

**2020-21**

# **GRAMMAR AND COMMUNICATION SKILLS**

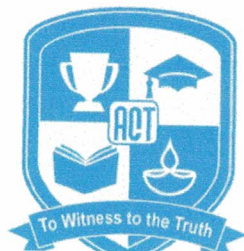
**ENGCC12**



**Alphonso College Thiruvambady**

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

**ALPHONSA COLLEGE THIRUVAMBADY**  
**DEPARTMENT OF ENGLISH 2020 -2021**



**Curriculum**  
**on**  
**the Certificate Course of**  
**Basic Grammar & Communication Skills**  
**ENGCC12**

**Coordinator: Robin George**

**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 positive attitude towards writing.
- The ability to write independently.

## **Tools**

- Audio sessions
- Video sessions

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## **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 a 30 hour English grammar & 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 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.

  
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**Alphonsa College Thiruvambady**

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

**Time: 1 <sup>1</sup>/<sub>2</sub> hours.**

**Max Marks: 40**

**Fill in the blanks**

1. --- Chinese language is difficult
2. A lot of ships cross---- Pacific Ocean.
3. We must help -- poor.
4. He always speaks — truth.
5. He is --- MLA

**(5 X 1=5)**

**Answer in two or three sentences**

6. What is adjective? Give some examples for **adjective**
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 three idiots" is my favourite movie.
- B. The morning train starts from the central station at 6.30 a.m.

The students come ..... visit the museum. **Use appropriate prepositions**

13. Its raining cats and dogs. **Find the meaning and make a sentence.**
14. Guitar/ plays/one/ of/ my/ friends. **Arrange the jumbled sentences**

**(10 X 2= 20)**

**Answer any two of the following:**

15. Prepare an essay on "The Importance of English".
17. Prepare a complaint E- mail to Agriculture Officer, reporting the drawbacks of chemical fertilizers provided by the Krishi Bhavan. **(2 X 12.5= 25)**

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Answers

1. The
2. the
3. the
4. the
5. an.
6. which qualifies the noun. ex: beautiful, large
7. He plays football everyday
8. Tony is ready for a walk. He is also ready to play cricket.
9. CC - Compact Copy; BCC - Blind Compact Copy  
E-mail - Electronic mail.
10. Blog refers to writing, photography and other media that's self published online. It is an opportunity for individuals to write diary-style entries.
11. A resume is a one-to-two page document present key facts about one's professional experience, educational background and skills. A CV is a longer document that details the whole course of career.
12. Which is your favorite movie?
13. When is the morning train starts from the railway station?
14. Unusually, unbelievably hard. Yesterday it was raining cats and dogs. Heavy raining.

15.

## Importance of English

Nowadays, English is not simply a language. It has become a life style. It is a language that is dynamic and is continuously evolving. All this development is mainly due to social media, where the majority of interaction takes place in English.

English is sometimes termed as career language as well because many employers demand the ability to understand English from their employees properly. It is a core language in most of the multinational transactions. For world wide recognition, knowledge of English is a must.

Since English can reach the majority of people easily, most of the information, that is available on the internet is in this language.






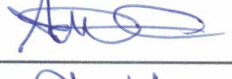



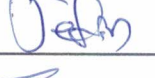
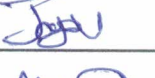
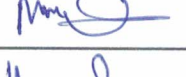



It is the universal language for any form of print media. It is a language that is easy to understand and comprehend. The important books that are supposed to reach out to a major chunk of people are written in English.

Learning to communicate in English effectively is crucial in our day to day lives because this language is used in most of the industries, like teaching, journalism, business and the list is never-ending.

To prosper in international business, the knowledge of English is essential.

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**Basic Grammar & Communication Skills**  
**An Add – On Course for**  
**BAEnglish Students 2020-2021**  
**ENROLLED STUDENT LIST**

SL.NO	NAME OF PARTICIPANTS	SIGNATURE
1	Adarsh C	
2	Aji K Krishnan	
3	Ajil Shaji	
4	Alen Shibu	
5	Ann Mariya Joseph	
6	Athul Joy	
7	Abin Siby	
8	Delna Joseph	
9	Jefin George	
10	Jefin Thankachan	
11	Joyal Antony	
12	Mannya M Dominic	
13	Hima Joshy	
14	Samuel V. J.	
15	Shown Thankachan	

  
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**Robin George**

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## 2020 - 2021

14	Samual Vadakkan	P	AB	P	P	P	P	P	P	P	P
15	Shoen Thankachan	P	P	P	P	P	P	P	P	P	P

No.	ENG03 Bernad Jose	D11	D12	D13	D14	D15	D16	D17	D18	D19	D20
Date		19/11 FRI	20/11 SAT	22/11 MON	23/11 TUE	24/11 WED	25/11 THU	26/11 FRI	27/11 SAT	29/11 MON	30/11 TUE
1	Adarsh C	P	P	P	P	P	P	P	P	P	P
2	Aji K Krishnan	P	P	P	P	P	P	P	P	P	P
3	Ajil Shaji	P	P	AB	P	P	P	P	P	P	P
4	Alan Shibu	P	P	P	P	P	P	P	P	P	P
5	Athul Joy	P	P	P	P	P	P	P	P	P	AB
6	Abin Siby	P	P	P	P	P	P	P	P	P	P
7	Annmariya	AB	P	P	P	P	AB	P	P	P	P
8	Delna Joseph	P	P	P	P	P	P	P	P	P	P
9	Hima Joshy	P	AB	P	P	P	P	P	P	P	P
10	Jerin Thankachan	P	P	P	P	P	P	P	P	P	P
11	Jeffin George	P	P	P	P	P	P	P	P	P	P
12	Joyal Antony	P	P	P	P	P	P	P	AB	P	P
13	Manya Dominic	P	P	P	P	P	P	P	P	P	P
14	Samual Vadakkan	P	AB	P	P	P	P	P	P	P	P

15	Shoen Thankachan	P	P	P	P	P	P	P	P	P	P
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No.	ENGC03 Bernad Jose	D21	D22	D23	D24	D25	D26	D27	D28	D29	D30
Date		2/12 THU	3/12 FRI	6/12 MON	7/12 TUE	8/12 WE D	9/12 THU	10/12 FRI	11/12 SAT	14/12 TUE	22/12 WED
1	Adarsh C	P	P	P	P	P	P	P	P	P	P
2	Aji K Krishnan	P	P	P	P	P	P	P	P	P	P
3	Ajil Shaji	P	P	AB	P	P	P	P	P	P	P
4	Alan Shibu	P	P	P	P	P	P	P	P	P	P
5	Athul Joy	P	P	P	P	P	P	P	P	P	AB
6	Abin Siby	P	P	P	P	P	P	P	P	P	P
7	Annmariya	AB	P	P	P	P	AB	P	P	P	P
8	Delna Joseph	P	P	P	P	P	P	P	P	P	P
9	Hima Joshy	P	AB	P	P	P	P	P	P	P	P
10	Jerin Thankachan	P	P	P	P	P	P	P	P	P	P
11	Jeffin Jeorge	P	P	P	P	P	P	P	P	P	P
12	Joyal Antony	P	P	P	P	P	P	P	AB	P	P
13	Manya Dominic	P	P	P	P	P	P	P	P	P	P
14	Samual Vadakkan	P	AB	P	P	P	P	P	P	P	P
15	Shoen Thankachan	P	P	P	P	P	P	P	P	P	P

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**SCORESHEET**

SL.NO	NAME OF PARTICIPANTS	SCORE
1	Adarsh C	A
2	Aji K Krishnan	A
3	Ajil Shaji	A <sup>+</sup>
4	Alen Shibu	A
5	Ann Mariya Joseph	A <sup>+</sup>
6	Athul Joy	A <sup>+</sup>
7	Abin Siby	A
8	Delna Joseph	A <sup>+</sup>
9	Jefin George	A
10	Jefin Thankachan	A
11	Joyal Antony	A
12	Mannya M Dominic	A
13	Hima Joshy	A
14	Samuel V. J.	A <sup>+</sup>
15	Shown Thankachan	A

  
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## CERTIFICATE OF EXCELLENCE

This is to certify that

**HIMA JOSHY**

Has Successfully Completed an Add-on course on

**'Basic Grammar And Communication Skills'**

With 'A' Grade in the academic year 2020-2021

Organized by Post Graduate Department of English



**Alphonsa College Thiruvambady**

**DR. CHACKO K.V.**

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Mr. Sebastian Cherian

*HoD  
Department of English*



DR. CHACKO K.V

(Principal)