



Government Degree College, Seethanagaram

Accredited by NAAC with "B" Grade, ISO 9001:2015 Certified College

Affiliated to Aadi Kavi Nannayya University
Opp K.G.N.M. Trust, Purushottapatnam Road, Seethanagaram



DEPARTMENT OF ENGLISH

2021-2022

CERTIFICATE COURSE

ON

COMMUNICATIVE ENGLISH



27nd January, 2022 to 8th March, 2022

Submitted by

V.V.SubbaRao

**Lecturer - in – charge
Department of English**

Aim:

Objectives& Out Comes

A

- i**
m
- The course provides candidates with a basic understanding of the English language and aims at developing the skills required for effective communication and writing.

Objectives:

- To communicate effectively and appropriately in real-life situation.
- To use English effectively for study purpose across the curriculum.
- To develop and integrate the use of the four language skills i.e. Reading, Listening, Speaking, Writing.
- To develop interest in and appreciation of Literature.
- To Communicate ideas in clear, logical and persuasive ways

Out Comes:

- Students will heighten their awareness of correct usage of English grammar in writing and speaking
- Students will improve their speaking ability in English both in terms of fluency andcomprehensibility
- Students will give oral presentations and receive feedback on their performance
- Students will increase their reading speed and comprehension of academic articles
- Students will improve their reading fluency skills through extensive reading
- Students will strengthen their ability to write academic papers, essays and summaries using the process approach.

Eligibility Criteria & Examination Pattern

Eligibility criteria:

- Only the existing final year students are eligible for the course.
- Registration is mandatory for the admission into the course.
- The course will be completed in 30hours.

Examination Pattern:

- 80% of attendance is compulsory for every student to write the examination.
- Total marks of the Course is 100 marks
- Theory 75 marks & Practical 25 marks
- 40% is the minimum qualifying mark to pass in the examination.
- Exam would be held after completion of 30 hours.
- Duration of exam is 2 ½ hours
- The students who are passed in the exam would only the awarded the certificate. The will not be any repletion of exam.
- Entire syllabus contains six modules. (Theory-5 & Practical-1)
- Study material and model question paper would be given to every student.
- Grade points given as below.

Marks	Grade
91-100	O
81-90	A
71-80	B
61-70	C
51-60	D
40-50	E
Below 40	F

Syllabus

Module-I: Functional Grammar:-

Parts of speech – Tenses - Transformation of sentences – Articles - Prepositions

Vocabulary

Module-II: Communication:-

Importance of communication - Types communication - Verbal and Non-Verbal communication - Barriers to communication-Essentials of good communication

Mode of Communication

Module-III: Listening skills:-

Stages or steps in the Listening Process- Types of Listening

Importance of listening skills

Module-IV: Spoken English:-

Organs of speech - Sounds of English - Syllable and Stress - Intonation

Module-V: Presentation skills:-

Interviews - Public speaking- Preparing the speech

Module-VI: Class Room Practice:-

- Greeting and Introducing
- Practicing Short Dialogues
- Group Discussions
- Seminars
- Job applications, Curriculum Vitae, Resume
- Drafting an E-mail

Blue Print

Theory: 75M & Practical: 25M

Module No.	Module Name	Essay questions 10M	Short questions 5M	Grammar 1M
I	Functional Grammar	-	-	25
II	Communication	1	1	-
III	Listening skills	1	1	-
IV	Spoken English	1	1	-
V	Presentation skills	1	2	-

Grammar

Sl.No.	Topics	No. of Questions	Marks
1	Tenses	5	5M
2	Articles	5	5M
3	Prepositions	5	5M
4	Common errors	5	5M
5	Matching	5	5M
	Total	25	25

Department Of English
Certificate course
Model Question Paper

Time: 3 hours

ηηηηηηηη Max Marks: 75

Section-A

I. Answer any THREE of the following questions.

3x10=30M

- a) How can you justify Communication Techniques?
- b) Vary Verbal and Nonverbal Communication?
- c) How is effective listening benefited?
- d) Is Language a tool of communication?

Section-B

II. Answer any FOUR of the following questions. 4x5=20M

- a) Write a letter to your friend inviting him to spend summer vacation in your village.
- b) Write about your future plans after completing degree.
- c) How do you describe an accident you saw?
- d) Explain your inability to attend a marriage function.
- e) Write a note on pronunciation.

Section-C

III. Answer the following as directed.

1. Fill in the blanks with suitable verb forms.

5x1=5M

- a) India _____ (get) Independence in 1947.
- b) Look! Someone _____ (come).
- c) Milk _____ (be) white.
- d) If only I _____ (be) rich.
- e) When we reached the station, the train _____ (leave).

2. Fill in the blanks with suitable articles.

5x1=5M

- a) He is _____M.A.
- b) She stressed_____ need of English.
- c) Once upon _____time he was a millionaire.
- d) He is _____Shakespeare.
- e) They make _____plan.

3. Fill in the blanks with suitable Prepositions.

5x1=5M

- a) The Police prevented them_____ going.
- b) He has been working_____ one year.
- c) He took _____his coat.
- d) My father is angry _____me.
- e) I have a house to live _____

4. Correct the following sentences.

5x1=5M

- a) They are awaiting for the Bus.
- b) She is my cousin sister.
- c) We have seen a film yesterday.
- d) He and I are friends.
- e) She is innocent, is n't it?

5. Match the following phonemics.

5x1=5M

Group-A

Group-B

- | | |
|-----------|---------|
| 1) Bring | A) k^t |
| 2) Make | B) d^kt |
| 3) Doctor | C) brln |
| 4) Guide | D) meik |
| 5) Cut | E) gaid |

