Dr. B. B. Hegde First Grade College, Kundapura

DEPARTMENT OF ENGLISH

SPOKEN ENGLISH CERTIFICATE COURSE

SYLLABUS

2018-19

Duration of Exam: 3 Hrs **Max. Marks : 100**

Total Number of Hours : 30

Objectives:

- To communicate more effectively in English.
- To help the learner get rid of his present flaws and mistakes in pronunciation and grammar.
- To improve spoken English skills.
- To build up the learners confidence in oral and interpersonal communication.

Learning Outcomes:

At the completion of the course the learner will be able to:

i) Develop vocabulary and improve the accuracy in grammar.
ii) Produce words with right pronunciation.
iii) Speak with more confidence and listen carefully to build rapport.
iv) Steer conversations and influence people.

MODULE ONE (GRAMMAR) – 10 hours

1) Parts of Speech -3 hours
2) Be forms of Verbs – 1hour
3) Present Tense – 1hour
4) Past Tense – 1hour
5) Future Tense – 1 hour
6) Active Voice & Passive Voice – 3 hours

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MODULE TWO (SPOKEN ENGLISH) – 20 hours

1) Introducing yourself and others – 2hours
2) Expressing yourself and describing others – 2 hours
3) Conversational Practices involving Direction, Expressing Gratitude, Suggestions, Apologizing and opinions. – 4 hours
4) Use full Expressions – 2 hours
5) General Conversation – 5 hours
6) Telephone and E-mail Etiquettes – 2 hours
7) How to face an Interview? – 3 hours

COORDINATOR

HOD

PRINCIPAL

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SPOKEN ENGLISH CERTIFICATE COURSE EXAMINATION-2019

Duration: 3Hrs **Marks: 100**

1. **Fill in the blanks with the right form of verbs:** **(1x5=5)**

a. One of the flowers…….. (has/have) wilted.

b. The staff …… (is/are) in a meeting to discuss their appraisals.

c. Twenty minutes …… (are/**is**) all I have to prepare for the meeting.

d. Either the captain or his team _____ (is/ are) responsible for the defeat.

e. The boy and the son of the politician _____ (is/ are) arriving.

2. **Do as directed:** **(1x6=6)**

a. The boy eats chocolates everyday.(Change the noun into a proper noun)

b. The dog barks at the stranger. (Identify the predicate)

c. Mary was present_____ Suzan was absent(fill a conjunction)

d. The dress was_____ (fill an adjective)

e. The crowd was enjoying the concert. (identify the collective noun)

f. We won the match (Add an interjection and rewrite)

3. **Change the tenses of the sentences according to the instructions given in the brackets:** **(1x6=6)**

1. My father …….. for a brisk walk in the evening.(simple present)

2. He …….. his breakfast when I reached his place. (Continuous tense)

3. We _____ here for four years. (Perfect)

4. I _____all the books written by Dickens. (Perfect)

5. Cows _____on grass. (Present)

6. I _____ eat so much ice-cream, I will fall sick. (Perfect)

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4. Write a short paragraph to introduce yourself to your new office collegues. Remember to include information such as where you come from, what language you speak, what you do in your free time and what kind of person you are and your qualifications. **(6)**

5. You are at a cookery show and you are supposed to cook a delicious breakfast. Write the ingredients that you will be using and the method to prepare it. **(8)**

6. You meet your classmate at a common party after many years. You are eager to know everything about the person. Write a conversation between you and your friend regarding the same. **(8)**

7. You have been called to attend an interview at a multinational company. Write a sample conversation of you facing the interview. Write about yourself and also about your interest and what is expected from them. **(10)**

8. You are new in the city and want to visit a famous tourist spot. You meet a stranger and enquire about the directions Write the dialogues that follow the chats between you and the stranger asking for directions. **(8)**

9. You are on the last day of your college life. Write a speech of gratitude which you need to render to your teachers and classmates. **(3)**

10. Write a letter of apology for the mishandling of accounts in the office transactions. **(10)**

11. You are on a voting campaign and you are supposed to describe the candidate and his/ her achievements and promises. Write a paragraph describing the candidate. **(10)**

12. **Punctuate the following:** **(2x5=10)**

a. When the teacher commented that her spelling was poor, Lynn replied All the members of my family are poor spellers. Why not me?

b . He used the phrase you know so often that I finally said No, I don't know.

c. The automobile dealer handled three makes of cars Volkswagens, Porsches, and Mercedes Benz.

d. Though Phil said he would arrive on the 9 19 flight, he came instead on the 10 36 flight.

e. Whoever thought said Helen that Jack would be elected class president?

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Dr. B.B. HEGDE FIRST GRADE COLLEGE KUNDAPURA

Department of English

Certificate Course on Communicative English

Budget for the year 2018-19

Receipts	Rs	Payments	Rs
Fees Collection from students (300x18 each)	5,400	Photocopy and material Remuneration to the staff Certificate Refreshment Miscellaneous	620 3,000 680 860 240
	5,400		**5,400**

Co-ordinator sign

Principal sign

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Certificate Courses- 2018-19

Sl. No	Code	Department	course
01	BBHYK001	Kannada	Yakshagana
02	BBHCE002	Commerce & Management	Consumer Education
03	BBHCE003	English	Communicative English

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Certificate courses: 2018-19

Result Sheet

Course Name: **Total Marks: 100**

Co-ordinators:

Sl. No.	Student Name	Marks obtained	Grade Point	Alpha Sign Grade
1.	Archana	92	9	O
2.	Dayanada	91	9	O
3.	Prarama. J.	84	8	A++
4.	Jamii	75	7	A+
5.	Abhishek	85	8	A++
6.	Dhalya	87	8	A++
7.	Ashirvada	68	6	A
8.	Dheeraj.G.	88	8	A++
9.	Karthik	92	9	O
10.	manoja	95	9	O
11.	dayanga	91	9	O
12.	Nithin	81	8	A++
13.	Prajwal	82	8	A++
14.	Pushpa Kevan	64	6	A
15.	Kevana Shetty	68	6	A
16.	Mohana	76	7	A+
17.	Prajwal	72	7	A+
18.	Praveen	89	8	A++

Co-ordinator

(Certificate Course)

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Certificate Course on Communicative English

2018-19

Sl.No	Roll No	Name	Class
1	2913	ARCHANA	B.Com 2nd
2	2921	DAYANANDA	B.Com 2nd
3	3043	PRASANNA S	B.Com 2nd
4	3060	SAVIN	B.Com 2nd
5	3601	ABHISHEK	B.Com 1st
6	3605	AHALYA	B.Com 1st
7	3613	ASHIRVADA	B.Com 1st
8	3615	ASHWINI G	B.Com 1st
9	3633	KARTHIK	B.Com 1st
10	3639	MANOJA	B.Com 1st
11	3641	NAGARAJA	B.Com 1st
12	3647	NITHIN	B.Com 1st
13	3654	PRAJWAL	B.Com 1st
14	3707	AKSHAYA KUMAR	B.Com 1st
15	3724	KIRANA SHETTY	B.Com 1st
16	3732	MOHANA	B.Com 1st
17	3743	PRAJWAL	B.Com 1st
18	3748	PRAVEEN	B.Com 1st

CO-ORDINATOR

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