

# **Yashoda Girls' Arts & Commerce College, Nagpur**



## **Short Term Course**

### **Certificate Course in Communicative English**

**Approved by**

**Department of Lifelong Learning & Extension**

**Rashtrasant Tukadoji Maharaj Nagpur University**

**Session: 2018-2019**

**Department of English**

**Duration: 30 Months**

**Co-ordinator: Dr. Amol Raut**



# Yashoda Girls' Arts & Commerce College

Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur

NAAC Accreditation B++ with 2.82 CGPA

Sneh Nagar, Wardha Road, Nagpur. 440015

## IQAC Activity Report

### Brief Report of Activity

Name of Add on Course	Add on Course in Fabric Painting	
Academic Year of Course	2018-2019	
Organizing Department/ Committee	Department of Home Economics	
Duration of the course	1 Month ( 30 days)	
Number of students Completing the course	30 Students	
Brief Report	<p>Add on course on Fabric Painting was undertaken by the department of Home Economics for 30 days in which total 30 students of Home Economics subject were participated. All the students completed the course and also appeared for the examination conducted at the end of the course. They have been given grades. The course was very beneficial to the students as they could learn the different aspects of fabric painting through expert lectures and also through the guidance of the teachers during the period of 30 days. The certificates are also given to them.</p>	
Number of Beneficiaries:	Students: 30	
Criterion No: I	Metric No: 1.2.1 & 1.2.2	
Signature of Course Co-ordinator	Signature and Stamp of IQAC Co-ordinator	Signature & Stamp of Principal
	 Co-ordinator, IQAC Yashoda Girls' Arts & Commerce College, Nagpur	 PRINCIPAL Yashoda Girls Arts & Commerce College, Sneh Nagar, Nagpur-15



Nagpur, ~~2~~ - 18/03/2019

From

Anol Raut  
Department of English

To

The Principal  
Keshoda Girls' Arts & Commerce College  
Nagpur

Subject: Application for permission to start  
Certificate Course in Communicative  
English from academic session  
2018-2019.

Sir,

As directed in the IGAC meeting, I  
would like to introduce a Certificate  
Course in Communicative English for  
both the streams. It is therefore,  
requested to kindly grant permission  
to commence the course in the  
present session.

Permitted & thanking you,  
Yours faithfully,  
18/3/2019.  
(Anol Raut)

PRINCIPAL  
Keshoda Girls' Arts & Commerce College  
Nagpur



Purushottam Khaparde Health & Education Society's



## Yashoda Girls' Arts & Commerce College, Nagpur

■ Recognized by Government of Maharashtra ■ Affiliated to RTM Nagpur University, Nagpur  
SNEH NAGAR, WARDHA ROAD, NAGPUR - 440 015. (M.S.) INDIA

■ Tel : 0712 - 2290637 ■ Fax No. : 0712 - 2290368 ■ www.ygcngp.org ■ Email : ygc.ngp@rediffmail.com

YGC No. / RTMNU/DN/LLLES/STCC/CENG/1165/2019

Date 01.04.2019

To,  
The Director,  
Life Long Learning and Extension Services,  
Rashtrasant Tukadoji Maharaj Nagpur University,  
Nagpur.

Sub: Regarding the Submission of proposal for approval to conduct Certificate Course in Communicative English as a Three Months Short Term Certificate Course.

Sir,

The institution wishes to introduce Certificate Course in Communicative English as Add-On- Course for the duration of three months for the students taking education in the institution. We are herewith submitting the pro-forma duly filled in with respect to the course. The details of aims and objectives of the course and the syllabus designed by the experts have also been enclosed for your kind perusal.

You are requested to put the proposal before the sanctioning authority for consideration and the approval.

Thanking you!



(Dr. Dhanraj Shete)

PRINCIPAL

Yashoda Girls Arts & Commerce College,  
Sneh Nagar, Nagpur-15

Enclosures:

1. Enclosed as stated.



**RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY  
DEPARTMENT OF LIFELONG LEARNING AND EXTENSION  
PRAPOSAL FOR CONDUCTING SHORT TERM CERTIFICATE COURSE UNDER  
JEEVAN SHIKSHAN ABHIYAN**

**1. Basic information about the Applicant College/ Departments:**

- i) Name of the College /Department : **Yashoda Girls' Arts & Commerce College, Nagpur.**
- ii) Complete Postal Address of College / Department: **Sneha Nagar, Wardha Road, Nagpur-15.**
- iii) Phone Number: **0712-2290637/2290368.**
- iv) Name of the Principal/University Dept. **Dr. Dhanraj V. Shete.**  
with the full Postal Address : **Yashoda Girls Arts & Commerce College, Snehanagar, Nagpur. Pin- 440015.**
- v) Phone Number/Mobile : **9665553451/7972612235**

**2. Details of the Course Proposed:**

- i) Name of the course **Certificate Course in Communicative English.**
  - a) Certificate : **Certificate Course**
  - b) Diploma
  - c) Advance Diploma
- ii) Target Group : **50 Students**
- iii) Duration of the Course : **3 Months.**
- iv) Timings : **12:00 to 1.00 p.m.**
- v) Medium of Instruction : **English**
- vi) No of candidates to be admitted : **50 Students.**
- viii) Fees to be Charge per students : **Rs. 150/-.**

**3. Syllabus for the proposed Course : A Copy has been Enclosed.**

**4. Details of the Faculty for Course:**

- i) Whether College/Department has any Degree/ Diploma Course related to the proposed Course **No.**
- ii) Whether the course is prepared by Experts from related field **Yes**
- iii) **Information of Course Co-ordinator (To be appointed for the course):**

Name and Address	Qualification	Experience
<b>Dr. Amol Raut</b>	<b>M.A., M. Phil., Ph.D</b>	<b>10 Years</b>



iv) Information of Faculty Members (TO be appointed for the course)

Sr. No	Name of the Faculty Member	Qualification	Topics	Full Postal Address
1.	Dr. Vinita P. Hinge.	M.A. (Eng.) B.Ed. Ph.D	Communicative English	401, C-JP Chambers, Madhavnagar Nagpur.
2.	Prof. Meenakshi Wasnik	M.A. (Eng.)	Communicative English	Manoharrao Kamdi College, Mahal, Nagpur.
3.	Prof. Wahajuddin Ahmad.	M.A. (Eng.)	Communicative English	Yashoda Girls Arts & Commerce College, Snehanagar, Nagpur.

5. Details of the Physical faculty to be provided for the course :

- i) Class Room : 2 Classrooms
- ii) Library : Institutional Library.
- iii) Equipment's : Computer Lab/ LCD Projectors.
- iv) Any other : Study Material Available in CDs & DVDs
- v) Expenditure : \_\_\_\_\_

Sr. No.	Particulars	Amount
1	Honorarium to Teaching Staff	6000/-
2	Materials	1000/-
3	Contingencies	500/-

6. Initial Report be submitted to this department within 1 month from the date of Sanction of the course

Signature & Seal of the  
Course Co-ordinator



Signature & Seal  
of the Principal / Course Director  
Yashoda Girls Arts & Commerce College,  
Sneh Nagar, Nagpur-15

**UNDERTAKING**

Mr./Mrs. Dr. Dhanraj V. Shete, Principal, Yashoda Girls' Arts & Commerce, Snehanagar, Nagpur undertake to state that I shall be abiding by rules & regulation of the Department regarding the organisation of course  
Dated: 31/3/2019.



PRINCIPAL  
Yashoda Girls Arts & Commerce College,  
Sneh Nagar, Nagpur-15



RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY

Established by Rashtrasant Tukadoji Maharaj Prarthana Samiti, Nagpur and by the Government of Maharashtra on 27th August, 1923 & incorporated as a Public Limited Company under the Maharashtra Companies Act, 1956 (No. 10 of 1956) and the Companies Act, 1956.

DEPARTMENT OF LIFELONG LEARNING AND EXTENSION

Gurumanak Bhawan, University Campus, Amravati Road, Nagpur - 440 033. Phone : 2530860

E-mail : dole\_rlnmu@gmail.com

To,  
The Principal  
Yashoda Girl's Arts & Commerce College,  
Nagpur.

No.DOLEE/19/19  
Dated : 24.04.2019

Subject : Sanction for Conducting Short Term Courses under  
Jeevan Shikshan Abhiyan on No Grant Basis.

Sir/Madam,

With reference to your proposal for conducting Short Term courses indicated below under Jeevan Shikshan Abhiyan of this Department, I am to inform you that your proposal has been accepted by the Department and your College has been granted permission to conduct the course on the following conditions:

**Details of the Course**

Sr. No.	Name of the Course	Duration	No. of Candidates to be admitted	Fees to be Charged per Student	Fees to be Deposited With the Deptt.
1	Certificate Course in Communicative English	3 Months	50	150/-	10%

Rules & Regulations of this Department regarding these courses should be strictly followed.

1. This sanction is valid for this particular Batch only.
2. Fees for the course should be charged as per the norms prescribed.
3. Expenditure on the course should be incurred as per norms.
4. Course should be started within a Month from the date of sanction.  
Please communicate your acceptance within a month and submit Initial Report  
Along with list of students admitted.

  
PRINCIPAL  
Yashoda Girls Arts & Commerce College  
North Nagar, Nagpur - 440 033

Your's faithfully,  
  
Director



Purushottam Khaparde Health & Education Society's



## Yashoda Girls' Arts & Commerce College, Nagpur

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SNEH NAGAR, WARDHA ROAD, NAGPUR - 440 015. (M.S.) INDIA  
• Tel : 0712 - 2290637 • Fax No. : 0712 - 2290368 • www.ygcngp.org • Email : ygc.ngp@rediffmail.com

YGC No. / ~~2018~~ / ~~Course~~ / ~~Committee~~ / AS 2018-2019

Date 16/6/2018

Academic Session – 2018-2019

### NOTICE

#### Constitution of Committee for Designing Curriculum for Certificate course in Communicative English

As per the decision of the Internal Quality Assurance Cell of the Institution to introduce Certificate Course in **Communicative English** for 3 Months for the students of Arts Faculty with the specific purpose to bridge the gap and supplement the advanced learning contents, a committee of faculty members and experts is being constituted for framing the curriculum for the said Add-on- Course. The names of the committee members are as under:-

- |                         |          |                                     |
|-------------------------|----------|-------------------------------------|
| 1. Prin. Sharad Sambare | Chairman |                                     |
| 2. Dr K J Sibi          | Member   | S S Jaiswal College, Arjuni Morgaon |
| 3. Dr Shailesh Bahadure | Member   | Dr Ambedkar College, Nagpur         |
| 4. Dr Amol Raut         | Member   |                                     |

All the committee members are hereby informed that:-

- They should frame the syllabus remaining committed to curriculum standards.
- The duration of the Add-on-Course should be kept in mind while framing the syllabus.
- The syllabus should be framed in an organized, efficient manner taking into proper consideration the specific objectives of the course and the course outcomes (COs).



*[Signature]*  
PRINCIPAL  
Yashoda Girls' Arts & Commerce College,  
Sneh Nagar, Nagpur-15

Note: Copy forwarded for information and action to all the committee members.



*Purushottam Kahaparde Health & Education Society's*  
**Yashoda Girls' Arts & Commerce College**

Sneh Nagar, Wardha Road, Nagpur-440015  
*Accredited 'B++' with 2.82 CGPA for First Cycle by NAAC*

**Certificate Course in Communicative English**  
**(Academic Session 2018 - 2019)**

**Proposed Curriculum / Syllabus**

**About the Course**

This course focuses on equipping students/participants with the essentials of English required for both Good Listening and Speaking Skills in the first stance, and Reading and Writing in one more slot. This course can help in better communication in required job environment and in groups. With the coming out of the global market-place, the English language has found its place as the global medium of communication. Most of us would like to believe that fluency in English is the capability not only to read and write, but listening and speaking also. Far too often this is neglected in the learning of a language

**Course Objectives:**

- To improve the four skills of Listening, Speaking, Reading, and Writing
- To furnish foundation for necessary phonetics, vocabulary & fine grammar
- To use the language in detailed situations
- To furnish advance learners' comprehension, interaction session & fluency
- To equip the learners with strategies to improve their communication skills
- To certify the training is useful to the learners to succeed in the valid one.

**Expected Learning Outcomes**

- Eliminating Mother Tongue Influences – Indian-ism
- Articulating Words
- Maximizing on your natural style
- Using the right word at the right time
- Softening a negative message
- Presenting with Greater Clarity and Confidence
- Being Concise
- Framing effective questions
- Structuring paragraphs and sentences
- Writing to keep the reader engage



## Module I

### Part A: Phonetics & Grammar (40 Marks)

- 1) **Linguistics and Phonetics:** Speech Mechanism, Phonetics and Phonology., the syllable, Speech Sounds: Vowels & Consonants, Consonants Cluster in English Phonetics, Symbols, Word Accent (Weak and Strong forms)
- 2) **Grammar:** Articles, Parts of Speech, Linking Verbs, Agreement or Concord, Verbs: Transitive / Intransitive & Regular / Irregular: Tense and their uses, Helping Verbs, Adjectives, Verbs and Adverbs, Question Tags, Transformation: Negative Sentences, Questions, Exclamatory.
- 3) **Confusion of Adjectives and Adverbs:** Adverbial use of No, Not, None, Active and Passive Voice, Prepositions, Negative Verbs. The use of correlative , Use of Who & Whom, Much & Many, still & yet, So that , So as, Errors in the use of individual word: the courtesy words: Please and thank you, greeting and salutation.

## Module II

### Part B: Writing Skills (60 Marks)

- **English for Business Communication :**  
Letter Writing, Precise Expression or descriptive Writing, Report Writing, Dialogue Writing.
- **Written Communication of different forms:**  
Using mechanism of letter-writing (formal, organising of information, (style and tone)

Writing various kinds of business letter,(e.g letters of enquiry and answer to quires, letters of reference , letter of complaint and answer to complaints, letter relation to legal transactions, follow-up letters, Do letters within and outside the office, letters relating to placing of orders and compliance with orders)

Writing Circulars, memos, notices agendas, minutes, etc., Preparing notes, outlines, writing summaries of letters/reports, Handling mail (preparing note on action taken/to be taken)



Maintaining a diary and using memory aids, issuing and asking for testimonials and certificates.

Writing business telegrams, telex messages. Writing advertisement for newspapers, souvenirs, etc.

Editing draft letters, proof-reading (type matter and making corrections.)

**Books Recommended:**

- 1) A History of English Language and Elements of Phonetics by Lalitha Rama Murti. (Macmillan)
- 2) A Textbook of English Phonetics for Indian Students by T. Balasubramanian (Macmillan)
- 3) Strengthen your writing by V. R. Narayana Swami (Orient Longman)
- 4) Macmillan Foundation English R. K. Dwivedi & A. Kumar (Macmillan)
- 5) A Remedial English Grammar for Foreign Students. F. T. Wood (Macmillan)
- 6) Strengthen your English Bhaskaran & Horsburgh. (Oxford)
- 7) English Grammar and Composition. G. S. Mudambadithya (Vikas)
- 8) Creative English for Communication – Krishnaswamy & Sriraman (Macmillan)
- 9) English Grammar Practice – Raj N. Bakshi (Orient Longman)
- 10) A Remedial English Grammar for Foreign Students. F. T. Wood (Macmillan)
- 11) Remedial English Grammar- F. T. Wood (ELBS)
- 12) Business Letter Writing- Gaswin, S A Bright, New Delhi Universal



  
**PRINCIPAL**  
Yashoda Arts & Commerce College,  
Sakh Nagar, Nagpur-15



Purushottam Khaparde Health & Education Society's

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■ Tel. : 0712-2290637 ■ Fax No. : 0712- 2290368 ■ Website : www.yashodagirlscollege.edu.in ■ Email : ygc.ngp@rediffmail.com

YGC No. /

Date \_\_\_\_\_

## List of Students Benefited Certificate Course in Communicative English 2018-2019

Sr. No	Class	Name of the Students	Signature
1	B.A.I	MAYURI MANOJ BAWARIYA	<i>Mayuri</i>
2	"	DEEPALI MANOJ BAWARIYA	<i>Deepali Bawariya</i>
3	"	SUJATA AJAY PRASAD	<i>Sujata</i>
4	"	ROSHNI VIRENDRA HIRAPURE	<i>Roshni</i>
5	"	NIKITA VISHNU CHOUDHARI	<i>Nikita</i>
6	"	SWATI UMADATTA TIWARI	<i>Swati</i>
7	"	HEMLATA KUSHOBA MESHARAM	<i>Hemlata</i>
8	"	POONAM KRANKUMAR PACHE	<i>Poonam</i>
9	B.A.II	SNEHA JAIDEV BAGDE	<i>Sneha</i>
10	"	BEDBAI GOPI SAHU	<i>Bedbai</i>
11	"	SIYAWATI MUNNIRAJ PATEL	<i>Siyawati</i>
12	"	KARISHMA KEDARNATH VISHVAKARMA	<i>Karishma</i>
13	"	MEGHA SUREH NANDEKAR	<i>Megha</i>
14	"	MANDA JAIDEV MOHULE	<i>Manda</i>
15	"	BHAVANA WASUDEV NIMJE	<i>Bhavana Nimje</i>
16	"	DIKSHA DIWAKAR NAGRALLE	<i>D.D. Nagrale</i>
17	"	NILU ROHINI PRASAD VISHAVAKARMA	<i>Nilu</i>
18	"	TEJESHWINI NITENDRA SONWANE	<i>Tejeshwani</i>
19	"	PRACHI GHANSHYAM PURAM	<i>Prachi</i>
20	"	RANU GHANSHYAM HANWAT	<i>Ranu</i>
21	"	RESHMA RAMESH KSHIRSAGAR	<i>Reshma</i>
22	"	PRANJALI GIRISH GOKHALE	<i>Pranjal</i>
23	"	PRATIKSHA PURUSHOTTAM KADVE	<i>Pratiksha</i>
24	"	SUSHAMA BIRAJLAL RAUT	<i>S.Raut</i>
25	"	DAMINI DIGAMBER MOHTURE	<i>Damini</i>
26	"	SHRADDHA SUDHAKAR DHURVE	<i>Shraddha</i>
27	"	NIKITA RAJU DAHANE	<i>N.R. Dahane</i>
28	"	SADHANA SHALIK WAGH	<i>Sadhana</i>





Purushottam Khaparde Health & Education Society's



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Tel. : 0712-2290637 Fax No. : 0712-2290368 Website : www.yashodagirlscollege.edu.in Email : ygc.ngp@rediffmail.com

YGC No. /

## List of Students Benefited Certificate Course in Communicative English 2018-2019

Sr. No	Class	Name of the Students	Signature
29	B.A.III	SAYALI KAILASH DESHMUKH	Sayali
30	"	SHALINEE SHANKARRAO KIRPANE	Shirpane
31	"	REEMA CHAUHAN	Reema Chauhan
32	"	INDU SHIVANKAR	Indu Shivankar
33	B.COM.I	LAXMI SHANKAR MANDALE	L. Mandale
34	"	AKSHADA PRASHANT SUGARWAR	A. Sugarwar
35	"	ARCHANA DARBARILAL GOUTAM	Archana
36	"	REEMA PANGLAL NAYAK	Reema
37	"	VIDHI PRAMOD TIDKE	Vidhi Tidke
38	"	SHRADDHA PRAMOD PUNVATKAR	Shraddha
39	"	PRATIGYA VRINDAVAN DIWEDI	Pratigya
40	"	SAKSHI RAJU KAPSE	S. Kapse
41	"	PRITI ARUN BHISIKAR	P. Bhisikar
42	"	RANI ARUN PATIL	R. Patil
43	"	NIKHAT SAFI SHEIKH	N. Sheikh
44	"	MONIKA GAJANANRAO WATKAR	M. Watkar
45	"	BHAGYASHREE SURESH PANCHBUDHE	B. Panchbudhe
46	"	LAXMI ANKUSH THAKRE	L. Thakre
47	B.COM.II	DEVYANI PRADEEPRAO SHRIRAO	D. Shirao
48	"	RAGINI SURESH JAISWAL	R. Jaiswal
49	"	HARSHA RAJENDRA LANDGE	H. Landge
50	"	RAJKUMAR PANCHESHWAR	R. Pancheshwar

### List of Students Benefited

Stream Arts & Commerce	B.A.I	B.A.II	B.A.III	B.COM.I	B.COM.II
List of Students Benefitted = 50	08	20	04	14	04
Arts = 32 Commerce = 18					

Course Coordinator



Principal  
Yashoda Girls Arts & Commerce  
College, Sneh Nagar, Nagpur-15

**RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY**  
**DEPARTMENT OF LIFELONG LEARNING AND EXTENSION**  
**INITIAL REPORT UNDER JEEVAN SHIKSHAN ABHIYAN**

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1. Name of the course - **Certificate Course in Communicative English**
2. Name of the College/Departments  
organising - **Yashoda Girls' Arts & Commerce College, Nagpur**
3. Name and Address of the Course Co-ordinator - **Dr Amol Raut**  
**Yashoda Girls' Arts & Commerce College, Nagpur**
4. Venue of the Course with full Address - **Yashoda Girls'**  
**Arts & Commerce College, Sneh Nagar, Wardha Road, Nagpur - 440015**
5. Date of Starting the course - **Mid of May 2019**
6. Timings of the course - **12.00 to 1.00 pm** - **A copy of time table attached**
7. Duration - **3 months**
8. Medium of Instruction- **English**
9. No. of Students Admitted - **A list of students admitted to the course attached**
10. Accommodation available with furniture  
Keeping in view the No. Of candidates to be  
Admitted to the course - **50 students**


11. Information of Faculty Member -

S No	Name	Topics to be Taught	Full Postal Address	Phone No. if any
1	Dr Amol Raut	Grammar Skills	Yashoda Girls' Arts & Commerce College, Sneh Nagar, Wardha Road, Nagpur - 440015	9822277497
2	Mrs Vinita Hinge	Grammar Skills		9921548890
3	Prof Wajjudin Ahmad	Writing Skills		7020443751
4	Prof Meenakshi Wasnik	Communication Skills		

12. Any other matter relating the course - **distribution of hand outs**

13. Total Fees charged per student - **Rs.150/-**

14. Amount of Enrolment Fees to be deposited with the Department - **Rs. 750/-**

  
 (Dr D V Shete)  
 Principal  
 PRINCIPAL  
 Yashoda Girls Arts & Commerce Colleg  
 Sneh Nagar, Nagpur-15


  
 (Dr Amol Raut)  
 Course Coordinator

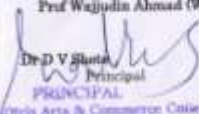
## STC 2017-2018- Certificate Course in Communicative English- Time Table

Parashakti Education Society's  
**Yashoda Girls' Arts & Commerce College, Sneh Nagar, Wardha Road, Nagpur - 440015**  
**Department of English Time Table for Communicative English Course (Time 12.00-1.00pm)**  
**DLE under Jeevan Shikshan Abhiyan R T M Nagpur University, Nagpur**

Batch	Dates	No. of hours/day	Days
Regular	May 2, 2019 to May 20, 2019	1 hour/day	Mon. to Fri.
Regular	May 21, 2019 to May 29, 2019	1hour/day	Mon. to Fri.
<b>Weekend</b>	Saturday, May 2019 - 4, 11, 18, 25	1.5 hours/day	Saturday
Regular	Saturday, June 1, 2019	1.5 hours/day	Saturday
Regular	June 3, 2019 to June 7, 2019	1 hours /day	Mon. to Fri.
<b>Weekend</b>	Saturday, June 8, 15, 22, 29 - 2019	1.5 hours /day	Saturday
Regular	June 10, 2019 to June 14, 2019	1 hour /day	Mon. to Fri.
Regular	June 17, 2019 to June 21, 2019	1 hour/day	Mon. to Fri.
Regular	June 24, 2019 to June 28, 2019	1hour /day	Mon. to Fri.
<b>Weekend</b>	Saturday, July 6, 13, 20, 27, 2019	1.5 hours/day	Saturday
Regular	July 1 - 5, 2019 to July 8 - 12, 2019	1hour / day	Mon. to Fri.
Regular	July 15 - 19, 2019 to July 22 - 25, 2019	1 hour / day	Mon. to Fri.

Faculty Member - Dr Meenakshi Waznik (GS)      Dr Vinita Hinge (GS)      Prof Waqidi Ahmad (WB)

  
 Dr Anul Raut  
 Course Coordinator

  
 Dr D V Shinde  
 Principal  
 PRINCIPAL  
 Yashoda Girls Arts & Commerce College  
 Sneh Nagar, Nagpur-15



Parashottam Khaparde Health & Education Society's  
**Yashoda Girls' Arts & Commerce College**  
Sneh Nagar, Wardha Road, Nagpur-440015

**Certificate Course in Communicative English**  
*In collaboration – RTM Nagpur University Board of Lifelong Learning and Extension*

**CCCE Exam – 2018 - 2019 MCQs / General Pattern**

**Part A - Parts of Speech**

a. Fill in the blanks with appropriate forms of words. (Any 5) **5M**

<u>Verb</u>	<u>Noun</u>	<u>Adjective</u>
continue -----	----- belief	continual believable
compare -----	----- enjoyment	comparative enjoyable
inform -----	-----	-----
create -----	----- extension	creative extensive
-----	alteration	altered
-----	-----	mechanical
symbolize -----	-----	symbolic

b. Modify the following words into their verb forms.

c.

<b>Noun</b>	<b>Verb</b>
1. allotment	-----
2. advice	-----

A. **Prepositions - Fill in the blanks with suitable (Any 8) 8M**

a. The waste heat---power plants is cooled --- two reasons to comply----- thermal pollution regulations and to gain greater efficacy. This will be useful----- environmental protection.



Purushottam Khaparde Health & Education Society's  
**Yashoda Girls' Arts & Commerce College**  
Sneh Nagar, Wardha Road, Nagpur-440015

- b. What time are you leaving? I am leaving ----- the afternoon, may be ----- 3 p.m. I am coming back ----- Sunday evening. I'll take the 8 a.m. train ----- Sunday. I'll be here... 9 p.m.
- c. Steve Jobs co-founded Apple Computer \_\_\_\_\_ Steve Wozniak \_\_\_\_\_ 1976. It soared \_\_\_\_\_ its start as a garage venture \_\_\_\_\_ a technology giant.
- d. River Kaveri takes birth \_\_\_\_\_ Karnataka and further cascades \_\_\_\_\_ Tamil Nadu. It forms one of the longest rivers \_\_\_\_\_ South India. There are several dams built \_\_\_\_\_ the river.
- e. Artificial Intelligence (AI) is the science \_\_\_\_\_ developing computers that can learn and follow instructions \_\_\_\_\_ great accuracy and speed. An example \_\_\_\_\_ AI is the use \_\_\_\_\_ expert systems.
- f. It is absurd \_\_\_\_\_ talk \_\_\_\_\_ social justice \_\_\_\_\_ a country, because almost all the traditional and prevalent systems are loaded \_\_\_\_\_ social and economic justice.
- g. Indian newspapers have undesirably a vital role \_\_\_\_\_ play and an important duty \_\_\_\_\_ perform, both as voice \_\_\_\_\_ the people and a builder \_\_\_\_\_ public opinion.
- h. There has been very little improvement \_\_\_\_\_ the status \_\_\_\_\_ women. \_\_\_\_\_ more than 50 years \_\_\_\_\_ independent India; the dowry deaths have deteriorated.
- i. The Gobar Gas plant is a simple apparatus used \_\_\_\_\_ turning animal wastes bio gas plus nitrogen fertilizer. Gobar comes \_\_\_\_\_ the Hindi word cow. The dung \_\_\_\_\_ cattle forms the primary source \_\_\_\_\_ fuel \_\_\_\_\_ the rural population \_\_\_\_\_ India. Other supplementary materials like organic wastes can be used, whenever the availability \_\_\_\_\_ cattle is found to be inadequate.
- j. A snowflake originates \_\_\_\_\_ countless water molecules that initially come together \_\_\_\_\_ small groups as a result \_\_\_\_\_ a weak force \_\_\_\_\_ oxygen and hydrogen atoms.

**C. Articles (Any 5)**

**5M**

Fill in the blanks with the appropriate articles, *a*, *an*, or *the*, or leave the spaces blank if articles are not needed.

1. I want \_\_\_\_\_ apple from that basket.
2. \_\_\_\_\_ church on the corner is an ancient one.
3. Miss Lin speaks \_\_\_\_\_ Chinese.
4. Can I borrow \_\_\_\_\_ pencil from your pile of pencils and pens?



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5. One of the students said, " \_\_\_\_ professor is late today."
6. Eliza likes to play \_\_\_\_ volleyball.
7. I bought \_\_\_\_ umbrella to go out in the rain.
8. My daughter is learning to play \_\_\_\_ violin at her school.
9. Please give me \_\_\_\_ cake that is on the counter.
10. I lived on \_\_\_\_ Main Street when I first came to town.

**B. Adverbs**

**Fill in the blanks with suitable Adverbs. (any 7) 7M**

1. We visit the zoo \_\_\_\_\_.
2. As there is a heavy traffic jam, I drive my car \_\_\_\_\_.
3. He met Gandhi \_\_\_\_\_ in his life time once.
4. The postman delivers mail \_\_\_\_\_.
5. She danced \_\_\_\_\_ at the function.
6. I have done the problem as it was \_\_\_\_\_ easy.
7. Mohan \_\_\_\_\_ visits her house. He \_\_\_\_\_ comes to my house.
8. He speaks very \_\_\_\_\_.
9. They shot the people \_\_\_\_\_ the shrine.
10. The \_\_\_\_\_ help rendered by friends was very valuable.
11. I looked for him \_\_\_\_\_.
12. Your answer is \_\_\_\_\_ right.
13. My friend is expected to arrive \_\_\_\_\_.
14. This essay is \_\_\_\_\_ written.
15. Finish your assignment \_\_\_\_\_.

**Identify the correct adverbs and complete the sentences. (2M)**

1. He writes \_\_\_\_\_ (mechanically/legibly).
2. She responded \_\_\_\_\_ when she was interviewed by her supervisor (confidently/noisily).



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**Part B**

**PART B Informal Letters [Any two] 5M**

1. You are enrolled in the college N.S.S team. As part of the program, you had done social service activities. Share your experience with your friend who is studying in another college. Write a letter about the activities.
2. Write a letter to your father about the literary Club inauguration in your college, stating how it is useful for improving one's personality.
3. Write a letter to your friend congratulating your friend on his performance in the B A Semester II examination.
4. Your uncle has gifted you with a mobile phone .Write a letter thanking him for the special gift.
5. Write a letter to your close friend narrating your experiences while attending online classes.

**I. E-mail [Any two] 5M**

1. Send an email to your friend sharing your experience about your College.
2. Send an email to your mother sharing your first weekend experience with your friends.
3. Send a mail to your teacher expressing your happiness about joining the course you always wanted to join.
4. Imagine you have been given a chance to be part of the NSS camp. Send a mail to your friend narrating your experience.

**II Correction of Errors [any three] 3M**

**Exercise 1 -- Read the following sentence carefully and edit them for grammatical accuracy.**

1. There is many solutions to this problem.
2. All of us – Kavi, Nitin, Ashish, Amita, and me – are coming to the party.
3. If I had time, I will complete the report tomorrow.
4. You would not be so upset if you were not choosing your friends carelessly.
5. I wish you will not be late for the class.

**OR**

**Exercise 2 [any three] 3M**

**Read the following sentence carefully and edit them for word structure, grammatical accuracy and spelling:**

1. Any misinterpretation of a message leading to communication breakdown and creates confusion and misunderstanding.
2. Organizational competence is the ability to organize information with a logical and structured way.
3. Technical communication only makes professional interaction not possible but also directs the flow of technical information and knowledge.



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4. Different kinds of glass and plastics have different refractive index.
5. Weather variations are caused by flow of hot air masses in relative to cold air masses.

**Part C**                      **Linguist and Phonetics**    [Any five]    **16M**

1. Which of these people perceives language as a means to interpret human experience?
  - A. Anthropologist
  - B. Sociologist
  - C. Philosopher
  - D. Students of literature
2. Which of these words is based on the phenomena, 'Onomatopoeia'?
  - A. Cuckoo
  - B. Book
  - C. Door
  - D. Blackboard
3. Which of these is not a type of linguistics?
  - A. Historical
  - B. Personal
  - C. Comparative
  - D. Synchronic
4. Which of these is not a level of language?
  - A. Phonology
  - B. Grammar
  - C. Running
  - D. Semantics



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5. Which among the following words start with a Vowel?

- A. Earth
- B. Computer
- C. Television
- D. Bike

6 Which of the following word has 4 vowels?

- A. Lemon
- B. Square
- C. Nine
- D. Telephone

7 Which is not a double vowel word?

- A. Seven
- B. Big
- C. Eight
- D. One

8 Select a word which ends with a vowel:

- A. Peacock
- B. Eraser
- C. Aunt
- D. Uncle



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**Part D** 1. Business Communication 30M

1. The following is (are) non-verbal communication
2. Facial expression
3. Appearance
4. Posture
5. All of the above

2-The handshake that conveys confidence is

- a. Limp
- b. Firm
- c. Loose
- d. Double

3-Communication is the task of imparting \_\_\_\_\_

- a. Training
- b. Information
- c. Knowledge
- d. Message

4-The whole concept of achieving success begins with how you \_\_\_\_\_

- a. Behave
- b. Think
- c. Work
- d. All of the above

5-Match the following

A. Pressures	1. Visualize future
B. Keen foresight	2. Limited vision
C. Vision	3. Positive growth
D. Positive changes	4. Power of imagination

The correct answer is

- a. A-2, B-4, C-1, D-3
- b. A-4, B-2, C-1, D-3
- c. A-2, B-4, C-3, D-1
- d. A-2, B-1, C-4, D-3

6-The trump card during \_\_\_\_\_ should be brought out at the crucial moment.



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- a. Interview
- b. Negotiation
- c. Training
- d. Purchasing

7-The following is the permanent records for business

- a. Business letters
- b. Ledgers
- c. Production reports
- d. All of the above

8-Body of a letter is divided into \_\_\_\_\_ parts.

- a. 1
- b. 2
- c. 3
- d. 4

9- As per Newman and Summer Communication is the Exchange of

- a. Facts
- b. Opinion
- c. Emotions
- d. All of the above

10- The \_\_\_\_\_ body of the presentation should be broken into short and clear units

- a. Main
- b. Middle
- c. Upper
- d. Lower


11- \_\_\_\_\_ of the letter consists of main message.

- a. Heading
- b. Body
- c. Greeting
- d. Closing

12-A common fallacy about manager is that he must be

- a. Loud
- b. Flamboyant
- c. Drinker
- d. All of the above



  
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13-The following is (are) the most effective ways of communication.

- a. Verbal
- b. Non verbal
- c. Written
- d. All of the above

14-The \_\_\_\_\_ of business letter is called layout.

- a. Body
- b. Content
- c. Pattern
- d. All of the above

15- Goals help us to \_\_\_\_\_

- a. Communicate
- b. Success
- c. Work
- d. Motivate

2. Written Communication of different form (Any Two) 7M

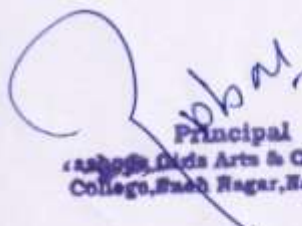
- a. Prepare format for Letter of References
- b. Letter relating to placing of order and compliance with orders
- c. Follow -up letters

3. Written circular /memos /notices / minutes (Any Two) 7M

- a. Prepare minutes of the students council meeting.
- b. Write a summary/ report of the any course conducted by the college.
- c. Prepare sample notice along with agenda of the meeting.



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**RTMNU DLLE under Jeevan Shikshan Abhiyan**

**List of Students Enrolled for Communicative English Course  
Academic Session 2018 – 2019**

Sr. No	Class	Name of the Students	Result / Grade
1	B A I	Bawariya Mayuri Manoj	A
2	"	Bawariya Deepali Manoj	A
3	"	Prasad Sujata Ajay	A
4	"	Hirapure Roshni Virendra	A
5	"	Choudhari Nikita Vishnu	A
6	"	Tiwari Swati Umodatta	A
7	"	Meshram Hemlata Kushoba	A
8	"	Pache Poonam Kirankumar	A
9	B A II	Bagde Sneha Jaidev	A
10	"	Sahu Bedbapi Gopi	A
11	"	Patel Siyawati Munniraj	A
12	"	Vishwakarma Karishma Kedarnath	A
13	"	Nandekar Megha Suresh	A
14	"	Mahule Manda Jaidev	A
15	"	Nimje Bhavana Wasudev	A
16	"	Nagrle Diksha Diwakar	A
17	"	Vishwakarma Nilu Rohiniprasad	A
18	"	Sonwane Tejeshwari Nitendra	A
19	"	Puram Prachi Ghabshyam	A
20	"	Hanwat Ranu Ghanshyam	A
21	"	Kshirsagar Reshma Ramesh	A
22	"	Gokhale Pranjali Girish	A
23	"	KadvePratikshaPurushottam	A
24	"	Raut SushamaBirajlal	A
25	"	Mohture Damini Digamber	A
26	"	Dhurve Shradha Sudhakar	A
27	"	Dahane Nikita Raju	A
28	"	Wagh Sadhana Shalik	A
29	B A III	Deshmukh Sayali Kailash	A
30	"	Kirpane Shalinee Shankarrao	A

RTMNU DLLE under Jeevan Shikshan Abhiyan

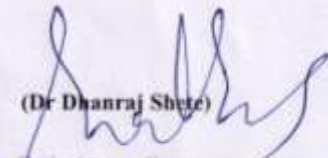
List of Students Enrolled for Communicative English Course  
Academic Session 2018 – 2019

Sr. No	Class	Name of the Students	Result / Grade
31	B Com I	Mandale Laxmi Shankar	A
32	"	Sugarwar Akshada Prashant	A
33	"	Gautam Rachana Darbarilal	A
34	"	Nayak Reema Pannalal	A
35	"	Tidke Vidhi Pramod	A
36	"	Punvatkar Shraddha Pramod	A
37	"	Diwedi Pratigya Vrindavan	A
38	"	Kapse Sakshi Raju	A
39	"	Bhisikar Priti Arun	A
40	"	Patil Rani Arun	A
41	"	Thakre Laxmi Ankush	A
42	"	Sheikh Nikhat Safi	A
43	"	Watkar Monika Gajananrao	A
44	"	Panchbudhe Bhagyashree Suresh	A
45	B Com II	Shrirao Devyani Pradeeprao	A
46	"	Jaiswal Ragini Suresh	A
47	"	Lange Harsha Rajendra	A
48	"	Pancheshwar Rajkumari	A
49	B A III	Chauhan Reema	A
50	"	Indu Shivankar	A

Signature of Course Co-ordinator

  
(Dr. Amol Raut)

Course Director / Convener & Principal

  
(Dr. Dhanraj Shete)  
Yashoda Girls Arts & Commerce College  
Bheh Nagar, Nagpur-46



Purushottam Khaparde Health &amp; Education Society's

## Yashoda Girls' Arts & Commerce College, Nagpur

Accredited  
B++  
by NAAC

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SNEH NAGAR, WARDHA ROAD, NAGPUR - 440 015. (M.S.) INDIA

Tel. : 0712-2290637 Fax No. : 0712- 2290368 Website : www.yashodagirlscollege.edu.in Email : ygc.ngp@rediffmail.com

YGC No. /

Date \_\_\_\_\_

### A Report on Certificate Course Conducted on Communicative English

(May 2, 2019 to July 25, 2019)

The Department of English organized a Certificate Course on Communicative English for the students under the initiative of IQAC for 3 months. The objective of this course was to enhance the basic communicative skills through interactive classroom sessions for learning the English language. The speaking skill is mandatory for the students to survive in the job market. This course intended to develop ability among the students to converse easily and without any hesitation. The course was designed in an interactive manner along with classroom activities and using the text as a resource for self study as well. The students were evaluated during the group discussion and classroom presentation. All the students effectively completed the course during the period May 2, 2019 to July 25, 2019. The lectures are delivered by Prof. Meenakshi Wasnik, Dr Vinita Hinge, Prof Wahajuddin Ahmad and Dr Amol Raut. The topics were covered as per the syllabus designed by the committee constituted for the said course. The certificate course was delivered through useful and fruitful sessions. The total number of 50 students were benefitted and contented with the certificate course. After completion of the course, certificates were distributed to the learners.

#### Course Outcomes:

- The course has equipped the students with basic speaking skills along with improved non-verbal skills thereby improving their employability measures.
- The students use the language in groups and as per the situation during the course.
- The students acquired touch of spoken and written forms of English.
- The students were abreast with basic language skills and attitudes relevant to the emerging knowledge required in society.
- The confidence level of students was enhanced while communicating.
- The interactive sessions enable them produce grammatically and idiomatically correct language.

Principal  
Yashoda Girls Arts & Commerce  
College, Sneh Nagar, Nagpur-15



**Rashtrasant Tukadoji Maharaj Nagpur University**

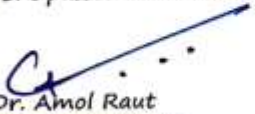
Board of Lifelong Learning and Extension


**Certificate**

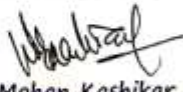
Awards this certificate to

Ku Sayali Kailash Deshmukh.

on satisfactorily completion of the three months *Certificate Course in Communicative English* under Jeevan Shikshan Abhiyan run by Department of Lifelong Learning and Extension in Collaboration with Yashoda Girls' Arts & Commerce College, Sneh Nagar, Wardha Road, Nagpur from Thursday, May 2, 2019 to Thursday, July 25, 2019  
She passed at the examination in Grade A

  
Dr. Amol Raut  
Course Co-ordinator  
Yashoda Girls' Arts & Commerce College, Nagpur

  
Dr. Dhanraj Shete  
Principal

  
Dr. Mohan Kashikar  
Director  
Department of Board of Lifelong  
Learning and Extension, RTMNU




**Rashtrasant Tukadoji Maharaj Nagpur University**  
Board of Lifelong Learning and Extension

*Certificate*


Awards this certificate to

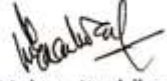
Ku Pratiksha Purushottam Kadle

on satisfactorily completion of the three months *Certificate Course in Communicative English* under Jeevan Shikshan Abhiyan run by Department of Lifelong Learning and Extension in Collaboration with Yashoda Girls' Arts & Commerce College, Sneh Nagar, Wardha Road, Nagpur from Thursday, May 2, 2019 to Thursday, July 25, 2019  
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Board of Lifelong Learning and Extension

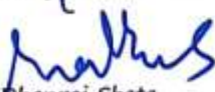
*Certificate*

Awards this certificate to

Ku Shalinee Shankarrao Kirpane

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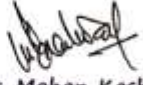
Ku Nilu Rohiniprasad Vishwakarma

on satisfactorily completion of the three months *Certificate Course in Communicative English* under Jeevan Shikshan Abhiyan run by Department of Lifelong Learning and Extension in Collaboration with Yashoda Girls' Arts & Commerce College, Sneh Nagar, Wardha Road, Nagpur from Thursday, May 2, 2019 to Thursday, July 25, 2019  
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Course Co-ordinator

Yashoda Girls' Arts & Commerce College, Nagpur

  
Dr. Dhanraj Shete  
Principal

  
Dr. Mohan Kashikar  
Director

Department of Board of Lifelong Learning and Extension, RTMNU





**Rashtrasant Tukadoji Maharaj Nagpur University**


Board of Lifelong Learning and Extension

*Certificate*

Awards this certificate to

Ku Reema Chauhan

on satisfactorily completion of the three months *Certificate Course in Communicative English* under Jeevan Shikshan Abhyan run by Department of Lifelong Learning and Extension in Collaboration with Yashoda Girls' Arts & Commerce College, Sneh Nagar, Wardha Road, Nagpur from Thursday, May 2, 2019 to Thursday, July 25, 2019  
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Dr. Dhanraj Shete  
Principal

  
Dr. Mohan Kashikar  
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Department of Board of Lifelong Learning and Extension, RTMNU