

# 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 attend 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: 3hrs.

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 <sup>++</sup>	
70% and above but below 80%	7	A <sup>+</sup>	
60% and above but below 70%	6	A	First Class
55% and above but below 60%	5	B <sup>+</sup>	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

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

# **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.

  
**Principal**  
PRINCIPAL

Dr. B. B. Hegde First Grade College  
Kundapura

## **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**  
PRINCIPAL  
Dr. B. B. Hegde First Grade College  
Kundapura

**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



**Principal**

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

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

**DEPARTMENT OF ENGLISH**

**SPOKEN ENGLISH CERTIFICATE COURSE**

**2019-20**

**Introduction:**

Speaking English is no longer a luxury to be enjoyed by a few people in the élite class, but has become a necessity in the backdrop of increased competition, information sharing and enlarged horizon of activities. By learning to speak English confidently, the student can enlarge his/her vision of thinking, expand the circle of contacts and contribute in an increasing measure to the organization he/she is working for. Speaking English also makes the student more confident to foster the students' ability of the oral expression and social interaction.

**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 your 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

*Anwaratha*  
**COORDINATOR**

*[Signature]*  
**H.O.D**  
**Dr. B. B. Hegde First Grade College**  
**Kundapura - 576201**

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

**Dr. B. B. HEGDE FIRST GRADE COLLEGE, KUNDAPURA**

**DEPARTMENT OF ENGLISH**

**SPOKEN ENGLISH 2019-20**

**Coordinators:**

- Mrs. Spoorthy S. Fernandes
- Ms. Amratha

**Introduction:**

Speaking English is no longer a luxury to be enjoyed by a few people in the élite class, but has become a necessity in the backdrop of increased competition, information sharing and enlarged horizon of activities.

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*Principal*

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

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

**DEPARTMENT OF ENGLISH**

**Certificate Course in Spoken English: 2019-20**

**Result Sheet**

**Co-ordinator: Ms.Amratha**

**Total Marks: 100**

<b>Sl. No.</b>	<b>Register No.</b>	<b>Name of the Student</b>	<b>Marks Obtained</b>	<b>Grade Point</b>	<b>Alpha Sign Grade</b>
1.	ENGSPN001	Rashmitha S. Shetty	82	8	A++
2.	ENGSPN002	ApoorvaShetty	84	8	A++
3.	ENGSPN003	Sulatha	73	7	A+
4.	ENGSPN004	Ashwini G.	78	7	A+
5.	ENGSPN005	Savitha	67	6	A
6.	ENGSPN006	Nisha	71	7	A+
7.	ENGSPN007	Sridevi	68	6	A
8.	ENGSPN008	Gayathri	81	8	A++
9.	ENGSPN009	Gowthami U. Shetty	79	7	A+
10.	ENGSPN010	PrakrathiHegde	73	7	A+
11.	ENGSPN011	K. P. Meghana	84	8	A++
12.	ENGSPN012	LikhithaShetty	76	7	A+
13.	ENGSPN013	Swasthik	82	8	A++
14.	ENGSPN014	Sushmitha	66	6	A
15.	ENGSPN015	Shreya	81	8	A++
16.	ENGSPN016	Rajani	78	7	A+
17.	ENGSPN017	Sahana	83	8	A++
18.	ENGSPN018	Preethi	78	7	A+
19.	ENGSPN019	Nishitha	68	6	A
20.	ENGSPN020	Sushmitha	74	7	A+
21.	ENGSPN021	Nishmitha	82	8	A++
22.	ENGSPN022	Nethravathi A.	77	7	A+
23.	ENGSPN023	Prajna	72	7	A+

24.	ENGSPN024	Suchithra	82	8	A++
25.	ENGSPN025	Suchithra	81	8	A++
26.	ENGSPN026	Josin Joseph	79	7	A+
27.	ENGSPN027	Deekshith Kumar	73	7	A+
28.	ENGSPN028	Anusha	68	6	A
29.	ENGSPN029	Pavithra	72	7	A+
30.	ENGSPN030	Roshan	64	6	A
31.	ENGSPN031	Madhuvratha M. K. L.	85	8	A++
32.	ENGSPN032	Lavanya V. Poojary	79	7	A+
33.	ENGSPN033	SammithaShetty	76	7	A+
34.	ENGSPN034	PrafullaFernandes	82	8	A++
35.	ENGSPN035	Nisha	72	7	A+
36.	ENGSPN036	S. H. AkshathaShetty	73	7	A+

**Mr. Shivaraj C.**  
Chief Co-ordinator  
Certificate Course

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

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

**DEPARTMENT OF ENGLISH**

**SPOKEN ENGLISH CERTIFICATE COURSE**

**SYLLABUS**

**2019-20**

**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.

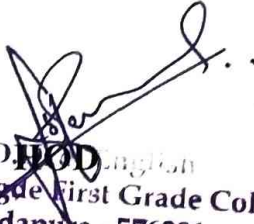
**MODULE ONE (GRAMMAR) - 10 hours**

- 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

**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

*Amratha*  
**COORDINATOR**

  
**H.O. HEGDE**  
**Dr. B. B. Hegde First Grade College**  
**Kundapura - 576201**

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

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

**DEPARTMENT OF ENGLISH**

**Certificate Course in Spoken English**

**Budget for the year 2019-20**

<b>Receipt</b>	<b>Rs.</b>	<b>Payment</b>	<b>Rs.</b>
Collection from students (36 x 350)	12,600	Guest Faculty Honorarium Certificate Xerox and Material Remuneration to the staff Miscellaneous Refreshments	3,000 800 1800 4,000 1,000 2,000
	<b>12,600</b>		<b>12,600</b>

*Anuratha*  
**Coordinator**

  
**H.O.D.**  
H.O.D. of English  
Dr. B. B. Hegde First Grade College  
Kundapura - 576201

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

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

***DEPARTMENT OF ENGLISH***

***Certificate Course in Spoken English***

***List of the students with allotted Register Number:***

<b><i>Sl. No.</i></b>	<b><i>Register No.</i></b>	<b><i>Name of the Student</i></b>
1.	ENGSPN001	Rashmitha S. Shetty
2.	ENGSPN002	Apoorva Shetty
3.	ENGSPN003	Sulatha
4.	ENGSPN004	Ashwini G.
5.	ENGSPN005	Savitha
6.	ENGSPN006	Nisha
7.	ENGSPN007	Sridevi
8.	ENGSPN008	Gayathri
9.	ENGSPN009	Gowthami U. Shetty
10.	ENGSPN010	Prakrathi Hegde
11.	ENGSPN011	K. P. Meghana
12.	ENGSPN012	Likhitha Shetty
13.	ENGSPN013	Swasthik
14.	ENGSPN014	Sushmitha
15.	ENGSPN015	Shreya
16.	ENGSPN016	Rajani
17.	ENGSPN017	Sahana
18.	ENGSPN018	Preethi
19.	ENGSPN019	Nishitha
20.	ENGSPN020	Sushmitha
21.	ENGSPN021	Nishmitha
22.	ENGSPN022	Nethravathi A.
23.	ENGSPN023	Prajna
24.	ENGSPN024	Suchithra

25.	ENGSPN025	Suchithra
26.	ENGSPN026	Josin Joseph
27.	ENGSPN027	Deekshith Kumar
28.	ENGSPN028	Anusha
29.	ENGSPN029	Pavithra
30.	ENGSPN030	Roshan
31.	ENGSPN031	Madhuvratha M. K. L.
32.	ENGSPN032	Lavanya V. Poojary
33.	ENGSPN033	Sammitha Shetty
34.	ENGSPN034	Prafulla Fernandes
35.	ENGSPN035	Nisha
36.	ENGSPN036	S. H. Akshatha Shetty

*Anuratha*  
Coordinator

*[Signature]*  
HOD  
Dr. B. B. Hegde First Grade College  
Kundapura - 576201

*[Signature]*  
Principal  
Principal  
Dr. B.B. Hegde First Grade College  
Kundapura - 576201

# REGISTER OF ATTENDANCE & FEES

FOR THE MONTH OF \_\_\_\_\_ 20\_\_

Name of the Institute.....

Section.....

Place.....

Sl. NO.	Admission No.	NAMES	Days												Days												No. of days present	FEES		Date of Payment					
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24		25	26		27	28	29	30	31
ENGSPN001		Rashmitha S.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
002		Apporva Shetty	1	2	3	4	5	6	7	8	9	9	10	11	12	13	14	15	16	17	18	19	19	20	21	22	23	24	25	26	27	28			
003		Sulatha	1	2	3	4	5	6	7	8	9	10	11	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29			
004		Ashwini G.	1	2	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29			
005		Savitha	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
006		Nisha	1	2	3	4	5	6	7	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29			
007		Sridevi	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	19	20	21	22	23	24	25	26	27	28	29			
008		Gayathri	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
009		Gowthami U.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
010		Prabradhi Hegde	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	21	22	23	24	25	26	27	28	29			
011		K.P. Meghana	0	1	2	3	4	5	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28			
012		Likhitha Shetty	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
013		Swasthik	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29			
014		Sushmitha	1	2	3	4	5	6	7	8	9	10	11	12	13	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29			
015		Shreya	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	21	22	23	24	24	25	26	27	28			
016		Rajani	1	2	2	3	4	5	6	6	7	8	9	10	11	12	13	13	14	15	16	17	18	19	20	21	22	23	24	25	26				
017		Sahana	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	20	21	22	23	24	25	26	27	28	29			
018		Preethi	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
019		Nishitha	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
020		Sushmitha	0	1	2	3	4	5	6	7	8	9	10	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28			
021		Nishmitha	1	2	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	16	17	18	19	20	21	22	23	24	25	26	27	28			
022		Nethravathi A.	1	2	3	4	4	5	6	7	8	9	10	11	12	12	13	14	15	16	17	18	19	20	21	22	23	24	25	25	26	27			
023		Pragna	1	2	3	4	5	6	7	8	9	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29			
024		Suchithra	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
025		Suchithra	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
026		Josin Joseph	1	2	3	3	4	5	6	7	8	9	10	11	12	13	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28			
027		Deekshith Kumar	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
028		Anusha	1	2	3	4	5	6	7	8	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	25	26	27	28			
029		Pavithra	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	29			
030		Roshan	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29			
Number present M Daily E																																			
Initial M E			E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E			

No. of Working days

Average Attendance during the month.

No. on Roll during month.

# REGISTER OF ATTENDANCE & FEES

FOR THE MONTH OF ..... 20

Name of the Institute.....

Section ..... Place .....

Sl. No.	Admission No.	NAMES																											No. of days present	FEES		Date of Payment			
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26		27	28		29	30	31
ENGSPN03		Madhuvratna	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29				
	032	Lavanya	1	2	3	4	5	6	7	8	9	10	11		12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28				
	033	Sammita	1	2	3	4	5	6	7	8	9	10	11		12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28				
	034	Prafulla	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
	035	Nisha	1	2	3	4	5	6	7	8	9	10	11		12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28				
	036	Akshatha Shetty	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29				

Number present M  
Daily E

Initial M  
E

No. of Working days Average Attendance during the month. No. on Roll during month.

PRINCIPAL  
Dr. B. B. Hegde First Grade College



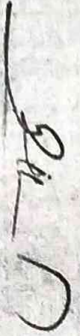
**DR. B. B. HEGDE FIRST GRADE COLLEGE  
KUNDAPURA**

***Certificate Course***

**SPOKEN ENGLISH**

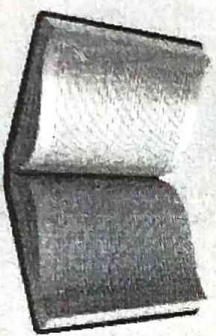
This is to certify that ~~Mr~~/Miss.....**RASHMITHA S. SHETTY**, **II B.Com.** 'A'.....

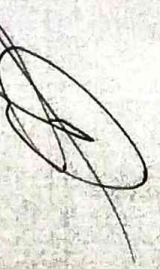
has successfully completed Spoken English Certificate Course during the year.....**2019-20**.....



**Principal  
PRINCIPAL**

**Dr. B. B. Hegde First Grade College  
Kundapur**





**Chief Co-ordinator**



**Dr. B. B. HEGDE FIRST GRADE COLLEGE  
KUNDA PURA**

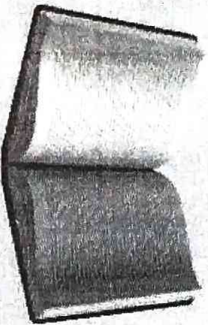
***Certificate Course***

**SPOKEN ENGLISH**

This is to certify that Mr./Miss...MADHUVRATHA...M.K.L...  
has successfully completed Spoken English Certificate Course during the year...2019-20.....

**Principal**

Dr. B. B. Hegde First Grade College  
Kundapura



**Chief Co-ordinator**

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

**DEPARTMENT OF ENGLISH**

**SPOKEN ENGLISH CERTIFICATE COURSE EXAMINATION-2020**

**Duration: 3Hrs**

**Marks: 100**

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

- a. It is a fine idea let us hope that it is going to work
- b. We will be arriving on Monday morning at least I think so
- c. A textbook can be a wall between teacher and class
- d. The girls father sat in a corner
- e. In the words of murphys law anything that can go wrong will go wrong

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

- a. He often \_\_\_\_\_ (*avoid*) answering his phone.
- b. \_\_\_\_\_ (consider) conducting semistructured interviews.
- c. She \_\_\_\_\_ (suggest) taking notes.
- d. She is driving quickly \_\_\_\_\_ (arrive) on time.
- e. Hamlet \_\_\_\_\_ (write) by Shakespeare.

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

- a. I will read as much as I can this year. (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)

4. Write a short paragraph to introduce yourself to your teacher and classmates. 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. (6)
5. You are at the railway station and a person approaches you in order to find his/her way to the Govt. Hospital. Write a conversation on the same where you are guiding the person by giving him the right directions. (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 working as a receptionist at a 5 star hotel. You are supposed to attend a call of a V.I.P. who is enquiring about the availability of rooms. Write the dialogues that follow the chats between you and the caller. (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. Imagine that you are a rank holder and you are supposed to attend a press meeting. How will you convey your experiences in the interview. Write a paragraph on it. (10)

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