



DEPARTMENT OF ENGLISH

CERTIFICATE COURSE (2024-25)

Name of the Department	: ENGLISH
Name of the certificate course	: ENGLISH FOR CAREER DEVELOPMENT
Course Code	: CERSKCENG001
Course Objectives	: IMPART BASIC LSRW SKILLS IN ENGLISH EQUIP STUDENTS WITH BASIC SOFT SKILLS
Course Outcome	: FAMILIARIZATION OF BASIC GRAMMAR SKILLS PRACTICAL LANGUAGE APPLICATION UNDERSTANDING MAJOR LANGUAGE NUANCES
Syllabus	: MODULE 1: BASIC GRAMMAR (5 Hours) TENSE, PREPOSITIONS, ARTICLES, TRANSFORMATION OF SENTENCES, DIRECT AND INDIRECT SPEECH MODULE 2: ESSENTIAL VOCABULARY (5 Hours) PROPER USAGE OF WORDS, USING DICTIONARY, JUMBLED WORDS IN SENTENCES MODULE 3: WRITING SKILLS (15 Hours) LETTER WRITING, RESUME, READING COMPREHENSION, ESSAY WRITING MODULE 4: IDENTIFYING COMMON ERRORS (10 Hours) IDENTIFYING COMMON ERRORS IN THE USE OF NOUNS, PRONOUNS, ADJECTIVES, PREPOSITIONS, CONJUNCTIONS, SUBJECT VERB AGREEMENT, AMBIGUITIES AND INDIANISMS MODULE 5: SPEAKING SKILLS (5 Hours) INTERVIEWS, GROUP DISCUSSIONS, DEBATES

Course Duration : 30 Hours (5 hours/week)
Course Evaluation : Examination and Viva-voce
No. of practical sessions : 15

PRIMARY READINGS:

Swan, Michael. *Practical English Usage*. Oxford University Press. 2005.

Gleason, H. A. *Linguistics and English Grammar*. Rinehart & Winston, Inc. 1965.

Quirk, Randolph. *The Use of English*. Longman, 1968.

Pal, Rajendra et al. *English Grammar and Composition*, Sultan Chand Educational Publishers, 2019