

ALPHONSA COLLEGE THIRUVAMBADY
DEPARTMENT OF ENGLISH



Certificate Course on
Basic Grammar & Academic Writing
ENGCC04

Coordinator: Robin George

Fee Structure: INR 500 (Per student)

Duration of the course: 3 Months

Total Hours: 30

Basic Grammar & Academic Writing

Overview

Basic Grammar & Academic Writing in English is designed to enhance the needs of the present day situation which necessitates a proper mastery of communication and writing skills. This is a 30 hour English speaking & writing course that includes diverse learning methods to help you to be better in English in ordinary, academic and professional realms. At the end of the course, students will be equipped in communication & writing skills to interact in English Language.

Key Objectives

- To develop writing skills to learn to integrate writing and thought and to apply the conventions of academic writing correctly.
- To equip the participants to build confidence through mock sessions.
- To equip the participants to communicate & write effortlessly in English
- To acquire the correct sense of format, syntax, grammar, punctuation and spelling.
- To acquire the concepts, principles and vocabulary of reasoning and argumentation and use analysis, synthesis and evaluation of advance arguments.
- To gain understanding of discourse conventions ranging from structure and paragraphing to tone and mechanics.

Course Outcome

- Anticipate what they will gain from an educational experience
- Track their progress and help them to overcome the barrier.
- Develop confidence and positive attitude towards writing.
- The ability to write independently.

Tools

- Audio sessions
- Video sessions

Topics

Module 1.

- Tense
- Subject verb agreement
- Auxiliary verbs

- Simple, Compound & Complex Sentences

Module 2.

- Bio-data
- Covering Letter
- Interview
 - Mock session
 - Problems
- Techniques to build confidence
- Practical

Module 3.

- E-mail
- Useful Expressions