

[www.gdcnarasannapeta.ac.in](http://www.gdcnarasannapeta.ac.in)

[www.narasannapeta.jkc@gmail.com](mailto:www.narasannapeta.jkc@gmail.com)

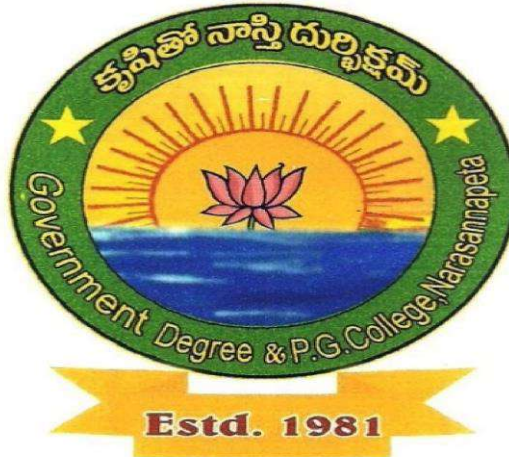


**GOVERNMENT DEGREE COLLEGE**  
NARASANNAPETA-SRIKAKULAM DIST.-532421.

Accredited by NAAC 'B' Grade  
(Affiliated to DR.B.R.Ambedkar University)



**CERTIFICATE COURSE**  
**ON**  
**BASIC SKILLS IN ENGLISH LANGUAGE**



**GOVERNMENT DEGREE COLLEGE**

**NARASANNAPETA**

**SRIKAKULAM DISTRICT**

**DEPARTMENT OF ENGLISH**

**2020-2021**



www.gdcnarasannapeta.ac.in



www.narasannapeta.jkc@gmail.com



# GOVERNMENT DEGREE COLLEGE

NARASANNAPETA-SRIKAKULAM DIST.-532421.

Accredited by NAAC 'B' Grade

(Affiliated to DR.B.R.Ambedkar University)



From:

P. Seetha Ram,  
Contract Lecturer in English,  
Government Degree college,  
Narasannapeta.

To

The principal,  
Government Degree college,  
Narasannapeta.

Respected madam,

**Sub:** Dept of English request - Permission to start - Certificate Course –regarding.

I P. Seetha Ram working as Contract lecturer in English request you to kindly permit me to start a certificate course in Basic Skills in English Language for our students, as these skills are important for communication whether it is for professional or personal development and also the need of the hour. The course duration is for 45 days. Which will be conducted after 4:30 pm for the academic year 2020-2021. Hence, I request you to grant the permission for the same.

Thanking you madam,

Yours Sincerely,

P. Seetha Ram.

PRINCIPAL  
GOVT. DEGREE COLLEGE  
NARASANNAPETA-532 421  
Srikakulam Dist.



# GOVERNMENT DEGREE COLLEGE

NARASANNAPETA-SRIKAKULAM DIST.-532421.

Accredited by NAAC 'B' Grade  
(Affiliated to DR.B.R.Ambedkar University)



## **'CERTIFICATE COURSE IN BASIC SKILLS IN ENGLISH LANGUAGE'**

The Department of English, Govt. Degree College, Narasannapeta has started a 'Certificate Course in Basic Skills in English Language', aiming at improving the students speaking and writing abilities in English.

The principal of the college, Dr. M Jyothi Frederick, formally launched the course.

The duration of the course is 45 working days.

### **Objective**

The prime objective of the course is to enhance communication skills.

To make the students competent and confident in attempting competitive examinations successfully.

PRINCIPAL  
GOVT. DEGREE COLLEGE  
NARASANNAPETA-532 421  
Srikakulam Dist.



# GOVERNMENT DEGREE COLLEGE

NARASANNAPETA-SRIKAKULAM DIST.-532421.

Accredited by NAAC 'B' Grade  
(Affiliated to DR.B.R.Ambedkar University)



## SYLLABUS OF THE COURSE

### BASIC SKILLS IN ENGLISH LANGUAGE

1. Introduction about the course and course objectives & pre-test
2. Basic Sentence Structure in English [Functional labeling with subject, verb, object, complement and adjunct]: Comparison with MT structure
3. Structural features of V1, V2, V3, V1+ing, & 'Be', 'Do', 'Have' and 'Modal auxiliaries' [Right and wrong combinations of helping verbs with main verbs to form acceptable basic structures] -- Tense, time and aspect in English and important tense and time combinations in spoken English
4. Statement structure in positive and negative
5. Question structure in positive and negative with helping verbs as beginners [for yes/no type answers]
6. Question structure in positive and negative with Wh-words as beginners [for information seeking]
7. Formation of individual sentences with 'Do' in its present and past [ do, does, did] forms leading to contextualized practice and production
8. Formation of individual sentences with 'Be' in its present and past [ is, am, are, were, was] finite forms leading to contextualized practice and production
9. Formation of individual sentences with 'Have' in its present and past [have, has, had] forms leading to contextualized practice and production.
10. Using Non-finite forms of 'Be' [ be, being, been] with another finite forms in sentence formation
11. Sentences with 'modal auxiliaries' [ Will, shall, would, should, can, could, may, might, must, have to, had to, ought to, need, dare] with different shades of meaning in functional language]

12. English verbs of Frequency Band I and II and their usage in context.
13. Syntactic features of English verbs V1, V2, V3, V1+ing [Regular, irregular, transitive, intransitive, mono and ditransitive, finite, non-finite, ergative, reflexive, reciprocal etc.]
14. Passive structure [ be+V3] with suitable verbs and examples in context. Subtle differences between active and passive voice in usage and judicious and meaningful use of passive voice
15. Reported speech in communicative English
16. Sentence formation using adjective clauses
17. Sentence formation using adverb clauses [conditionals etc.]
18. Expressing future in spoken English
19. Usage of basic vocabulary constituting nouns, adjectives [pure, -ed and -ing] and adverbs useful in daily life situations.
20. Prepositions
21. Articles
22. Question tags in context
23. Sentence linkers/ cohesive devices in context
24. Phrasal verbs useful in spoken English
25. Subject – verb agreement
26. Noun, verb, adjective & adverb classification
27. English 5000 – vocabulary enrichment -- Synonyms, Antonyms, homonyms and homophones with nuances of intelligible pronunciation
28. Error correction

Part – II Language Functions: [Patterns and dialogues] [with three PPPs]

1. Advice & Suggestion
2. Requests & Invitations

3. Telephone talk
4. Greeting, introducing – Self introduction and introducing others
5. Seeking permission, Giving Permission & Refusing Permission
6. Asking about remembering, saying you remember & saying you have forgotten
7. Expressing sympathy
8. Complaining
9. Warning someone
10. Asking for someone's opinion & giving your opinion Saying you have no opinion
11. Asking if someone is sure, saying you are sure Saying you are not sure
12. Saying something in another way & correcting someone
13. Asking for information, asking if someone knows about something & Saying you don't know
14. Reminding
15. Expressing surprise
16. Asking about likes, Expressing likes & dislikes
17. Important spoken expressions, Grand test and valediction

[Total 45 days i.e. [28 + 17]

Course Designer: P. Seetha Ram.

Resource Persons: 1. P. Seetha Ram,

2. K. Vijaya Laxmi



PRINCIPAL  
GOVT. DEGREE COLLEGE  
NARASANNAPETA-532 421  
Srikakulam Dist.



www.gdcnarasannapeta.ac.in

www.narasannapeta.jkc@gmail.com

# GOVERNMENT DEGREE COLLEGE

NARASANNAPETA-SRIKAKULAM DIST.-532421.

Accredited by NAAC 'B' Grade  
(Affiliated to DR.B.R.Ambedkar University)



## Course: Basic Skills in English Language

### QUESTION PAPER

MAX MARKS: 50M

#### Tenses

- 1) Look! Sonia \_\_\_\_\_ (go) to the movies. ( )  
a) goes              b) is going              c) has gone              d) will go
- 2) The handbag \_\_\_\_\_ (be) very beautiful. ( )  
a) was              b) were              c) are              d) is
- 3) Mary \_\_\_\_\_ (hear) the news, went to the telephone and called a friend. ( )  
a) heard              b) is hearing              c) hears              d) has heard
- 4) When he started learning English, he \_\_\_\_\_ (already/learn) French. ( )  
a) will already learn              b) has learned              c) had already learned              d) learns
- 5) I \_\_\_\_\_ (just/finish) my homework. ( )  
a) Just finished              b) have finished              c) just finish              d) will just finish

#### 6) Reported speech

"Do you speak English?"

"Is it raining?"

"Have you got a computer?"

"Can you type?"

"Did you come by train?"

"Have you been to Bristol before?"

7) Articles

English is one of \_\_\_\_\_ foreign languages.

\_\_\_\_\_ Gold is a precious metal.

Hyderabad is \_\_\_\_\_ beautiful city.

Mr. Brown is \_\_\_\_\_ European.

What is \_\_\_\_\_ time now?

8) Prepositions

Bhagat Singh died \_\_\_\_\_ his beliefs.

He has just operated \_\_\_\_\_ on a patient.

Priyanka keeps \_\_\_\_\_ typing exercises on grammar.

We need not jeer \_\_\_\_\_ others, when our own lives are miserable.

Please fill \_\_\_\_\_ the tank with 3 litres of petrol.

9) Question tags

All of you can do this work.

Nobody is present.

She doesn't know Hindi.

She has completed the exercise.

Most of them don't know.



PRINCIPAL  
GOVT. DEGREE COLLEGE  
NARASANNAPETA-532 421  
Srikakulam Dist.



www.gdcnarasannapeta.ac.in



www.narasannapeta.jkc@gmail.com



# GOVERNMENT DEGREE COLLEGE

NARASANNAPETA-SRIKAKULAM DIST.-532421.

Accredited by NAAC 'B' Grade  
(Affiliated to DR.B.R.Ambedkar University)



## GOVERNMENT DEGREE COLLEGE NARASANNAPETA- SRIKAKULAM DIST

DEPARTMENT OF ENGLISH

### CERTIFICATE

This is to certify that

Mr./Ms

\_\_\_\_\_

of \_\_\_\_\_ successfully completed Certificate course on  
"BASIC SKILLS IN ENGLISH LANGUAGE" and scored \_\_\_\_\_  
grade during the academic year 2020-2021.

Course coordinator

IQAC Coordinator

Principal

*M R Jyoti F*

PRINCIPAL  
GOVT. DEGREE COLLEGE  
NARASANNAPETA-532 421  
Srikakulam Dist.



# GOVERNMENT DEGREE COLLEGE

NARASANNAPETA-SRIKAKULAM DIST.-532421.

Accredited by NAAC 'B' Grade  
(Affiliated to DR.B.R.Ambedkar University)



Pupils Attendance Register													పిల్లల హాజరుపట్టి																					
Basic Skills in													English Language																					
1	2	3	4	5													14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Sl. No.	పేరు	గురువారం	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	
1	K. Balaram																																	
2	K. Ganesh																																	
3	A. Bhujanga Rao																																	
4	P. Sravan																																	
5	I. Indraj																																	
6	V. Meghana																																	
7	A. Gayathri																																	
8	D. Ganesh																																	
9	B. Madhavi																																	
10	S. Sridhar																																	
11	Ch. Yogeswara Rao																																	
12	B. Ramana Murthy																																	
13	K. Shanmukha Raju																																	
14	J. Rambabu																																	
15	K. Hymavathi																																	
16	K. Eswara Rao																																	
17	R. Mohi Lal																																	
18	D. Bhanu Prasad																																	
19	I. Hemalatha																																	
20	M. Anuradha																																	
21	K. Devi																																	
22	M. Tulasi																																	
23	K. purushotham																																	
24	B. pavani																																	
25	G. Ashok Kumar																																	

M R Jyoti F

PRINCIPAL  
GOVT. DEGREE COLLEGE  
NARASANNAPETA-532 421  
Srikakulam Dist.



# GOVERNMENT DEGREE COLLEGE NARASANNAPETA-SRIKAKULAM DIST.-532421.

Accredited by NAAC 'B' Grade  
(Affiliated to DR.B.R.Ambedkar University)



నరసన్నపేట ప్రభుత్వ  
డిగ్రీ కళాశాలలో



ఇంగ్లీష్ సర్టిఫికేట్ కోర్సు ప్రారంభం



## జనం న్యూస్-నరసన్నపేట

నరసన్నపేట ప్రభుత్వ డిగ్రీ కళాశాల ఆంగ్ల విభాగం ఆధ్వర్యంలో, సర్టిఫికేట్ కోర్సును ప్రారంభించారు. ఈ కార్యక్రమం కళాశాల ప్రిన్సిపాల్ శ్రీమతి ఎం.కె.జ్యోతి డ్రెడరిక్ అధ్యక్షతన ఆరంభించారు. ఈ కోర్సుకు బేసిక్ స్కిల్స్ ఇన్ ఇంగ్లీష్ లాంగ్వేజ్ అనే పేరు పెట్టారు. ఈ సందర్భంగా ప్రిన్సిపాల్ మాట్లాడుతూ ఇంగ్లీషులో మాట్లాడడానికి అవసరమైన అన్నిరకాల బేసిక్ స్కిల్స్ను ఈ కోర్సు ద్వారా విద్యార్థులకు నేర్పిస్తామన్నారు. బేసిక్ స్కిల్స్ తో పాటు, స్పీకింగ్ అండ్ రైటింగ్ స్కిల్స్ కూడా నేర్పిస్తామన్నారు. ఈ కార్యక్రమంలో ఆంగ్ల శాఖ అధ్యాపకులు పి.సీతారాం, కుమారి కె.విజయలక్ష్మితో పాటు, కళాశాల వైస్ చాన్సలర్ శ్రీమతి పి.సురేఖ, ఐక్యుఎయస్ కో-ఆర్డినేటర్ డాక్టర్ ఆర్.శ్రీనివాస పాత్రో పాల్గొన్నారు.



www.gdcnarasannapeta.ac.in



www.narasannapeta.jkc@gmail.com



# GOVERNMENT DEGREE COLLEGE NARASANNAPETA-SRIKAKULAM DIST.-532421.

Accredited by NAAC 'B' Grade  
(Affiliated to DR.B.R.Ambedkar University)



ప్రభుత్వ డిగ్రీ కళాశాల నరసన్నపేట, ఆంగ్ల విభాగం ఆధ్వర్యంలో ఒక సర్టిఫికేట్ కోర్స్ ను ఆరంభించడమైనది. ఈ కార్యక్రమాన్ని కళాశాల ప్రెసిపాల్ శ్రీమతి ఎమ్.ఆర్ జ్యోతి ఛెడరిక్ అధ్యక్షతన ఆరంభించడమైనది. ఈ కోర్సును, బేసిక్ స్కిల్ యిన్ ఇంగ్లీష్ లాంగ్వేజ్ అనే శీర్షిక ఇవ్వడమైనది. అధ్యక్షులు మాట్లాడుతూ ఆంగ్లములో మాట్లాడడానికి అవసరమైన అన్ని రకాల బేసిక్ స్కిల్ ను ఈ కోర్సు ద్వారా విద్యార్థులకు నేర్పించబడును. బేసిక్ స్కిల్ తో పాటుగా స్పృకిన్ అండ్ రైటింగ్ స్కిల్ కూడా నేర్పించబడును. ఈ కార్యక్రమంలో ఆంగ్ల శాఖ అధ్యాపకులు.పి.సీతారామ్,కుమారి కె.విజయలక్ష్మితో పాటు కళాశాల వైస్ ప్రెసిపాల్ ,శ్రీమతి పి.సురేఖ , ఐ అండ్ ఎసి కోఆర్డినేటర్,ఆర్ శ్రీనివాస్ పాత్ర ,పాల్గొన్నారు.

జనదీపిక - నరసన్నపేట

[www.gdcnarasannapeta.ac.in](http://www.gdcnarasannapeta.ac.in)

[www.narasannapeta.jkc@gmail.com](mailto:www.narasannapeta.jkc@gmail.com)



# GOVERNMENT DEGREE COLLEGE

NARASANNAPETA-SRIKAKULAM DIST.-532421.

Accredited by NAAC 'B' Grade  
(Affiliated to DR.B.R.Ambedkar University)



*M R Jyoti P*

PRINCIPAL  
GOVT. DEGREE COLLEGE  
NARASANNAPETA-532 421  
Srikakulam Dist.