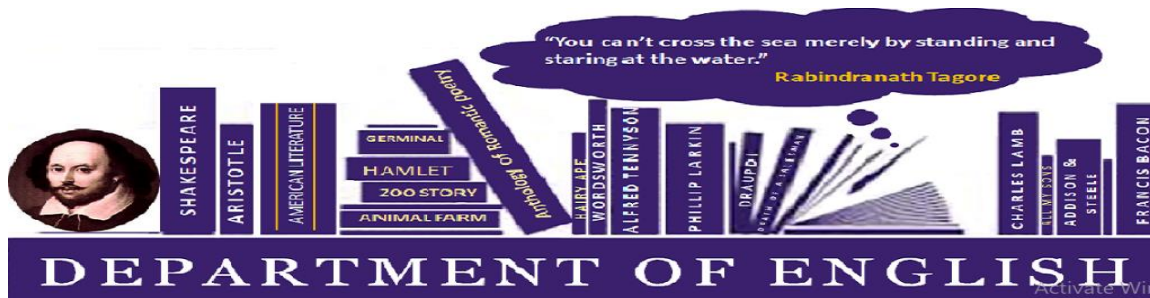
Thanking you,

Yours faithfully,

Head of the Department.
M. Rama Laxmi.


PRINCIPAL
T.T.W.R. DEGREE COLLEGE (M)
Dist. Kamareddy - 503 115, (T.S.)
Cell: 7901097707

List of students Enrolled in Soft Skill Enhancement Programme

S.No	Name of the student	Roll Number
1.	B. Srikanth	20055080405002
2.	Ch. RajKumar	20055080405005
3.	J. Ganesh	20055080405008
4.	K. Ganga Ganesh	20055080405009
5.	K. Lingam	20055080405010
6.	K. Akhil	20055080405011
7.	L. Sannith	20055080405012
8.	L. Ramulu	20055080405013
9.	M. Chandu	20055080405014
10.	M. Eshwar	20055080405017
11.	M. Vijay Slnghh	20055080405018
12.	P. Charan Teja	20055080405022
13.	R. Parashuram	20055080405023
14.	R. Naveen	20055080405024
15.	T. Dhoop Singh	20055080405026
16.	Y. Srikanth	20055080405028
17.	B. Akhil	20055080129004
18.	D. Naveen	20055080129005
19.	D. Praveen	20055080129006
20.	G. Santhosh	20055080129009
21.	G. Gopal	20055080129010
22.	J. Pradeep Goud	20055080129011
23.	J. Devraj	20055080129012
24.	K. Vlkas	20055080129014
25.	K. Gajanand	20055080129015
26.	K. Vlnod	20055080129016
27.	K. Mukesh	20055080129017
28.	M. Sriram	20055080129020
29.	N. Rlthik	20055080129021
30.	N. Ganesh	20055080129023



SOFT SKILL DEVELOPMENT PROGRAMME

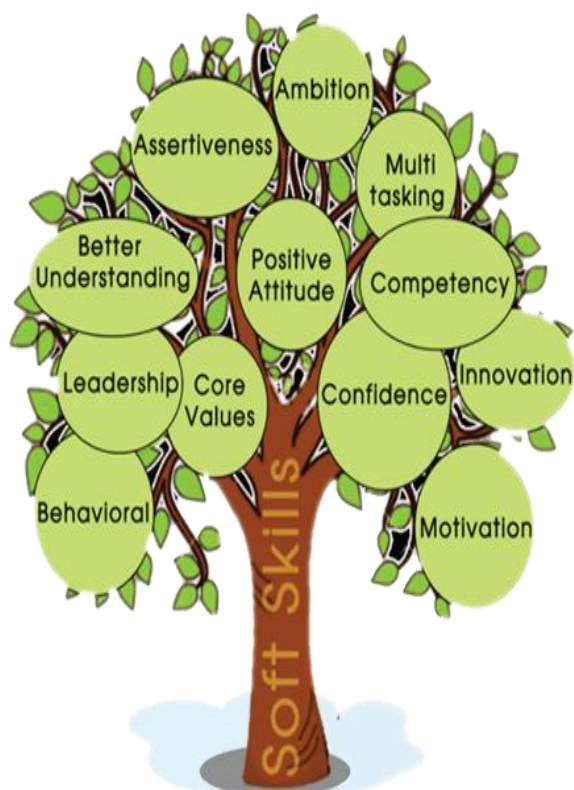
DATES : 04/04/2023 TO 26/04/2023

DURATION: 30 HRS

TIMINGS : 3-5PM

GRAB THIS UNIQUE OPPORTUNITY

AND CULTIVATE THE SKILL OF SOFT SKILL FOR PROGRESS IN LIFE



RESOURCE PERSON

M RAMA LAXMI

CONTACT

ENGLISH DEPARTMENT AT THE EARLIEST





TTWRDC (MEN) KAMAREDDY

DEPARTMENT OF ENGLISH

SOFT SKILL ENHANCEMENT PROGRAMME EXAM

Name of the student:

Year:

Roll No:

CHOOSE THE CORRECT ANSWER

25x2=50M

1. What is the first step in effective time management?

- a) Making a to-do list
- b) Prioritizing tasks
- c) Setting deadlines for each task
- d) Identifying your goals

()

2. How can saying “no” help with time management?

- a) It helps you avoid all commitments
- b) It allows you to focus on your own tasks and priorities
- c) It prevents you from ever taking on new responsibilities
- d) It increases stress and workload

()

4. Which time management technique involves categorizing tasks into “urgent and important,” “not urgent but important,” “urgent but not important,” and “neither urgent nor important”?

- a) The Pomodoro Technique
- b) The ABCD Method
- c) The Eisenhower Matrix
- d) The Pareto Principle

()

5. What are the different roles that people play in a group discussion?

()

- a) Initiator, contributor, summarizer, and observer.
- b) Leader, follower, and moderator.
- c) Problem solver, decision maker, and communicator.
- d) None
- e)

6. What are some things you should do to be a good contributor in a group discussion?

- a) Be prepared and have something to say.
- b) Listen attentively to others’ contributions.

- c) Be respectful of others' opinions and perspectives.
- d) None ()

7. In a group discussion, what does the term "brainstorming" refer to?

- a) A method of setting strict rules for the discussion.
- b) A technique for generating creative ideas and solutions through free and open sharing of thoughts.
- c) A formal presentation delivered by a group member
- d) None ()

8. ___ refers to the ability or competence to express one's feelings, needs or desires openly and directly but in a respectful manner or without hurting one's feelings.

- a) Assertiveness
- b) Empathy
- c) Sympathy
- d) Communication Skill ()

9. Determining alternative solutions to the problem is related to ____ skill.

- a) Refusal skills
- b) Critical thinking
- c) Problem solving skills
- d) Communication skill ()

10. ----- is a process that chooses a preferred option or a course of actions from among a set of alternatives on the basis of given criteria or strategies.

- a) Decision making
- b) Problem Solving
- c) Conflict management
- d) Reasoning ()

11. The report is always written in:

- a) Sequential manner
- b) Irregular manner
- c) Horizontal manner
- d) Data biased manner ()

12. Report should be:

- a) In-facts
- b) Finding

- c) Not fault-finding
- d) none ()

13. Which is the correct style ?

- a) Your's obediently
- b) Your obediently
- c) Yours obediently
- d) Your's obediently ()

14. Why is 'Subject' written in a formal letter?

- a) the subject line talks about the purpose of the letter.
- b) it tells about the writer's choices.
- c) the subject line is not important in a formal letter.
- d) Subject line makes the letter attractive. ()

15. In presentation which things are play equal role?

- a) Content and voice
- b) Text and font
- c) Time and size
- d) Sort and indent ()

16. How can we deliver the right message to our target audience effectively?

- a) With Researched, planned and prepared professionally
- b) Casual
- c) Superficiality
- d) Unprepared ()

17. Illustrate your presentation topic with:

- a) real life example
- b) experimental example
- c) fake stories
- d) none of these ()

18. What is the primary benefit of effective teamwork?

- a) Increased workload for team members.
- b) Improved decision-making and problem-solving.
- c) Individual recognition and rewards. ()

19. Which of the following is an essential element of good communication in teamwork?

- a) Active listening.

- b) Dominating the conversation.
- c) Avoiding conflict. ()

20. What is the purpose of establishing team goals and objectives?

- a) To create unnecessary pressure on team members.
- b) To provide a clear direction and focus for the team.
- c) To assign blame in case of failure. ()

21. Conflict within a team can be constructive when:

- a) Team members avoid discussing differences.
- b) It leads to improved ideas and solutions.
- c) Team members refuse to compromise. ()

22. Which of the following IS NOT a skill associated with emotional intelligence?

- a) experiencing love
- b) negotiating conflict
- c) being sensitive to others
- d) expressing pride and anger ()

23. Emotions are:

- a) objective responses to experiences in our environment
- b) subjective responses to experiences in our environment
- c) physiological changes to experiences in our environment
- d) behavioral changes to experiences in our environment ()

24. First step in process of problem solving is to

- a) design a solution
- b) define a problem
- c) practicing the solution
- d) organizing the data ()

25. In resume where you should keep your career goal?

- (a) Objective
- (b) Skills
- (c) Profile
- (d) Summary ()

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19.	D. Praveen	20055080129006	D. Praveen
20.	G. Santhosh	20055080129009	G. Santhosh
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23.	J. Devraj	20055080129012	J. Devraj
24.	K. Vikas	20055080129014	K. Vikas
25.	K. Gajanand	20055080129015	K. Gajanand
26.	K. Vinod	20055080129016	K. Vinod
27.	K. Mukesh	20055080129017	K. Mukesh
28.	M. Sriram	20055080129020	M. Sriram
29.	N. Rithik	20055080129021	N. Rithik
30.	N. Ganesh	20055080129023	N. Ganesh


(Signature)
PRINCIPAL

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14.	R. Naveen	2005508040 5024	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P
15.	T. Dhoop Singh	2005508040 5026	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
16.	Y. Srikanth	2005508040 5028	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
17.	B. Akhil	2005508012 9004	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P
18.	D. Naveen	2005508012 9005	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A
19.	D. Praveen	2005508012 9006	P	P	P	P	A	A	A	P	P	P	P	P	P	P	P	P	P	P
20.	G. Santhosh	2005508012 9009	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
21.	G. Gopal	2005508012 9010	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
22.	J. Pradeep Goud	2005508012 9011	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
23.	J. Devraj	2005508012 9012	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
24.	K. Vikas	2005508012 9014	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	A	A
25.	K. Gajanand	2005508012 9015	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
26.	K. Vinod	2005508012 9016	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
27.	K. Mukesh	2005508012 9017	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
28.	M. Sriram	2005508012 9020	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
29.	N. Rithik	2005508012 9021	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
30.	N. Ganesh	2005508012 9023	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P


PRINCIPAL
 T.T.W.R. DEGREE COLLEGE (M)
 Dist. Kamareddy - 503 111, (T.S.)
 Cell. 750109770



TTWRDC (M) KAMAREDDY

CERTIFICATE OF TRAINING

in

SOFT SKILLS ENHANCEMENT PROGRAMME

Is proudly awarded to

Mr. J. Pradeep Gowd of Class B. A III for the successful completion of the Certificate Course during the Academic Year 2022 - 2023.

CONGRATULATIONS !

M Rama Lakshmi
Course Coordinator

P. Nalanda
Vice Principal

A. Sina
PRINCIPAL
T.T.W.R. DEGREE COLLEGE (M)
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Cell: 7901097707