



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

2022-2023

**CERTIFICATE COURSE**

ON

COMMUNICATIVE ENGLISH



**23-01-2023 to 02-03-2023**

Submitted by

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Lecturer - in – charge  
Department of English

## **Aim, Objectives & Out Comes**

### **Aim:**

- 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: 25**

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

## Grammar

| <b>Sl.No.</b> | <b>Topics</b> | <b>No. of Questions</b> | <b>Marks</b> |
|---------------|---------------|-------------------------|--------------|
| 1             | Tenses        | 5                       | 5M           |
| 2             | Articles      | 5                       | 5M           |
| 3             | Prepositions  | 5                       | 5M           |
| 4             | Common errors | 5                       | 5M           |
| 5             | Matching      | 5                       | 5M           |
|               | <b>Total</b>  | <b>25</b>               | <b>25</b>    |

**Department Of English**  
**Certificate course**  
**Model Question Paper**

**Time: 3 hours**

**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)brIŋ  |
| 4) Guide  | D) meik |
| 5) Cut    | E) gaid |

