

**An Add-on Course Offered
by the Department of
English**



GRAMMAR AND COMMUNICATION SKILLS

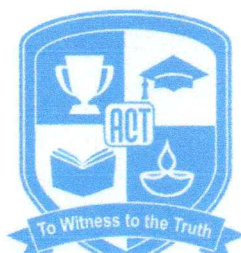
ENGCC04

2017-2018



Alphonsa College Thiruvambady
Run by Educational Trust of Diocese of Thamarassery
Affiliated to the University of Calicut

ALPHONSA COLLEGE THIRUVAMBADY
DEPARTMENT OF ENGLISH 2017 -2018



Curriculum
on
the Certificate Course of
Basic Grammar & Communication Skills
ENGCC04

Coordinator: Danny 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.

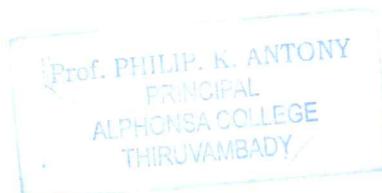
Course Outcome

- 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

Prof. Philip



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

Prof. Philip
Prof. PHILIP. K. ANTONY
PRINCIPAL
ALPHONSA COLLEGE
THIRUVAMBADY

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 4th semester students, during the 2017-18 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 03/10/2017 and ended on 10/11/2017. This course was instructed by Danny Jose, from the English Department. Total 28 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.

Dr. Philip
Prof. PHILIP. K. ANTONY
PRINCIPAL
ALPHONSA COLLEGE
THIRUVAMBADY.



Alphonsa College Thiruvambady

**ENGCC- Basic Grammar and Communication Skills
Examination, January 2018 (Certificate Course)**

Time: 1 $\frac{1}{2}$ hours.

Max Marks: 50

Fill in the blanks

1. The thief was sent to ----- prison(Use appropriate article)
 - A. A
 - B. An
 - C. The
 - D. None
2. ---- meat you cooked tasted good.
 - A. A
 - B. An
 - C. the
 - D. None
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. Which is a noun?
 - a) govern

b)government

6. Choose the correct prepositions: "Let's meet _____ midday
_____ Saturday."

a) at, at

b) in, on

c) at, on

7. Which are correct? "You won't be working _____ Saturday
nights _____ the future, will you?"

a) at, in

b)on, in

c)on, at

8). I'm busy _____ moment, but I'll be free _____ evening."

a) at the, in this

b) in the, at this

c) at the, this

9. In which sentence does a noun follow an adjective?

a) Their team played well.

b) It's a good, strong team.

9)A word is almost certainly a noun if it ends with

-ness

-est

10. Can you write — this pen.

A. by

B. in

C. with

D. on

(10 X1=10)

Answer the following

11. Mahesh is ready to go for walk as well as to play cricket. **Make this sentence into simple sentences.**

12. Find the full form of **CC, BCC and E-mail.**

13. What is blog?

14. Explain the Difference between CV and biodata.

15. It's raining cats and dogs. **Find the meaning and make a sentence.**

Guitar/ plays/ one/ of/ my/ friends.

(5 X5= 25)

Answer of the following:

Prepare cover letter and resume for the post of a PGT in Infant Jesus English medium school , Thiruvampady.

Prepare an essay on "Importance of reading".

Prepare a complaint E- mail to Agriculture Officer, reporting the drawbacks of chemical fertilizers provided by the Krishi Bhavan.

(3x5= 15)



Pooja Lakshmi Ajith
BA English
2nd year

1. C. The
2. B. Speaks
3. B. Students
4. C. Has
5. D. Don't they?

6. Auxiliary verb

An auxiliary verb is used to add functional or grammatical content to the information expressed by another verb, considered to be the main verb.

← Examples :- is, am, are, may, might, can, could, shall, should, will, would, etc.

7. He plays football everyday.

✶ In subject-verb agreement singular subject always ^{Here} takes use single verb. So 'he' is single and so 'plays' must be used.

8. Tony is ready to go for walk as well as to play cricket.
→ Tony is ready for both walking and playing.

9. CC → Carbon Copy
 BCC → Blind Carbon Copy
 E-mail → Electronic mail

10. Blog

Blog is a short form of 'Weblog'. It is an online version of a journal. There are private blogs, but most of the blogs share one's thoughts to the readers/visitors.

11. Difference b/w CV and Resume

CV is a summary of your career history, and the skills and experience you have gained. Curriculum Vitae includes personal details, qualifications and standard exams, jobs and clinical experiences, conferences and symposiums, courses and workshops, lectures and seminars delivered, researches and publications, activities and voluntary works, academic interests, references, and personal interests. But Resume is the summary of educational qualification details which highlights skills and experience relevant to the field. Its purpose is to get an interview call.

12. A. Will the shop be open on Sundays?

B. When does the morning train start from the central station?

13. The teacher is sitting on a chair.
The students come to visit the museum.
14. Tie the knot - get married.
They are planning to tie the knot next year.
15. One of my friends plays violin.
Early bird catches the prey.

16. Resume

Sona Ray

Address : Punathil (H), Kayilandi, Kozhikode

Contact No : 9280567801

E-mail : sonapunathil@gmail.com

Objective:

Seeking a post as English teacher where I will be able to utilize my knowledge and skills and ability to work well with people, which will allow me to grow personally and professionally with the well equipped facilities at St Joseph's HS with two years of educating.

Work Experience:

High School Teacher

Presents School Chevayoor

(June 2017 - June 2019)

Skills

Fluency in English

Comfortable writing and speaking

Computer literacy

Education

Bachelor of Arts in English Literature

Calicut University, Kozhikode

2006 - 2009

Master of Arts in English Literature

~~2009 - 2012~~ Calicut University, Kozhikode

2009 - 2012

Cover letter

Sona Ray
Punathil (H)
Kozhikode

Aug 11, 2021

Mr. Chacko
Principal
St. Joseph High School
Kozhikode

Dear Mr. Chacko

I am writing to express my interest in the post of Trained Graduate Teacher at in your school St. Joseph's HS Kozhikode. I was delighted to see your advertisement in the newspaper.

As an ~~experienced~~ experienced person in educating english, I believe that it will certainly benefit my future workplace in a positive way.

I would be extremely happy, if you could schedule an interview, so that you can assess me better. I have attached my resume with this letter.

⑥

and I look forward to meeting you at the earliest.

Yours sincerely

Sona Ray

17. Online Education

Online education, the best way of teaching during the pandemic. It is highly important to say that learning is no longer confined within the four walls of a classroom. Online education enables the teacher and the student to set their own learning pace. ~~And~~ Everything is at the finger tip through online education.

As online education is helpful, it has its own demerits too. It creates mental issues for the students. And the main treat is network issues. Everyone is not provided with proper network. It lacks the face to face interaction. Teachers are not able to know whether the students were listening or not.

Online education saves time and money. It is very help to learn from anywhere, world wide. ~~And~~ Greater ability to concentrate. Very comfortable way of studying.

(9)

Online education's potential advantages involve increased educational access; it provides a high quality learning opportunity.

X ————— X

Handwritten signature

PHILIP R. ANTONY
PRESIDENT
ALFRED A. COLLEGE
HUNTSVILLE, ALABAMA

