

**GOVERNMENT DEGREE COLLEGE, BARUVA**

**Srikakulam Dist**

**Department of English**

**Certificate Course in**

**'BASIC SKILLS IN ENGLISH  
LANGUAGE'**

**Department incharge**

**Sri. B. Rambabu**

**M.A., SET, NET**

**Lecturer in English**

**Course Coordinators**

**Sri. B. Rambabu.**

**Sri. P. Seetharam**

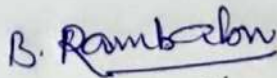


## CIRCULAR

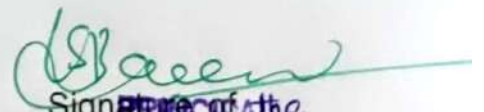
Baruva,

20/11/2021

The department of English, Government Degree College, Baruva is planning to conduct a Certificate a course in 'Basic Skills in English Language' from 23rd November 2021 to 7th January 2022. The students, who are interested in this certificate Course, are informed to enrol their names to the incharge of the department. Certificate will be issued to the students after completion of the course with 75% of attendance.



Signature of the incharge  
B. RAMBABU  
the Lecturer in English  
Principal  
Government Degree College Baruva  
Srikakulam Dist.



Signature of the  
Principal  
Govt. Degree College  
BARUVA, Srikakulam (Dist)

## **BRIEF REPORT**

The Department of English, Government Degree College, Baruva conducted a Certificate Course in 'Basic Skills in English Language' from 23rd November 2021 to 7th January 2022 (45 hours).

Initially the department of English met the principal to seek approval of the syllabus for the certificate course. The principal scrutinised the syllabus and permitted to conduct the course. Every day the coordinators of the course took the classes at the available hours to complete the course. The principal frequently visited the classes and assessed the knowledge acquired by the students. A total of 25 students enrolled in the Certificate Course. All the enrolled students attended the classes actively and acquired the basic skills in English Language.

On the final day, the examination for 50 marks was conducted under the supervision of the principal and incharge of the department. The results were published and certificates were issued

# Government Degree College, Baruva

## Certificate Course in Basic Skills in English Language

Duration: 1 hour

Marks: 50

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I. Pick out the right options for the following multiple choice question from the given options

1. Which one of the following conveys the highest stage of politeness?

A) Can B) Would C) May D) Could

2. I may help you in this matter. What sort of function is this?

A) Possibility B) capability C) Habit D) Past Habit

3. He went **home** an hour ago. Identify the part of speech of the word in bold

A) Noun B) Pronoun C) Adverb D) Adjective

4. You are the responsible ----- the problems

A) For B) At C) to D) With

5. If you help me , I will complete that in time

(Convert into Simple Sentence)

- a) Incase helping me, I will complete that in time
- b) Incase of helping me, I would complete that in time
- c) Incase of helping me, I will complete that in time
- d) Incase helping me, I will completed that in time

6. Tarun can help you surely in this matter. What function of language is mentioned here?

- A) Ability      B) past ability      C) Probability      D) Offer

**7. May I help you? What function of language is this?**

- A) Offer    B) Request    C) Permission    D) Question.

**8. Can you bring it for me? What function of language is mentioned here?**

- a) Formal Request      B) Informal Request      C) Formal Permission  
D) Informal Permission

**b) 9. The USA is ----- in the world**

- A) one of the biggest countries      B) the biggest      C) biggest  
D) most biggest

**10. Raju said that he ----- an innocent in the matter of crime**

- A) was    B) is    C) had    D) has been

**11. Because of Sachin's batting, India won many matches  
(Change into  
compound sentence)**

- A) Because Sachin batted, India won many matches  
B) As Sachin batted, India won many matches  
C) Despite Sachin batted, India won many matches  
D) Sachin batted so India won many matches

**12)----- you are old enough, you can solve your problems**

- A) As soon as    B) Now that    C) In spite of    D) Due to

13) I did my job----- they appreciated

- A) So    B) therefore    C) because    D) as soon as

14) Prakash is the ----- of all the students

- A) Clever    B) cleverer    C) Cleverest    D) Most cleverest

15. I could lift 50kgs of weight .What language function is this?

- A) Present ability    B) Past Ability    C) Future Ability    D)Indefinite Ability

16) Adjudicators means

- A) Judge    B) Speaker    C) Opponent    D) Supporter

17.Adjudicator is related to

- A) Group Discussion    B) Debate    C) Role Play    D)JAM

18. Expand JAM

- A) Just a Minute    B) Just A Moment    C) Just a Miracle    D) Just A Man

19) what is the time given for speaking in JAM?

- A) One Minute    B) Two Minutes    C) Three Minutes    D) Five Minutes

20. Role play is meant for

- A) Improving Communication    B) knowing about roles    C) Preparing for acting

D) performing roles

**21. Role Play is an activity which can be done in**

A) Houses B) Class rooms C) Picnics D) Everywhere

**22) Which of the following is being used as a filtration process is selecting employees?**

A) Group Discussion B) Debate C) Role play D) Mock Interview

**23) Which of the following is important in Group discussion?**

A) Listening and Responding B) speaking without listening others  
C) Disagreeing Bluntly D) Criticising for every mistake of the participant

**24) What is the normal duration of a Group Discussion?**

A) 10 min B) 15 Min C) 20 Min D) 25 min

**25) He didn't ----- Cricket**

A) play B) playing C) played D) plays

# **Government Degree College, Baruva**

**Date 20-11-2021**

## **Notice**

It is hereby informed that a departmental (Dept.of English) meeting with IQAC will be held in the Department of English at 12 P.M regarding the conduct of Certificate Course

## **Agenda**

Conduct of Certificate Course and Confirmation of Title of the same

## **Resolution**

It is unanimously resolved to conduct a Certificate Course for the final year students of B.com & B.A groups in Basic Skills in English Language. It is further resolved that B.Rambabu & P.Seetharam, Lecturers in English, will act as the course coordinators and supervising resources for the same and the course starts from the 23<sup>rd</sup> November, 2021 to 7<sup>th</sup> January, 2022.

From

To

The Lecturer incharge

The Principal

Dept. of English

GDC, Baruva

Sub: Add on course in Basic Skills in English Language – permission -  
reg.

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With reference to the subject mentioned, the department of English of the college is planning to conduct a certificate course in "Basic Skills in English Language" during 2021-2022 academic year, which will enable the rural students to know the Basic Grammar and Communicative Skills in English Language which are very helpful in day-to-day correspondence. The classes for the said course will be held after or pre college hours for about 45 hours from 23.11.2021 to 07.01.2022.

Therefore, due permission may kindly be accorded with necessary cooperation to conduct the same.

Thanking you sir,

Yours sincerely,

Course Coordinators

1. B. Ramasubramanian
2. P. Seetharam

10. PRINCIPAL  
Govt. Degree College  
BARUVA, Srikakulam (Dist)

# **GOVERNMENT DEGREE COLLEGE, BARUVA**

**Srikakulam Dist**

## **A CERTIFICATE COURSE**

**in**

### **‘BASIC SKILLS IN ENGLISH LANGUAGE’**

#### **ABOUT THE COURSE:**

The course is primarily intended for ‘outgoing’ students, because they cannot make any formal study of English language during their final year of graduation. This inevitably leads to certain loss of interest in and touch with English during this crucial phase of education. Thus, this course aims at bridging this chasm.

The prime objective of the course, as already enunciated, is to make the outgoing students competent and confident in attempting competitive examinations successfully. Moreover, practical knowledge of grammar and usage is undeniably an added advantage to the student aspirants who want to develop their writing skills which require accuracy of form leading to meaningful expression.

Writing is a skill which demands grammatical accuracy. General English papers of all competitive examinations also demand students’ grammatical competence. Hence students need to make an examination-oriented study of practical English grammar. It also helps them a lot to develop their English writing competence.

After completion of their graduation, most of the students tend to learn General English from commercial coaching centers, indeed a pitiable scenario of the formal education system! Moreover, students hailing from rural and semi-urban areas have no access to such centers either. This course is primarily intended for such students. It is always believed that knowledge of practical and functional English grammar turns the students comfortable with acquisition process. It makes the acquisition process systematic. It avoids plausible obfuscation on the learner’s part, English being our second language.



The activity-based classroom methodology much preferred and practiced in recent times stresses more on spoken skills, while the 'specific' requirements of general English for competitive examinations are compellingly neglected. This add-on course, while giving due importance to the development of spoken skills, is expected to bridge this gap making the students more beneficial. It is also staunchly hoped that this course will develop students' passion for English.

#### Course Objectives :

1. To create interest in functional English
2. To make the outgoing students competent and confident in Basic English skills
3. To make the students an examination-oriented study of practical English language.
4. To make the students confident in speaking English fluently and accurately.
5. To improve the writing skills among the students.

## Syllabus:

1. Introduction about the course and course objectives & pre-test
2. Basic Sentence Structure in English [Functional labelling with subject, verb, object, complement and adjunct] : Comparison with MT structure
3. Structural features of V1,V2,V3,V1+ing, & 'Be', 'Do', 'Have' and 'Modal auxiliaries' [Right and wrong combinations of helping verbs with main verbs to form acceptable basic structures] -- Tense, time and aspect in English and important tense and time combinations in spoken English
4. Statement structure in positive and negative
5. Question structure in positive and negative with helping verbs as beginners [for yes/no type answers]
6. Question structure in positive and negative with Wh-words as beginners [ for information seeking]
7. Formation of individual sentences with 'Do' in its present and past[ do, does, did) forms leading to contextualised practice and production
8. Formation of individual sentences with 'Be' in its present and past [ is, am, are, were, was] finite forms leading to contextualised practice and production
9. Formation of individual sentences with 'Have' in its present and past [have, has, had] forms leading to contextualised practice and production.
10. Using Non-finite forms of 'Be' [ be, being, been] with other finite Forms in sentence formation
11. Sentences with 'modal auxiliaries' [ Will, shall, would, should, can, could, may, might, must, have to, had to, ought to, need, dare] with different shades of meaning in functional language]
12. English verbs of Frequency Band I and II and their usage in context.
13. Syntactic features of English verbs V1, V2, V3, V1+ing [Regular, irregular, transitive, intransitive, mono and ditransitive, finite, non-finite, ergative, reflexive, reciprocal etc. ]
14. Passive structure [ be+V3] with suitable verbs and examples in context. Subtle differences between active and passive voice in usage and judicious and meaningful use of passive voice
15. Reported speech in communicative English
16. Sentence formation using adjective clauses
17. Sentence formation using adverb clauses [conditionals etc.]
18. Expressing future in spoken English
19. Usage of basic vocabulary constituting nouns, adjectives [pure, -ed and -ing ] and adverbs useful in daily life situations.
20. Prepositions
21. Articles
22. Question tags in context

23. Sentence linkers/ cohesive devices in context
24. Phrasal verbs useful in spoken English
25. Subject – verb agreement
26. Noun, verb, adjective & adverb classification
27. English 5000 – vocabulary enrichment -- Synonyms, Antonyms, homonyms and homophones with nuances of intelligible pronunciation
28. Error correction

## Part – II

Language Functions: [Patterns and dialogues] [with three PPPs]

1. Advice & Suggestion
2. Requests & Invitations
3. Telephone talk
4. Greeting, introducing – Self introduction and introducing others
5. Seeking permission, Giving Permission & Refusing Permission
6. Asking about remembering , saying you remember & saying you have forgotten
7. Expressing sympathy
8. Complaining
9. Warning someone
10. Asking for someone's opinion & giving your opinion & saying you have no opinion
11. Asking if someone is sure, saying you are sure & saying you are not sure
12. Saying something in another way & correcting someone
13. Asking for information, asking if someone knows about something & saying you don't know
14. Reminding
15. Expressing surprise
16. Asking about likes, Expressing likes & dislikes
17. Important spoken expressions, Grand test and valediction

[Total 45 days i.e [28 + 17]

Course Designers

1. B. Ramakrishna
2. P. Seetharam



# GOVERNMENT DEGREE COLLEGE, BARUVA

(Affiliated to Dr. B.R.Ambedkar Univesity, Srikakulam Dist.)

Department of English



## COURSE COMPLETION CERTIFICATE

AISHE - C-24892

This is to certify that Mr/Ms. Thota Revathi, B.Com, with Regd.No. 1900661050 completed the 45 - days Certificate Course in 'BASIC SKILLS IN ENGLISH LANGUAGE' held from 23/11/2021 to 07/01/2022 at Government Degree College, Baruva

*B. Rambabu*

Course Coordinator

B. RAMBABU

Lecturer in English

Government Degree College Baruva

Srikakulam Dist.

*(Signature)*  
SRIKAKULAM DISTRICT  
BARUVA, Srikakulam (Dist.)