

**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.

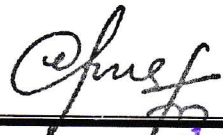
**Learning Outcomes:**

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 - 2 hours
- 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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**Dr. B. B. Hegde First Grade College, Kundapura**

**DEPARTMENT OF ENGLISH**

**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 colleagues. 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)
- When the teacher commented that her spelling was poor, Lynn replied All the members of my family are poor spellers. Why not me?
  - He used the phrase you know so often that I finally said No, I don't know.
  - The automobile dealer handled three makes of cars Volkswagens, Porsches, and Mercedes Benz.
  - Though Phil said he would arrive on the 9 19 flight, he came instead on the 10 36 flight.
  - 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**

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


  
**Co-ordinator sign**

  
**Principal sign**  
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**Dr. B.B. Hegde First Grade College, Kundapura**

**Certificate Courses- 2018-19**

<b>Sl. No</b>	<b>Code</b>	<b>Department</b>	<b>course</b>
<b>01</b>	<b>BBHYK001</b>	<b>Kannada</b>	<b>Yakshagana</b>
<b>02</b>	<b>BBHCE002</b>	<b>Commerce &amp; Management</b>	<b>Consumer Education</b>
<b>03</b>	<b>BBHCE003</b>	<b>English</b>	<b>Communicative English</b>

  
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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.	Archaa	92	9	O
2.	Dayanada	91	9	O
3.	Pranava. J.	84	8	A++
4.	Sauri	75	7	A+
5.	Abheer	85	8	A++
6.	Shalya	87	8	A++
7.	Ashirwada	68	6	A
8.	Aheer. G.	88	8	A++
9.	Karhee	92	9	O
10.	manoja	95	9	O
11.	Saparya	91	9	O
12.	Utkarsh	81	8	A++
13.	Prayansh	82	8	A++
14.	Prabhakar Kumar	64	6	A
15.	Karishma Shetty	68	6	A
16.	Mohana	76	7	A+
17.	Prayansh	72	7	A+
18.	Pradeep	89	8	A++

Co-ordinator

(Certificate Course)

Principal

Dr. B.B. Hegde First Grade College  
Kundapura -576201

**Dr. B.B. Hegde First Grade College, Kundapura**  
**Certificate Course on Communicative English**

**2018-19**

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

  
CO-ORDINATOR

  
Principal  
**PRINCIPAL**  
Dr. B.B. Hegde First Grade College  
Kundapura - 576201

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

## Application for Certificate Course 2018-19

Name of the Student : Ahalya  
Class & Section : IV B.COM  
Roll No. : 3605  
Father's Name : Chandra  
Contact Number : 9742310525  
Permanent Address : Hemadree pur of village

### Percentage of Marks

SSLC	PUC	I Sem.	II Sem.	III Sem.	IV Sem.	V Sem.	VI Sem.
65%	68%	67%					

Interested in Communicative English Certificate Course

- Yakshagana
  - Consumer Education
  - Communicative English
- (Choose any one Certificate Course)

### Undertaking :

I abide all the rules and regulations relating to the certificate courses offered by the Department.

Chandra  
Signature of the Parent

Ahalya  
Signature of the Student

Date :

Place :

(For office use only)

Admitted to Communicative English Certificate Course during the Academic Year 2018-19.

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

## REGULATIONS GOVERNING CERTIFICATE COURSE

1. **Title:** The programme shall be called Certificate course in respective disciplines.
2. **Eligibility for Admission:** A candidate admitted to any degree in Dr. B. B. Hegde First Grade College is eligible for admission to certificate course.
3. **Duration:** Duration of the certificate course shall be minimum of 30 hours of instruction including practical and should be completed in an academic year.
4. **Medium of instruction:** Medium of instruction and examination shall be in English/Kannada.
5. **Attendance:** A candidate shall be considered to have a satisfied requirement of attendance for the programme, if he/ she attends not less than 75% of classes actually held in each subject computed for theory or practical where ever applicable. However, shortage of attendance of 60% is condoned by the coordinator of the certificate course or the Principal.
6. **Hours of instruction and examination:** 30 hours minimum instruction.

Hours: 2 hrs/ week

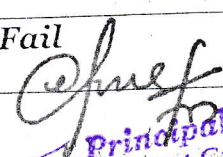
Duration of Exam: 3 hrs.

Max. Marks: 100/Subject

Min. Marks: 35%

**Percentage of marks for declaration of grades:** The grades are declared as following:

Aggregate percentage	Grade point	Alpha sign grade	Class
90% and above	9	O	First class with distinction
80% and above but below 90%	8	A++	
70% and above but below 80%	7	A+	
60% and above but below 70%	6	A	First Class
55% and above but below 60%	5	B+	High Second Class
50% and above but below 55%	4	B	Second Class
35% and above but below 50%	3	C	Pass Class
Below 35%	2	D	Fail

  
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# **GUIDELINES FOR CONDUCTING CERTIFICATE COURSE**

**IN**

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

1. The Students are permitted to take up any number of certificate courses according to their wish during the regular study in the College.

## **2. Admission procedure for certificate course:**

- 2.1 Each department should provide the detailed syllabus and examination pattern of certificate course by the last working day of academic year for admission in the next academic year for the programme to the coordinator of certificate course.
- 2.2 The Coordinator would prepare the list of all available certificate courses and publish it in the prospects of the College and publish in the College notice board for admission.
- 2.3 A student desired to admit to certificate course shall obtain application form from College office and submit it to the Head of the department of the concerned department organizing certificate course.
- 2.4 The Head of the department of departments should submit the application form to the coordinator.
- 2.5 The coordinator should publish the list of selected candidates and students should pay the fee within a week after publication of list.
- 2.6 The Head of the departments are required to enroll the students for classes after verifying fee paid receipt.
- 2.7 A student once joined the course is not permitted to discontinue for any reason and in no circumstances the fee paid will be refunded.

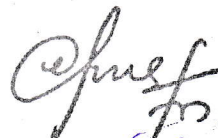
## **3. Examination:**

- 3.1 After completion of course each department should submit the attendance particulars and details of class conducted to the coordinator, on approval of coordinator the examination process can be initiated.
- 3.2 Each department should prepare question paper in accordance with the regulations and conduct the examination.

- 3.3 After the evaluation, mark sheet of students should be submitted to coordinator of the programme as per the schedule.
- 3.4 If student fails to get the minimum percentage of marks then they should appear for re-examination when it is offered.
- 3.5 The certificate will be issued by the coordinator through College office with seal and signature of the Principal.

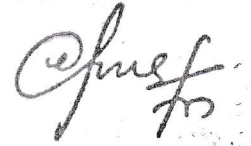
#### **4. Academic calendar for certificate course:**

- 4.1 Admission to the course: Within 15 days after reopening of College/Semester.
- 4.2 Publication of selected course: First week after reopening of College/Semester.
- 4.3 Payment of fees: Within third week after reopening of College/Semester.
- 4.4 Submission of shortage of attendance and course completion form to coordinators: Two weeks before commencement of examination.
- 4.5 Examination: one week before last week of respective academic year/semester.
- 4.6 Announcement of result: Before commencement of next academic year.
- 4.7 Issue of certificate: First week of next academic year/semester.

  
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## **REMUNERATION AND FEES OF CERTIFICATE COURSE**

1. Remuneration for the conductance of course should be approved by the coordinator of the course and the Principal of Dr. B. B. Hegde First Grade College, Kundapura.
2. Remuneration for teachers should be predecided in consultation with coordinator and the Principal by respective head of the departments or programme in-charge of respective course.
3. The fee for each course should be decided by the coordinator of the course with consultation of the Principal.
4. The fee would be collected by the college office and all the expenses will be paid by the office.
5. Except in the case of unavoidable conditions, expenses of the course should not exceed the income.



**Principal**  
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**Kundapura -576291**

**Documents to be submitted to the Coordinator of Certificate  
course  
by the HOD**

1. Application Form
2. Certificate Course Profile
3. Syllabus copy in prescribed format
4. Budget Form
5. List of students with allotted Register No.
6. Admission Register
7. Attendance Register
8. Attendance Shortage Form
9. Course Completion Form
10. Expense Form With Bills
11. Marks Card

*C. S. S.*  
**Principal**  
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Kundapura - 576201



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KUNDAPURA

*Certificate Course*

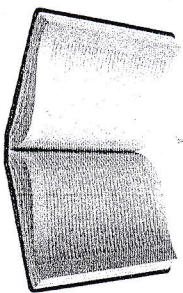
COMMUNICATIVE ENGLISH

This is to certify that Mr./Miss.....*ANALYA*.....

has successfully completed Communicative English Certificate Course during the year...*2018-19*.....

*Chief*

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



*Chief*  
Chief Co-ordinator



Dr. B. B. HEGDE FIRST GRADE COLLEGE  
KUNDAPURA

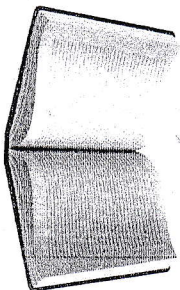
*Certificate Course*

COMMUNICATIVE ENGLISH

This is to certify that Mr./Miss.....*SAVINI*.....

has successfully completed Communicative English Certificate Course during the year.....*2018-19*.....

*Dr. B. B. Hegde*  
Principal  
Dr. B. B. Hegde First Grade College  
Prinkeshdapura



*[Signature]*  
Chief Co-ordinator