



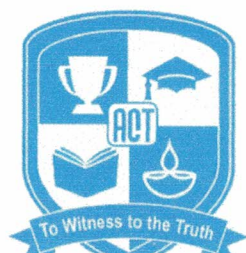
Alphonsa College Thiruvambady

Run by Educational Trust of Diocese of Thiruvananthapuram
Affiliated to the University of Calicut

Basic Grammar and Communication Skills
ENGCC11

2019-2020

ALPHONSA COLLEGE THIRUVAMBADY
DEPARTMENT OF ENGLISH 2019 -2020



Curriculum
on
the Certificate Course of
Basic Grammar & Communication Skills
ENGCC11

Coordinator: Bernard Jose
Fee Structure: INR 300 (Per student)

Duration of the course: 3 Months

Total Hours: 30



Basic Grammar & Communication Skills

Overview

Basic Grammar & Communication Skill 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 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 a positive attitude towards writing.
- The ability to write independently.

Tools

- Audio sessions
- Video sessions



[Handwritten Signature]
DR. CHACKO K.V.
Principal
2023

Topics

Module 1.Tense (10 Hours)

- Tense

1. Present

- Definition – Rules to be followed – Explanation on positive sentences – Negative sentences – Yes /No Question and W/H question

2. Past

- Definition – Rules to be followed – Explanation on positive sentences – Negative sentences – Yes /No Question and W/H question

3. Future

- Definition – Rules to be followed – Explanation on positive sentences – Negative sentences – Yes /No Question and W/H question

Module 2.Grammar (10 Hours)

- Subject verb agreement

- Subject – Introduction to the concept - Rules to be followed – Examples –Worksheet Analysis

- Auxiliary verbs

- Auxiliary verb – Introduction to the concept - Rules to be followed – Important usages - Examples – Worksheet Analysis

Module 3. Communication Skills (10 Hours)

- Sounding Very Polite
 - Introduction to the concept – Important usages – Different terms.
- Interview
 - Mock session – Problems – Problem solving technology – Practical assessment - Techniques to face the interview - Video sessions
- Techniques to build confidence
 - Practical assessment – Video sessions – Techniques to be applied – Activity analysis.


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Course Summary

Basic Grammar & Communication Skills 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 an endeavour by the English Department for the 1st semester students, during the 2019-20 academic year. This is a 30 hour English grammar & writing course that includes diverse learning methods to help the students to be better in English in ordinary, academic and professional realms. This course started from 03/10/2019 and ended on 08/12/2019. This course was instructed by Bernad Jose from the English Department. Total 22 students enrolled and all of them completed the course successfully.

At the end of the course, students are equipped with communication & writing skills to interact in English Language. The session developed writing skills to learn to integrate writing and thought and to apply the conventions of academic writing correctly. And it equipped the participants to build confidence through mock sessions. It motivated the participants to communicate & write effortlessly in English. The session gave the chance to acquire the correct sense of format, syntax, grammar, punctuation and spelling. And it gained understanding of discourse conventions ranging from structure and paragraphing to tone and

mechanics. This course made them anticipate what they will gain from an educational experience, Track their progress and help them to overcome the barrier and develop confidence and positive attitude towards writing. The ability to write & speak independently.




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Alphonsa College Thiruvambady

**ENGCC01 Basic Grammar and Communication Skills Examination,
January 2019 (Certificate Course)**

Time: 1 ¹/₂ hours.

Max Marks: 40

Fill in the blanks

1. one rupee coin. (Use appropriate article)
 - A. A
 - B. An
 - C. The
 - D. None
2. Students hard every time in the class.
 - A. Work
 - B. works
 - C. worked
 - D. Has worked
3. Nobody..... called for the party.
 - A. is
 - B. are
 - C. were
 - D. will
4. Everyone.....done the work.
 - A. Have
 - B. Is
 - C. Has
 - D. Are
5. Deepu plays football,.....?
 - A. Aren't they?
 - B. Doesn't he?
 - C. Did he?
 - D. Didn't he?

(5 X 1=5)

Answer in two or three sentences

6. What is an auxiliary verb? Give some examples for **auxiliary verb**.
7. One of the student play football everyday. **Correct the mistake**.
8. Mahesh is ready to go for walk as well as to play cricket. **Make this sentence into simple sentences**.
9. Find the full form of **CC, BCC and E-mail**.
10. What is blog?
11. Explain the Difference between CV and biodata.

12. Frame questions for the sentences

- A. The shop will be closed on Sundays
 - B. The morning train starts from the central station at 6.30 a.m.
13. Teacher is sitting..... a chair.
The students come visit the museum. **Use appropriate prepositions**
14. Its raining cats and dogs. **Find the meaning and make a sentence.**
15. Guitar/ plays/one/ of/ my/ friends.
The/ early/ catches/ bird/ prey. **Arrange the jumbled sentences**

(10 X 2= 20)

Answer any two of the following:

16. Prepare cover letter and resume for the post of Trained Graduate Teacher at St. Alosiyus HSS Kunduthod.
17. Prepare an essay on "Importance of Women Empowerment".
18. Prepare a complaint E- mail to Agriculture Officer, reporting the draw backs of chemical fertilizers provided by the Krishi Bhavan.

(2 X 12.5= 25)


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Basic Grammar Add-on

- 1 The
- 2 speaks
- 3 Students
- 4 Has
- 5 Don't they

6. An Auxiliary verb is a helping verb, that adds functional or grammatical meaning to the clause so as to express tense, aspect

- you are never too old to learn
- The children were playing with a ball

7 He plays football everyday

8. Tony is ready for walk to play cricket
Tony is ready to go for walk
Tony is ready to play cricket

9. cc - Carbon copy

Bcc - Blind carbon copy

Email - Electronic mail

10. A blog is a discussion or informational website published on the world wide web consisting of discrete, often informal diary-style text entries

11. • A cv is a longer academic diary that includes all your experience, certificates, and publications
- A resume is a one Page summary of your work experience and background relevant to the Job you are applying to.

12. Does the shop open in Sunday?
when does the morning train start?

13. Teacher is sitting on a chair
The students come to visit the museum

15. One of my friends plays violin
The early bird catches prey

17. Online learning is one of the efficient trend in educational sector around the globe
In ~~Enternet~~ E-learning the students can study either from home or other places where they want. It is more convenient for them. They can acquire learning material online. The study materials in online education could be texts, audio, notes, videos, and images. The method of study has benefits and drawbacks

online education is suitable for those who can not visit or obtain the traditional education method. Online education provides a myriad of advantages for people, as well as companies because it allows for, among others. A great way to benefit more from online education is to consolidate online education and traditional ways of teaching.

Schools and institutions that offer online education are also growing in number. Students pursuing degrees through online methods must be scrupulous in ensuring their coursework is completed through a valued and accredited university.

With online class, we don't need to travel to a different city or commute long distances. We can stay where we are and keep our current job while we work toward improving our careers with an online degree.

using the computer too much can make the students prone to plagiarism. It can also cause vision problems. Online education may also destroy the physical development. Online education can be quite complicated for a person to be accountable for their own learning without someone to drive them to do something.

18.

From : nadil salam@gmail.com

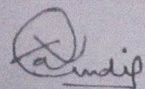
To : Koodanji panchayat 123@gmail.com

Bcc :

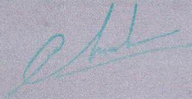
Sub : Re The draw backs of chemical fertilizers provided by the panchayat

Sir, The chemical fertilizers which the panchayat provided were very expensive. The ingredients in the fertilizers are toxic to the skin and respiratory system. Excessive use of fertilizers will damage the plants and reduces soil fertility. Leaching occurs and the fertilizers reach the rivers causing eutrophication. Chemical fertilizers affect micro organisms living in the soil. Chemical fertilizers are highly soluble in water hence they leach away into groundwater without fully benefit. I hope you have understood and will take required action.

Thank you

 Nadil

14. Alen and Iiji tied the knot in 2021
Tie the knot - get married



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Basic Grammar & Communication Skills
An Add – On Course for BA English Students 2019-2020

ENROLLMENT LIST

SL.NO	NAME OF PARTICIPANTS	SIGNATURE
1	Adithya K.	<i>Adithya</i>
2	Baismi Baiju	<i>Baismi</i>
3	Teni Ben Thomas	<i>Tenish</i>
4	Grace Mariya George	<i>Grace</i>
5	Alex Rossario Antony	<i>Alex</i>
6	Aiswarya T. P.	<i>Aishwarya</i>
7	Ashin Benny	<i>Ashin</i>
8	Roshan Benny	<i>Roshan</i>
9	Jespin Emmanuval	<i>Jespin</i>
10	Remin Roy	<i>Remin</i>
11	Ashin Benny	<i>Ashin</i>
12	Sayanthana P. S.	<i>Sayanthana</i>
13	Vishal Biju	<i>Vishal</i>
14	Noel Tom	<i>Noel</i>
15	Sunisha C.	<i>Sunisha</i>
16	George Joseph Ignatious	<i>George</i>
17	Treesa Antony	<i>Treesa</i>
18	Ambili M. G.	<i>Ambili</i>
19	Arya Ajayakumar	<i>Arya</i>

20	Jesna George	<i>Jesna</i>
21	Soorya Gayathri K	<i>Soorya</i>
22	Namitha S Krishnan	<i>Namitha</i>

Dr. Chacko K.V.

Bernard Jose

Dr. Chacko K.V.
DR. CHACKO K.V.
 PRINCIPAL
 ALPHONSA COLLEGE THIRUVAMBADY
 THIRUVAMBADY P.O., KOZHIKODE-673603



Alphonsa College Thiruvambady

2019 - 2020

ATTENDANCE REGISTER

Department : Dept. of English

Add On Course : Basic Grammar & Communication Skills

Month : October - December

Time : 4.30 PM to 5.30 PM

No.	Name of the Student	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10
Date		3/10/19	4/10/19	5/10/19	6/10/19	7/10/19	11/10/19	12/10/19	13/10/19	14/10/19	17/10/19
1	Adithya K.	P	P	P	P	P	P	P	P	P	P
2	Baismi Baiju	P	P	P	P	P	P	P	P	P	P
3	Teni Ben Thomas	P	P	AB	P	P	P	P	P	P	P
4	Grace Mariya George	P	P	P	P	P	P	P	P	P	P
5	Alex Rossario Antony	P	P	P	P	P	P	P	P	P	AB
6	Aiswarya T. P.	P	P	P	P	P	P	P	P	P	P
7	Ashin Benny	AB	P	P	P	P	AB	P	P	P	P
8	Roshan Benny	P	P	P	P	P	P	P	P	P	P
9	Jespin Emmanuval	P	AB	P	P	P	P	P	P	P	P
10	Remin Roy	P	P	P	P	P	P	P	P	P	P
11	Ashin Benny	P	P	P	P	P	P	P	P	P	P
12	Sayanthana P. S.	P	P	P	P	P	P	P	AB	P	P
13	Vishal Biju	P	P	P	P	P	P	P	P	P	P
14	Noel Tom	P	AB	P	P	P	P	P	P	P	P
15	Sunisha C.	P	P	P	P	P	P	P	P	P	P
16	George Joseph	P	P	P	P	AB	P	P	P	P	P

[illegible][illegible][illegible]

11	Ashin Benny	P	P	P	P	P	P	P	P	P	P
12	Sayanthana P. S.	P	P	P	P	P	P	P	AB	P	P
13	Vishal Biju	P	P	P	P	P	P	P	P	P	P
14	Noel Tom	P	AB	P	P	P	P	P	P	P	P
15	Sunisha C.	P	P	P	P	P	P	P	P	P	P
16	George Joseph Ignatious	P	P	P	P	AB	P	P	P	P	P

SL.NO	Name of the Student	Day 11 3/11/19	Day 12 5/11/19	Day 13 6/11/19	Day 14 11/11/19	Day 15 12/11/19	Day 16 13/11/19	Day 17 14/11/19	Day 18 18/11/19	Day 19 19/11/19	Day 20 24/11/19
17	Treesa Antony	P	P	P	P	P	P	P	P	P	P
18	Ambili M. G.	P	P	AB	P	P	P	P	P	P	P
19	Arya Ajayakumar	P	P	P	P	P	P	P	P	P	P
20	Jesna George	P	P	P	P	P	AB	P	P	P	P
21	Soorya Gayathri K	P	P	P	P	P	P	P	P	P	P
22	Namitha S Krishnan	P	P	P	P	P	P	P	AB	P	P

No.	Name of the Student	Day 21	Day 22	Day 23	Day 24	Day 25	Day 26	Day 27	Day 28	Day 29	Day 30
Date		25/11/19	26/11/19	27/11/19	30/11/19	3/12/19	4/12/19	05/12/19	06/12/19	07/12/19	08/12/19
1	Adithya K.	P	P	P	P	P	P	P	P	P	P
2	Baismi Baiju	P	P	P	P	P	P	P	P	P	P
3	Teni Ben Thomas	P	P	AB	P	P	P	P	P	P	P

4	Grace Mariya George	P	P	P	P	P	P	P	AB	P	P	Am
5	Alex Rossario Antony	P	P	P	P	P	P	P	P	P	AB	Al
6	Aiswarya T. P.	P	P	P	P	P	P	P	P	P	P	Ad
7	Ashin Benny	AB	P	P	P	P	AB	P	P	P	P	Ad
8	Roshan Benny	P	P	P	P	P	P	P	P	P	P	Ad
9	Jespin Emmanuval	P	AB	P	P	P	P	P	P	P	P	Je
10	Remin Roy	P	P	P	P	P	P	P	P	P	P	Re
11	Ashin Benny	P	P	P	P	P	P	P	P	P	P	Ad
12	Sayanthana P. S.	P	P	P	P	P	P	P	AB	P	P	Si
13	Vishal Biju	P	P	P	P	P	P	P	P	P	P	Va
14	Noel Tom	P	AB	P	P	P	P	P	P	P	P	No
15	Sunisha C.	P	P	P	P	P	P	P	P	P	P	Su
16	George Joseph Ignatious	P	P	P	P	AB	P	P	P	P	P	Ge
17	Treesa Antony	P	P	P	P	P	P	P	P	P	P	Tr
18	Ambili M. G.	P	P	P	P	P	P	P	P	P	P	Am
19	Arya Ajayakumar	P	P	P	AB	P	P	P	P	P	P	Ar

20	Jesna George	P	P	P	P	P	P	P	P	P	P	Je
21	Soorya Gayathri K	P	P	P	P	P	P	P	P	P	P	So
22	Namitha S Krishnan	P	P	P	P	P	AB	P	P	P	P	Na

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Dr. Chacko K.V.

Bernard Jose

Basic Grammar & Communication Skills
An Add – On Course for BA English Students 2019-2020
SCORESHEET

SL.NO	NAME OF PARTICIPANTS	Score
1	Adithya K.	A
2	Baismi Baiju	A+
3	Teni Ben Thomas	A
4	Grace Mariya George	A
5	Alex Rossario Antony	A+
6	Aiswarya T. P.	A
7	Ashin Benny	A
8	Roshan Benny	A
9	Jespin Emmanuval	A+
10	Remin Roy	A+
11	Ashin Benny	A+
12	Sayanthana P. S.	A+
13	Vishal Biju	A
14	Noel Tom	A
15	Sunisha C.	A
16	George Joseph Ignatious	A+
17	Treesa Antony	A+
18	Ambili M. G.	A
19	Arya Ajayakumar	A

20	Jesna George	A+
21	Soorya Gayathri K	A+
22	Namitha S Krishnan	A+

Dr. Chacko K.V.

Bernad
Bernad Jose

Dr. Chacko K.V.
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THIRUVAMBADY P.O., KOZHIKODE-673603





Alphonsa College Thiruvambady

Run by Educational Trust of Diocese of Thamarassery
Affiliated to the University of Calicut.

CERTIFICATE

This is to certify that

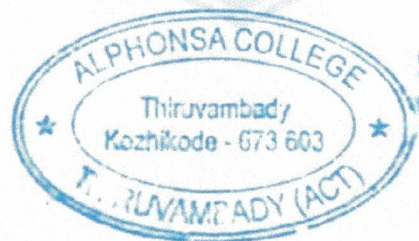
SAYANTHANA P S

has successfully completed an add-on-course on

'Basic Grammer And Communication Skills '

With 'A' Grade in the academic year 2019-2020 organized by Post Graduate
Department of English.

Mr. Sebastian Cherian
HoD
Department of English



Dr. Chacko K. V
(Principal)