

Godutai Doddappa Appa Arts & Commerce College for Women, Kalaburagi.

Department of English

Certificate Course – 2010-11 / 2011 – 12 / 2012 – 13 / 2013 - 14

Spoken English

Board of Study

Sri. S.G.Dollegoudar	-	Chairman
Smt. Renuka S.	-	Co-ordinator
Smt. Savitri S.Jambaldinni	-	Member
Smt. Shakuntala Khajuri	-	Member

Certificate Course – 2014-15

Spoken English

Board of Study

Dr. N.S.Patil	-	Chairman
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Smt. Savitri S.Jambaldinni	-	Member
Smt. Shakuntala Khajuri	-	Member

Certificate Course – Spoken English

Syllabus:

- 01] Sentences
- 02] Parts of Speech: (Noun, Pronoun, Verbs, Adverbs, Prepositions, Conjunction and interjection)
- 3] Tenses
- 4] Conversations: Introducing, Requesting, Greeting, asking for Information, asking for directions.
- 5] Articles
- 6] Question Tags
- 7] Dialogues
- 8] Debate
- 9] Group discussions
- 10] Letter writing
- 11] Précis writing

References:

- 1] Objective General English
R.S.Aggarwal
- 2] Spoken English
-Sumitra Roy
- 3] Spoken English A Foundation Course
Part – I - Kamalesh Sadanand
Part – II Susheela Punitha
- 4] Applied English Course
- Bedre Manjunath
- 5] Scholars Junior English Grammar and Composition
-Seminary
- 6] Contemporary English Grammar for Scholars and Students
J.D. Murth

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Communication Skills

Board of Study

Sri. S.G.Dollegoudar	-	Chairman
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Smt. Savitri S.Jambaldinni	-	Member
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Certificate Course – 2014-15

Communication Skills

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Smt. Shakuntala Khajuri	-	Member

Certificate Course
Communication Skills

Syllabus :

- 1] Synonyms
- 2] Antonyms
- 3] Conversations
- 4] Parts of Speech
- 5] Tenses
- 6] Question Tags
- 7] Articles
- 8] Preposition
- 9] Precis writing

References

- 1] Objective General English
- R.S.Aggarwal
Vikas Aggarwal
- 2] Applied English Course
- Bedre Manjunath
- 3] Scholars Junior English Grammar and Composition
- Seminary
- 4] Contemporary English Grammar for Scholars and Students
- J.D.Murthy
- 5] Effective English Communication
- Krishna Mohan
Meenakshi Rama

Certificate Course – 2014-15

Basic Skills of Language

Board of Study

- | | | | |
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| 1. | Dr. N.S.Patil | - | Chairman |
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| 6. | Smt. Shakuntala Khajuri | - | Member |

Certificate Course – 2014-15

Basic Skills of Language

Syllabus

- | | | |
|----|---|---|
| 1] | Listening Skills - | a] Attention
b] Concentration
c] Retention
d] Reproduction |
| 2] | Reading Skills - | a] Intensive Reading
b] Extensive Reading
c] Loud Reading
d] Reading of News papers & Periodicals |
| 3] | Writing Skills - | a] Construction of sentences
b] Paragraph writing
c] Essay writing
d] Précis writing |
| 4] | Speaking Skills - | a] Public speaking
b] Conquering stage fear
c] Facial expression
d] Physical gestures |
| 5] | Conversational Skills- | a] Dialogues in different situations
b] Using wh-questions and framing questions
c] Yes or No type of questions
d] Question Tags |
| 6] | Use of Dictionary and Enrichment of Vocabulary. | |