

**Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon**

**UGC Ordinance 181**

**College Name:** - Dr. Annasaheb G.D. Bendale Mahila Mahavidyalaya, Jalgaon

**Title:** - Certificate Course in English for Competitive Exams

**Coordinator of the course:** - Prof. S.N. Baviskar

**Course Objectives:-**

- To build up learners confidence in competitive exams by reinforcing the basics of English grammar, Vocabulary & Comprehension skills
- To enable the learners to achieve adequate linguistic skills in English which are essential in competitive exams.
- To impart effective English communication skills to the learners.
- To provide guidance of English language and grammar to competitive exams aspirants.

**Duration of the Course:** 01 year

**Fees:** 500/- Rs.

**Course Structure:**

- 1) Paper I - Grammar & Vocabulary
- 2) Paper II – Written Communication
- 3) Paper III - Presentation Skills

**Eligibility Criteria:** - H. S. C. Passed

**Skeleton of Course:-**

Sr. No.	Paper	Name of Subject	Theory/ Practical I	Teaching Hours	Maximum Marks			Passing			Credit
1	Paper I	Grammar & Vocabulary	Theory	90	60	40	100	24	16	40	6
2	Paper II	Written Communication	Theory	90	60	40	100	24	16	40	6
3	Paper III	Practical	Practical	100	60	40	100	24	16	40	6

Internal Marks are divided in parts eg. 10 marks for attendance & behaviour and 30 marks for Internal Test

**Minimum Staff:** - 03

**Mode of Examination:** - Annual

**Course Outcomes:-**

- The course will assess & evolve the linguistic skills and proficiency of competitive exams aspirants.
- The course will develop comprehensive skills and expressive ability of the learners in English.
- The course will be beneficial to get conceptual clarity & to use English language grammatically and appropriately.
- The course will heighten the passing percentage of the aspirants.

## **SYLLABUS**

### **Paper I – Theory Paper**

**Title of the Paper – Grammar & Vocabulary**

**90 Hours**

➤ **Topics-**

<ul style="list-style-type: none"><li>• Parts of Speech</li><li>• Tenses (Uses &amp; Structure)</li><li>• Active &amp; Passive Voice</li><li>• Direct Indirect Speech</li></ul>	<b>25</b>
<ul style="list-style-type: none"><li>• Degree of Comparison</li><li>• Prepositions</li><li>• Articles</li><li>• Sentence Transformation</li></ul>	<b>25</b>
<ul style="list-style-type: none"><li>• Synthesis</li><li>• Sentence Correction</li><li>• Question Tag</li></ul>	<b>25</b>
<ul style="list-style-type: none"><li>• Common Errors in English</li><li>• Vocabulary – Synonyms/ Antonyms/ Jumbled Words/ One word substitution/ Commonly misspelled words</li></ul>	<b>15</b>

### **Paper II – Theory Paper**

**Title of the Paper – Written Communication**

**90 Hours**

➤ **Topics**

<ul style="list-style-type: none"><li>• Comprehension</li><li>• Essay Writing</li><li>• Precise Writing</li></ul>	<b>25</b>
<ul style="list-style-type: none"><li>• Letter Writing</li><li>• Story Building</li><li>• Information Transfer (Verbal to Non-verbal &amp; vice versa)</li></ul>	<b>25</b>
<ul style="list-style-type: none"><li>• Sentence rearrangement &amp; para jumbles</li><li>• Cloze Test</li><li>• Sentence Improvement</li></ul>	<b>25</b>

<ul style="list-style-type: none"> <li>• Spotting the Error</li> <li>• Translation</li> </ul>	<b>15</b>
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### **Paper III – Practical**

**Title of the Paper – Presentation Skills**

**100 Hours**

➤ **Topics**

- Group Discussion
- Power Point Presentation
- Mock Interview
- Journal
- Translation
- Phonetics

**Suggested Books:-**

- General English by S.P.Bakshi
- Fifth Edition Objective English for Competitive Examinations by Edgar Thorpe, Showick Thorpe
- English for General Competitions from Plinth to Paramount by Neetu Singh
- Essential English for Competitive Examinations by Dr. Rashmi Singh
- English for Competitive Examinations by Wren & Martin

**Course Co-ordinator**

(Shyamkant Baviskar)

**HOD, English**

(P.D.Patil)

**Course Convenor**

(Prof. Dr.P.N.Tayade)

**Kavayitri Bahinabai Chaudhari North Maharashtra  
University, Jalgaon**

**(Under the ordinance 181)**

**Dr. Annasaheb G.D. Bendale Mahila Mahavidyalaya, Jalgaon**

**Department of English**

**Proposal for**

**Certificate Course in English for Competitive Examinations**

**2021-2022**