



**Dr S.C. Gulhane Prerna College of  
Commerce, Science and Arts**

Run by Prerna Sewa Mandal  
Reshimbag Square, Nagpur-24

Govt Recognized and Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University  
NAAC (UGC) ACCREDITED INSTITUTION 'B' GRADE (CGPA-2.52)

Ph.: 2745296, 2746840

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**Report on**

**'Ten Day Certificate Course in English Grammar and Communication Skills'**

<b>Name of Resource Person</b>	<b>Dr. Bhumika Agrawal, Associate Professor, Priyadarshini college of Engineering and Technology, Nagpur</b>
<b>Department</b>	<b>Languages</b>
<b>Name of Program Coordinator</b>	<b>Mrs. Snehal Rakhunde, Assistant Professor</b>
<b>Date and Time</b>	<b>17<sup>th</sup> April to 28<sup>th</sup> April 2023  4.00 pm To 7.00 pm</b>

**OBJECTIVES:**

1. To teach basic grammar to students.
2. To make the students understand various topics of grammar.
3. To teach them how grammar works in Language.
4. To help students improve their spoken English skills.
5. To improve the writing skills of the students.
6. To remove the phobia about the English Language.
7. To encourage students to communicate effectively and appropriately in English.
8. To make students aware of different types of communication skills like verbal and non-verbal communication.
9. To make the students understand the significance of active listening skills.



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### **HIGHLIGHTS:**

#### **Day-1**

- On the first day Mr.Amit Titare, Assistant Professor welcomed and introduced the guest speaker Dr. Bhumika Agrawal
- Mrs. Snehal Rakhunde the Head of the Language Department made introductory remarks.
- The resource person explained the concept on a very crucial topic of English 'Tenses'.
- The resource person also explained the kind of tenses.

#### **Day-2**

- On the Second day Dr. Kalyani Kamble compered the session.
- Dr.Bhumika Agrawal explained the 'Subject Verb Agreement and its proper use while constructing the sentences.
- She also explained the use of subject - verb agreement by giving numerous example.

#### **Day-3**

- On the third day the resource person explained how to make 'Change the Voice.'
- She explained two voices 'Active and Passive voice' by giving many examples.
- She also explained how to identify Active and Passive voices.

#### **Day-4**

- On the fourth day the topic taught by the speaker was 'Change the Narration' in which the she gave all the rules about direct indirect speech.
- She explained in her session that Direct speech contains two parts that is Reporting Verb and Reported Speech.
- She had given exercise to the students to solve it for better practice.



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### DAY-5

- On the fifth day the topic was 'Question Tag & Redundancy.'
- The Guest Speaker explained what is Question Tag?
- She also defined Redundancy.
- She mentioned how we use redundancy in routine conversation.

### DAY-6

- On the sixth day Dr. Bhumika Agrawal taught 'Articles, Preposition, Prefix & suffix'.
- She explained kinds of Articles. 1) Definite Article 2) Indefinite Article
- She also introduced when definite article and indefinite articles used.
- She also explained Prefix and Suffix.
- She also enlightened students the uses of Prefix and Suffix through exercises.

### DAY-7

- On the seventh day the speaker explained the topic 'Transformation of sentences' namely, Simple, Assertive, Interrogative, Imperative and Exclamatory.
- She also explained different types of sentence and its uses with proper punctuation mark if required.

### DAY-8

- On the eighth day Dr. Bhumika Agrawal taught students the use of Model Auxiliary and Transition words.
- She explained Model Auxiliary like can, could, shall, Should, will, would may, might and must through the examples.





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- She informed students about Transition words are words and even phrases that connect ideas.
- She gave various examples of Transition words to the students.

### **DAY-9**

- The resource person talked about understanding English Pronunciation, Stress and Intonation.
- She told where to give stress while uttering the words.
- She explained some syllables and stressed words through various examples.

### **DAY-10**

- On the tenth day the resource person explained 'How to write letter and follow Email etiquette'.
- Dr.Bhumika Agrawal conducted all the 10 day session on Certificate Course in English Grammar and Communication Skills in a very systematic way.
- The tenth day certificate course ended by the valedictory session and a vote of thanks was proposed by Mrs. Snehal Rakhunde.
- On the 11<sup>th</sup> day the online exam was conducted for the students and successful students were given away certificates.

### **OUTCOME :**

1. Students understood Tenses for their academic and practical life.
2. The Certificate Course in English Grammar and Communication Skills program helped the students in developing their ability and intelligence in grammar.
3. Students were given a platform to learn more about English grammar.
4. The Certificate Course in English Grammar and Communication Skills program helped the students in imbibing communication skills.





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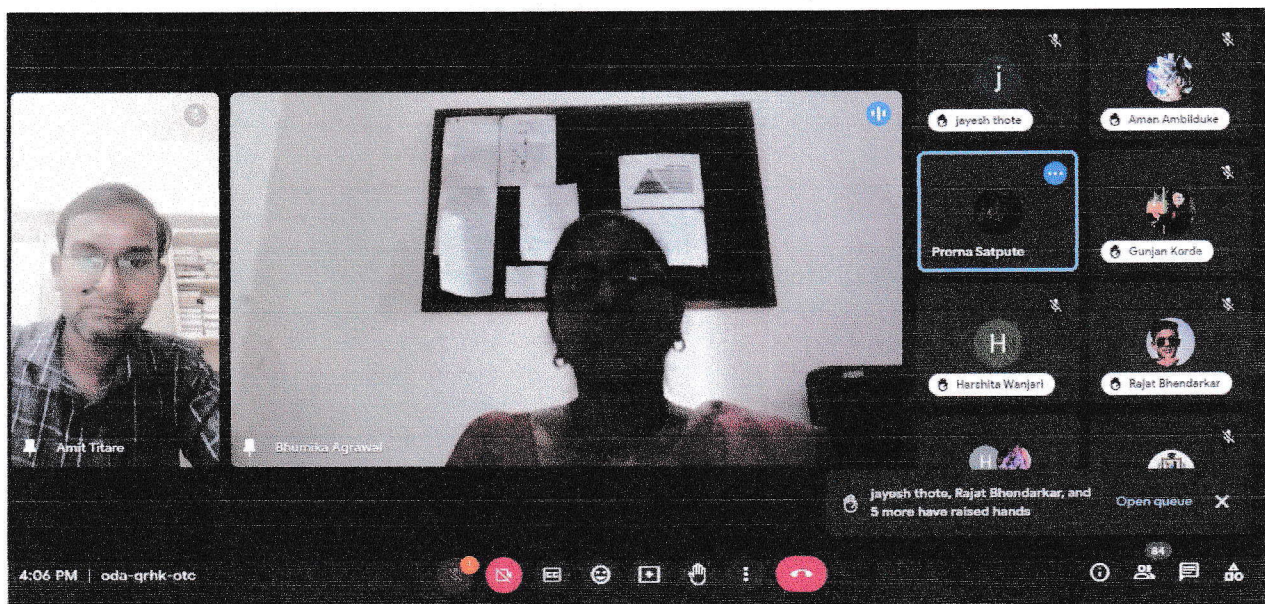
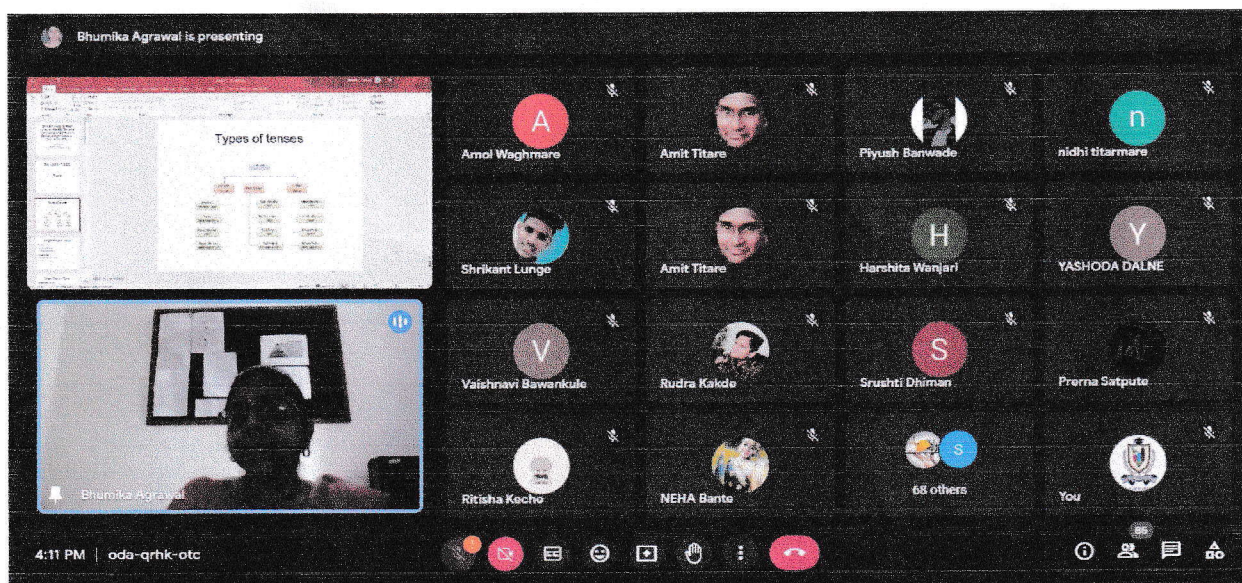
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- The students have learnt how to transform the sentences of Narration, how to Change the Voice, how to use articles and many other things etc.

No.of Participants: 474 Students.

### Glimpses of Ten Day Certificate Course in English Grammar and Communication Skills'







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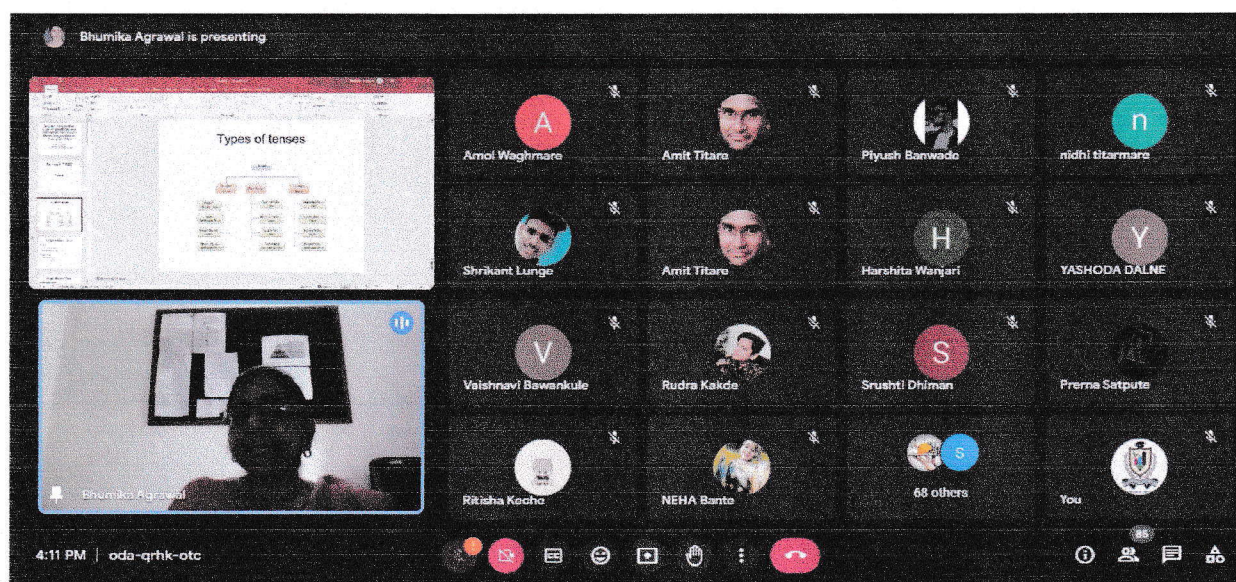
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**Dr. Bhumika Agrawal explaining the function of Tenses**