

SRI VSSC GOVT COLLEGE, SULLURPET

(Non-autonomous college in jurisdiction of Vikrama Simhapuri University)

Reaccredited by NAAC B



A Certificate Course in Functional English

2020-2021

Sri. M. Yallamandara Rao
DEPARTMENT OF ENGLISH

LIST OF THE STUDENTS ENROLLED FOR CERTIFICATE COURSE**2020-2021**

S. No	Reg no	Name of the student	Class	Marks
1	202133001	ALLAVARI KALYAN	II.B.COM	42
2	202133002	ANDAGUNDALA VENKATESH	II. B.COM	40
3	202133003	ATLURU CHAMUNDESWARI	II.B.COM	43
4	202133005	BADDI RAJESH	II.B.COM	40
5	202133006	BADDI SREENIVASULU	II.B.COM	46
6	202133009	BHEMALA ROHITH KUMAR	II.B.COM	34
7	202133011	CHINNAKADU PRASAN	II.B.COM	35
8	202133012	CHINTAPUDI BHARATH SAI JASWANTH	II.B.COM	36
9	202133013	DARA UDAYKIRAN	II.B.COM	45
10	202133016	GUMMIDIPUDI RAJESH	II.B.COM	38
11	202133017	HANUMANTHU AJAY KUMAR	II.B.COM	37
12	202133018	INTURU CHAKRADHAR	II.B.COM	38
13	202133022	JEDDA SUMATHI	II.B.COM	37
14	202133024	KANAPA ESWAR	II.B.COM	41
15	202133025	KARIKETI SARATHBABU	II.B.COM	40
16	202133026	KAPLAPUDI SASI	II.B.COM	44
17	202133027	KAPLAPUDI TEJARAM	II.B.COM	42
18	202133028	KAVALI PRAVEEN	II.B.COM	41
19	202133029	KOTTURU NELAVATHI	II.B.COM	41
20	202133031	KUMAR LOKESH	II.B.COM	42
21	202133033	KUPPMATI PALLAVI	II.B.COM	39
22	202133034	KUPPAMPATI PRATHYUSHA	II.B.COM	42
23	202133037	MALCHI SNEHALATHA	II.B.COM	43
24	202133039	MD AZHAR ALI KHAN	II.B.COM	41
25	202133043	PALAVALLI MOHAN KISHORE	II.B.COM	43
26	202133044	PEJJAI VAMSI	II.B.COM	39
27	202133045	PINDIBOYINA VINAY	II.B.COM	38
28	202133046	POLURU SINDHU PRIYA	II.B.COM	41
29	202133047	PULI ABHISHEK	II.B.COM	43
30	202133048	PULI KAVYA	II.B.COM	40

Functional English – Syllabus

- Parts of Speech
- Articles
- Question Tags
- Simple Sentences
- Correction of Sentences
- Diphthongs
- English in Situation
- Punctuation
- Phonetic Sounds and Symbols
- Intonation
- Prepositions
- Dialogue writing
- Active & Passive Voice
- Soft skills
- Reported Speech

Reference Books:

- A comprehensive Grammar of the English language
-Randolph Quirk
- Functional English Grammar
-Raymond Murphy's
- English Grammar
-Wren and Martin
- Functional English
-Graham Lock
- Functional English
-Gajendra Singh Chauhan
- English Grammar Essential rules
-Dr. Ranjeet Singh
-Dr. Preeti Singh
- Functional English Grammar and Composition
(Communicative and Language and literature)
-RK Gupta
-SK. Khandelwal
- A comprehensive Grammar of the English language
-Randolph Quirk

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A CERTIFICATE COURSE IN FUNCTIONAL ENGLISH

Schedule

Duration of the course: **30 days (30 Hours)**

Total Sessions of the course: **30**

Duration of each session – **One hour**

Timings: **9am – 10am**

Duration of time: 11.10.2021 – 02.12.2021

Course Code: **CER-ENG**

Day	Date	Topic	Faculty
1	11-10-2021	Parts of speech – Nouns	M.Yallmanda rao
2	13-10-2021	Pronouns	M.Yallmanda rao
3	18-10-2021	Definition of sentence & types	M.Yallmanda rao
4	21-10-2021	Verb Forms	M.Yallmanda rao
5	22-10-2021	Modals and Auxiliaries	M.Yallmanda rao
6	23-10-2021	Adverbs	M.Yallmanda rao
7	25-10-2021	Prepositions	M.Yallmanda rao
8	26-10-2021	Adjectives	M.Yallmanda rao
9	27-10-2021	Degrees of comparison	M.Yallmanda rao
10	28-10-2021	Conjunction	M.Yallmanda rao
11	29-10-2021	Interjections	M.Yallmanda rao
12	30-10-2021	Articles	M.Yallmanda rao
13	01-11-2021	Tenses	M.Yallmanda rao
14	06-11-2021	Present Tense	M.Yallmanda rao
15	08-11-2021	Past Tense	M.Yallmanda rao
16	09-11-2021	Future Tense	M.Yallmanda rao
17	10-11-2021	Question Tags	M.Yallmanda rao

18	11-11-2021	Concord : Subject-verb Agreement	M.Yallmanda rao
19	12-11-2021	Tenses in Conditional Sentences	M.Yallmanda rao
20	13-11-2021	Voice : Active & Passive	M.Yallmanda rao
21	17-11-2021	Direct vs Reported Speech	M.Yallmanda rao
22	18-11-2021	Phrase and Clause	M.Yallmanda rao
23	24-11-2021	Sentence Structure	M.Yallmanda rao
24	25-11-2021	Simple Sentences	M.Yallmanda rao
25	26-11-2021	Compound Sentences	M.Yallmanda rao
26	27-11-2021	Complex Sentences	M.Yallmanda rao
27	29-11-2021	Transformation of Sentences	M.Yallmanda rao
28	30-11-2021	Punctuation	M.Yallmanda rao
29	01-12-2021	Phrasal Verbs	M.Yallmanda rao
30	02-12-2021	Correction of Sentences	M.Yallmanda rao

It is decided that certificate course in Functional English for II year Degree students in Offline Mode. The course starts from 11.10.2021 (Course details are given).

- **Functional English** is usage of the English language required to perform a specific function.
- The aim of **Functional English** is to develop communicative skills of students in listening, speaking, writing and reading. It is meant to learners to proper means of expression.

Objectives of the Course:

- ♦ To enable students to understand the mechanism of speech, to produce English sounds correctly, to pronounce English with appropriate Stress and Intonation.
- ♦ To develop intellectual, personal and professional abilities of students.
- ♦ Acquire basic language skills (listening, speaking, reading and writing) in order to communicate with speakers of English language.
- ♦ To acquire the linguistic competence necessarily required in various life situations.

Outcomes of the course:

At the end of the course, students should be able to:

- ♦ Identify the lexical categories of the English language
- ♦ Identify some wrong commonly used expressions
- ♦ Understand how and when to use reported speech and direct speech
- ♦ Distinguish between the active and passive voice

202133047	PULI ABHISHEK	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
202133048	PULI KAVYA	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Sullurpet,
11.10.2021.

To
The Principal,
SVSSC Govt Degree College,
Sullurpet.

Sir,
Sub: Request permission to conduct certificate course.

This is to bring to your kind notice that I M. Yallamanda Rao, lecturer in English request your permission to conduct a certificate course in “Functional English” for the II-year Degree (B.com) students in offline mode.

The course is designed for 30 working days with 30 sessions. The duration of each session is 1 hour, between 4:00pm to 5:00pm. The total hours for this course are 60 hours. A copy of the schedule is attached.

Thanking you sir

Yours faithfully,

(M. Yallamanda Rao),
Dept of English.

SVSSC GOVT DEGREE COLLEGE, SULLURPET

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MODEL PAPER - FUNCTIONAL ENGLISH

Time: 60 Min

Name :

Marks: 50

Roll No:

Date:

Class /Section:

I. Identify the **Parts of Speech** of each bold word in the following Sentences. 10 X 1=10

1. **John** is my best friend _____.
2. She looked **up** but didn't see anything _____.
3. That was a **difficult** question _____.
4. Rani was **very** impressed with her result _____.
5. **Although** she is poor. She is happy _____.
6. She **went** to the market and **bought** some eggs _____.
7. What are you doing **there**? _____
8. **Hurry!** We have holidays from tomorrow _____.
9. She went **into** the kitchen _____.
10. Mr. Rao is **clever** and industrious _____.

II. Fill in the blanks with an appropriate **Article**

10 X ½ = 5

1. The world is _____ happy place.
2. She is _____ accomplished dancer.
3. Where is _____ hat that is bought from London.
4. Aluminium is _____ useful metal.
5. Would you open _____ window please.
6. He returned after _____ hour.
7. This is _____ answer to _____ problem that our teacher gave us.
8. Which is _____ longest river in world.
9. He is _____ close friend of mine.
10. She is _____ dancer married to _____ singer.

III. Identify the **Type of Sentence**

5 X 1 = 5

1. How well she sings!
2. Who told you this?
3. Please be seated.
4. What is your name?
5. Bring me the file.

IV. Fill in the blanks with an appropriate **Preposition**

4 X 1 = 4

1. He met and fell in love with a French girl when he was _____ the London school of Economics.
2. Granny is arriving _____ the 3.30 train.
3. His house is _____ the way from Mumbai to Thane.
4. They live _____ a small one-bedroom flat _____ the third floor.

V. Complete the following sentences using an appropriate **Tense form**

6 X 1 = 6

1. I _____ here since morning.
2. I _____ interested in English.
3. Where _____ the sun rise?
4. She _____ half of her time travelling.
5. He _____ there in silence.
6. Rani _____ sweets

VI. Transformation of sentences

4 X 1 = 4

1. I did not beat her (Change to **passive voice**)
2. Mother made a cake yesterday. (Change to **Passive voice**)
3. He said, "I've finished ". (Change to **Indirect speech**)
4. Kashmir is a beautiful place in India. (Change to **Superlative degree**)

VII. Correct the following sentences (Correction of sentences)

6 X 1 = 6

1. He lives in Hyderabad for five years.
2. Raju, who is my best friend, is a writer.
3. I have decided to quit my job a week ago.
4. You should tell to me exactly what happened there.
5. He is clever but he lacks of experience.
6. The teacher is taking two classes daily.

VIII. Answer the following

3 X 2 = 6

1. What do you mean by emotions? Why is emotional intelligence important for students?
2. What is the role of body language in communication?
3. Why are etiquettes important for people in society?
4. Why do people lack etiquettes?
5. Why is good body language essential for students?

IX. Complete the following conversation with suitable sentences

4 X 1 = 4

Ravi: Excuse me?

Hari: _____

Ravi: Is there a supermarket near here?

Hari: _____

Ravi: How do I get there?

Hari: _____

Ravi: Is it far?

Hari: _____

Ravi: Ok thank you.

Hari: _____

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INTERNAL QUALITY ASSURANCE CELL
DEPARTMENT OF ENGLISH

FUNCTIONAL ENGLISH

1. Is the lecturers are easy to understand Yes/No
2. Is the objectives of the course meet your expectations?
 Yes/No
3. Do you feel certificate course is useful Yes/No?
4. Do your teacher have counselling skills? Yes/No
5. Is the course material useful to you Yes/No?
6. Is the course exposed to your knowledge and practices?
 Yes/No
7. Do you improved your skills through this course Yes/No?
8. Please give overall rating of the course
 Excellent/Good/Satisfactory
9. Any suggestions for the improvement of the course, if yes please mention-

Feedback Analysis

After conducting certificate course in “Functional English” for sixty hours. The students are served with a questionnaire and feedback is taken

1. 100% students expressed that the certificate course is useful.
2. 90% of them acknowledged that they were exposed to new knowledge and practices.
3. They accepted that the course improved their skills.
4. 60% are of the opinion that the content met their expectations.
5. They subscribed their opinion that the lecturer motivated them to interact.
6. They admitted that all the modules are clear and easy to understand.
7. They agreed that the material handed over is adequate.

About 50% are of the opinion that the course is excellent 35% said it is good and 15% of the students said it is satisfactory.