

**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**

**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 Examinations

**Coordinator of the course:** - Ms. Mitalee K. Ahire

**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:** 1 year

**Fees:** 700/- 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	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 exam 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 the 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>	25
<ul style="list-style-type: none"><li>• Degree of Comparison</li><li>• Prepositions</li><li>• Articles</li><li>• Sentence Transformation</li></ul>	25
<ul style="list-style-type: none"><li>• Synthesis</li><li>• Sentence Correction</li><li>• Question Tag</li></ul>	25
<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>	15

### 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>	25
<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>	25
<ul style="list-style-type: none"><li>• Sentence rearrangement &amp; para jumbles</li><li>• Cloze Test</li><li>• Sentence Improvement</li></ul>	25

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| <ul style="list-style-type: none"><li>• Spotting the Error</li><li>• Translation</li></ul> | 15 |
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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  
(Ms. Mital K. Ahire)



Course Convener  
(Prof. Dr. P.N. Fayade)