

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

Smt. E.Sunitha

DEPARTMENT OF ENGLISH

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

S. No	Reg no	Name of the student	Class	Marks
1	203133001	ANDAGUNDALA UMAMAHESWARI	II.B.Sc	42
2	203133002	ANDALAMALA NAVYATHA	II. B.Sc	40
3	203133004	CHINTHAGINJA BHARATHI	II. B.Sc	43
4	203133005	DUDALA GAYATRI	II. B.Sc	40
5	203133006	EEGALA SANDHYA	II. B.Sc	46
6	203133008	GOLLA MONISHA	II. B.Sc	34
7	203133009	IRAKAM ABHILASH	II. B.Sc	35
8	203133011	KATIBOYINA SONASRI	II. B.Sc	36
9	203133012	KATURU ANUSHA	II. B.Sc	45
10	203133013	KURIDI VINITHA	II. B.Sc	38
11	203133015	METTU VIJAYALAKSHMI	II. B.Sc	37
12	203133016	MUDDAPATI JHANSI	II. B.Sc	38
13	203133017	NATHAM LAVANYA	II. B.Sc	37
14	203133019	NATHAM SAI LAKSHMI	II. B.Sc	41
15	203133022	PANTRANGAM KRISHNA PRIYA	II. B.Sc	40
16	203133024	SETTI JAYASREE	II. B.Sc	44
17	203133026	TANELI NIRANJAN	II. B.Sc	42
18	203133028	THOTA JYOTHI	II. B.Sc	41
19	203133029	VATAMBETI KUNDANA	II. B.Sc	41
20	203133030	YATAGIRI SRAVANTHI	II. B.Sc	42
21	203133031	YADDALA GOWTHAM	II. B.Sc	39
22	203133032	A KRANTHI	II. B.Sc	42
23	203133033	ATHUPAKKAM AJAY	II. B.Sc	43
24	203133034	ARMUGAM SIVAKUMAR	II. B.Sc	41
25	203133035	AVALA DIENSH KUMAR	II. B.Sc	43
26	203133036	BHEEMIREDDY SRIYASRI	II. B.Sc	39
27	203133037	BODILINGAPADU GANAPATHI	II. B.Sc	38
28	203133038	BADDIKA GOPI	II. B.Sc	41

29	203133039	BADIKALA SANTHOSH	II. B.Sc	43
30	203133040	CHEVVU CHENDU	II. B.Sc	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

SRI VSSC GOVT DEGREE COLLEGE, SULLURPET

RE-ACCREDITED BY NAAC-B

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	E. Sunitha
2	13-10-2021	Pronouns	E. Sunitha
3	18-10-2021	Definition of sentence & types	E. Sunitha
4	21-10-2021	Verb Forms	E. Sunitha
5	22-10-2021	Modals and Auxiliaries	E. Sunitha
6	23-10-2021	Adverbs	E. Sunitha
7	25-10-2021	Prepositions	E. Sunitha
8	26-10-2021	Adjectives	E. Sunitha
9	27-10-2021	Degrees of comparison	E. Sunitha
10	28-10-2021	Conjunction	E. Sunitha
11	29-10-2021	Interjections	E. Sunitha
12	30-10-2021	Articles	E. Sunitha
13	01-11-2021	Tenses	E. Sunitha

14	06-11-2021	Present Tense	E. Sunitha
15	08-11-2021	Past Tense	E. Sunitha
16	09-11-2021	Future Tense	E. Sunitha
17	10-11-2021	Question Tags	E. Sunitha
18	11-11-2021	Concord : Subject-verb Agreement	E. Sunitha
19	12-11-2021	Tenses in Conditional Sentences	E. Sunitha
20	13-11-2021	Voice : Active & Passive	E. Sunitha
21	17-11-2021	Direct vs Reported Speech	E. Sunitha
22	18-11-2021	Phrase and Clause	E. Sunitha
23	24-11-2021	Sentence Structure	E. Sunitha
24	25-11-2021	Simple Sentences	E. Sunitha
25	26-11-2021	Compound Sentences	E. Sunitha
26	27-11-2021	Complex Sentences	E. Sunitha
27	29-11-2021	Transformation of Sentences	E. Sunitha
28	30-11-2021	Punctuation	E. Sunitha
29	01-12-2021	Phrasal Verbs	E. Sunitha
30	02-12-2021	Correction of Sentences	E. Sunitha

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

[illegible]

[illegible]

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 E. Sunitha, lecturer in English request your permission to conduct a certificate course in “Functional English” for the II-year Degree (B.Sc) students in offline mode.

The course is designed for 30 working days with 30 sessions. The duration of each session is 1 hour, between 9:00am to 10:00am. The total hours for this course are 60 hours. A copy of the schedule is attached.

Thanking you sir

Yours faithfully,

(E. Sunitha),
Dept of English.

SVSSC GOVT DEGREE COLLEGE, SULLURPET

RE-ACCREDITED BY NAAC-B

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.

SVSSC GOVT DEGREE COLLEGE, SULLURPET
RE-ACCREDITED BY NAAC

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.