

## **SYLLABUS**

<b>S.N.</b>	<b>Date</b>	<b>Time</b>	<b>Topic</b>
<b>1</b>	<b>17<sup>th</sup> April 2023</b>	<b>4: 00- 7:00pm</b>	<b>Tenses</b>
<b>2</b>	<b>18<sup>th</sup> April 2023</b>	<b>4: 00- 7:00pm</b>	<b>Subject verb agreement</b>
<b>3</b>	<b>19<sup>th</sup> April 2023</b>	<b>4: 00- 7:00pm</b>	<b>Change the Voice</b>
<b>4</b>	<b>20<sup>th</sup> April 2023</b>	<b>4: 00- 7:00pm</b>	<b>Change the narration</b>
<b>5</b>	<b>21<sup>th</sup> April 2023</b>	<b>4: 00- 7:00pm</b>	<b>Question Tag, Redundancy</b>
<b>6</b>	<b>24<sup>th</sup> April 2023</b>	<b>4: 00- 7:00pm</b>	<b>Articles, prepositions, Prefix and Suffix</b>
<b>7</b>	<b>25<sup>th</sup> April 2023</b>	<b>4: 00- 7:00pm</b>	<b>Transformation of sentences (interrogative, Simple, Imperative, exclamatory, assertive, Compound,</b>
<b>8</b>	<b>26<sup>th</sup> April 2023</b>	<b>4: 00- 7:00pm</b>	<b>Use of modal auxiliary, transition words</b>
<b>9</b>	<b>27<sup>th</sup> April 2023</b>	<b>4: 00- 7:00pm</b>	<b>Understanding English Pronunciation and Stress System</b>
<b>10</b>	<b>28<sup>th</sup> April 2023</b>	<b>4: 00- 7:00pm</b>	<b>Letter Writing, Email etiquettes</b>

**Dr S.C. Gulhane Prerna College of Commerce ,**

**Science & Arts**

**Run By Prerna Sewa Mandal**

**Reshimbag Square , Nagpur- 24**

**NAAC (UGC) ACCREDETED INSTITUTION 'B' GRADE (CGPA 2.32)**

**Department of Languages**

**organises**

**Ten Day Online Certificate Course**

**in**

**'English Grammar & Communication Skills'**

**17th April. to 28th April. 2023**

**4:00 to 7:00pm**

**PATRONS**

**Prof. R. C. Gulhane**

President, Prerna Sewa Mandal, Nagpur.

**Dr. S. C. Gulhane**

Secretary, Prerna Sewa Mandal, Nagpur.

**Mrs. Abhilasha Gudadhe**

CEO, Prerna Sewa Mandal, Nagpur

**OUR INSPIRATION**

**Dr. Pravin Joshi**

Director, Dr S.C. Gulhane Prerna College  
of Commerce, Science & Arts ,Nagpur.

**Our Guiding Source**

**Dr. Prakash Durugkar**

Principal, Dr S.C. Gulhane Prerna College  
of Commerce, Science & Arts ,Nagpur.

**CONVENER**

**Ms. Snehal Rakhunde**

Assistant Professor, Prerna College of  
Commerce, Nagpur.

M: 8669990816

**Hon'ble Resource  
Person**



**DR BHUMIKA AGRAWAL**

Associate Professor and Head,  
Department of Humanities,  
Priyadarshini College of Engineering,  
Nagpur

<https://forms.gle/4NY1sRa1MgjFT7gt8>

Meet - oda-qrhk-otc

meet.google.com/oda-qrhk-otc?authuser=0

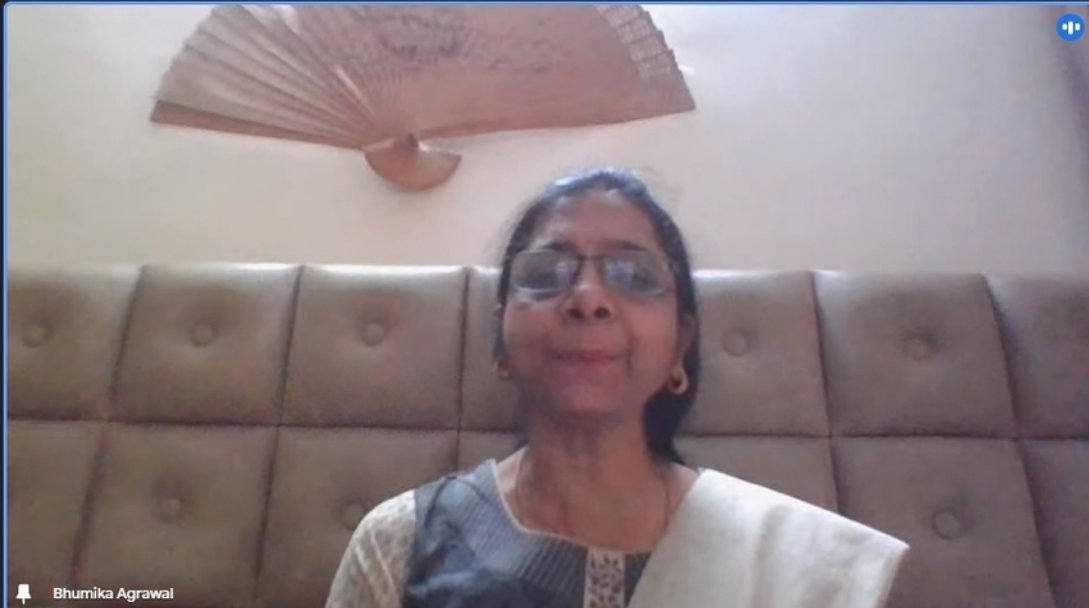
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PM 04:02 17-04-2023

Meet - oda-qrhk-otc

meet.google.com/oda-qrhk-otc?authuser=0&pli=1

Hiring For Python T... tata strive extensio... Internship | NITI Aa...



Bhumika Agrawal

16:09 | oda-qrhk-otc

NEHA Bante

Aditi Zanzade

Rudra Kakde

Shruti Wandhare

Perna Satpute

SNEHAL RAKHUNDE

77 others

You

85

PM 04:09 18-04-2023



BA understanding English pronunciation - PowerPoint

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## Phonemes

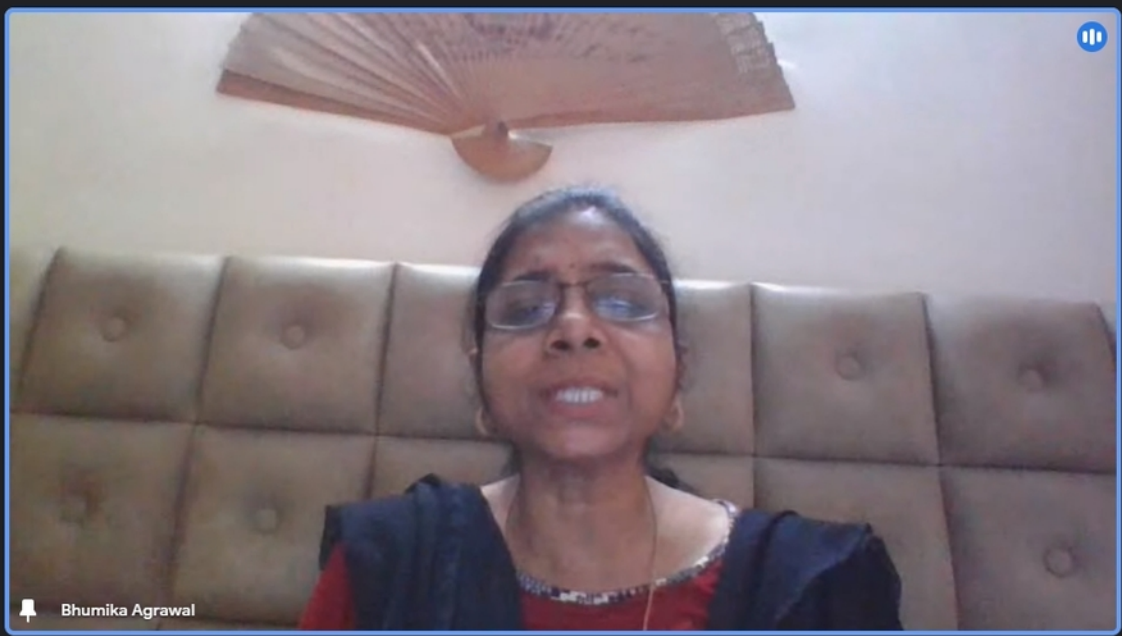
- Phonemes are the distinctive sounds of a language; the sounds that a native speaker of the language considers to be separate sounds.
- Every language has its own set of phonemes; no two languages have exactly the same set of phonemes.
- A **phonemic alphabet** is a set of symbols that represent the sounds of a language. One symbol represents exactly one phoneme.
- Why do we need a phonemic alphabet?
  - It's because languages generally don't have perfect spelling systems, with exactly one symbol for each phoneme.
- Sometimes the same symbol can stand for more than one sound. For example, in English the letter "c" can represent at least three different phonemes:
  - /k/ as in *cat*
  - /s/ as in *city*
  - /tʃ/ as in *chair*

Slide 7 of 10 English (India) Accessibility: Investigate









You

Ram Mandhare

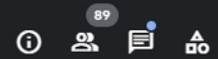
66 others



Bhumika Agrawal

 Prashant Selokar	 vaibhavi rewatkar
 Asminaz Sheikh	 Rudra Kakde
 kashish kedar	 Ankita Pokale
 80 others	 You

4:14 PM | oda-qrhk-otc



**Bhumika Agrawal is presenting**

**You**


 Shreya Masane



78 others

 Shreya Masane has raised a hand [Open queue](#) 

4:17 PM | oda-qrhk-otc



84

Bhumika Agrawal is presenting

Microsoft PowerPoint presentation slide titled "Communication Skills by Prerna College of Science, Commerce and Arts" by Dr. Bhumika Agrawal, HoD, Humanities Dept., Priyadarshini College of Engg., Nagpur.



Participant list showing "You" (pink circle with 'p'), "Jyostana channe" (blue circle with 'J'), and "81 others" (red circle with 'S').



Bhumika Agrawal is presenting

6. Articles, prepositions, parts and suffixes (Compatibility Model) - PowerPoint

Use of indefinite articles: A

- 1. 'A' is used to modify non-specific or non-particular nouns.  
Ex. Let's read a book, (any book rather than a specific book).
- 2. Before a countable, singular noun  
Ex. a new dress, a paragraph
- 3. Before names of professions  
Ex. A nurse, a doctor
- 4. Before vowel with consonant sound  
Ex. university, useful

You

Bhumika Agrawal

76 others



Bhumika Agrawal is presenting

7. Transformation of sentences (Compatibility Mode) - PowerPoint

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### Types of Sentences

2. **Interrogative Sentence:** It is a sentence that asks a question and ends with a question mark.

• **Types of interrogative sentences:**

**A) Yes/No interrogatives:** They are answered with yes/no response and are formed using auxiliary verbs.

- 1. Can I use your pen? 2. Will you attend the party tomorrow?

**B) Alternative interrogatives:** They provide two or more alternative answers.

- 1. Would you prefer chocolate or vanilla ice cream? 2. Should I pay you in cash or through card?

**C) WH-interrogatives:** They are formed using 'Wh' word like what, which, who

- 1. What is your name? 2. When will you come to meet my father?

**D) Tag questions:** They are tagged onto the ending of a statement.

- 1. She is a beautiful girl, isn't she? 2. Sunny will enjoy the movie, won't he?

Slide 6 of 16 English (India) Accessibility: Unavailable

You

Bhumika Agrawal

81 others

Prabhakar Kumbhare has raised a hand

Open queue

16:26 | oda-qrhk-otc



Bhumika Agrawal is presenting

3. Use of Shall, Should, Ought to

Usage	Examples
A. To offer suggestion	1. Shall we go for a walk?
B. To Offer Assistance	1. Should I call a doctor?
C. Prediction or Expectation that Something Will Happen	1. The proposal should be finished on time. 2. I shouldn't be late. The train usually arrives on time.
D. To Give Advice	1. You should check that document before you send it out. 2. You ought to have your car serviced before the winter.

You

Bhumika Agrawal

G K

80 others

Gaurav Chouragade has raised a hand

Open queue



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Paragraph: Bulleted List, Numbered List, Decrease Indent, Increase Indent, Left Align, Center, Right Align, Justify, Paragraph Spacing, Line and Paragraph Spacing, Styles

Ways to write components of letter

**1. Sender's name and address:**  
Write sender's name, Designation, Name of Company, Street address or post office box number, Name of area, City, State, Zip Code  
(Don't use any punctuation except after the name of place)

Mr. Mohan Raut  
Dehnam Boarding School  
Gadgaon Road  
Nagpur-480033

**2. Date:**  
It should include date, month and year. Follow the pattern as  
April 28 2023 or 28 April, 2023. Avoid 28-4-23 or 28/4/23  
(Comma should be there after the month and before the year)

Bhumika Agrawal

You

Ram Mandhare

93 others



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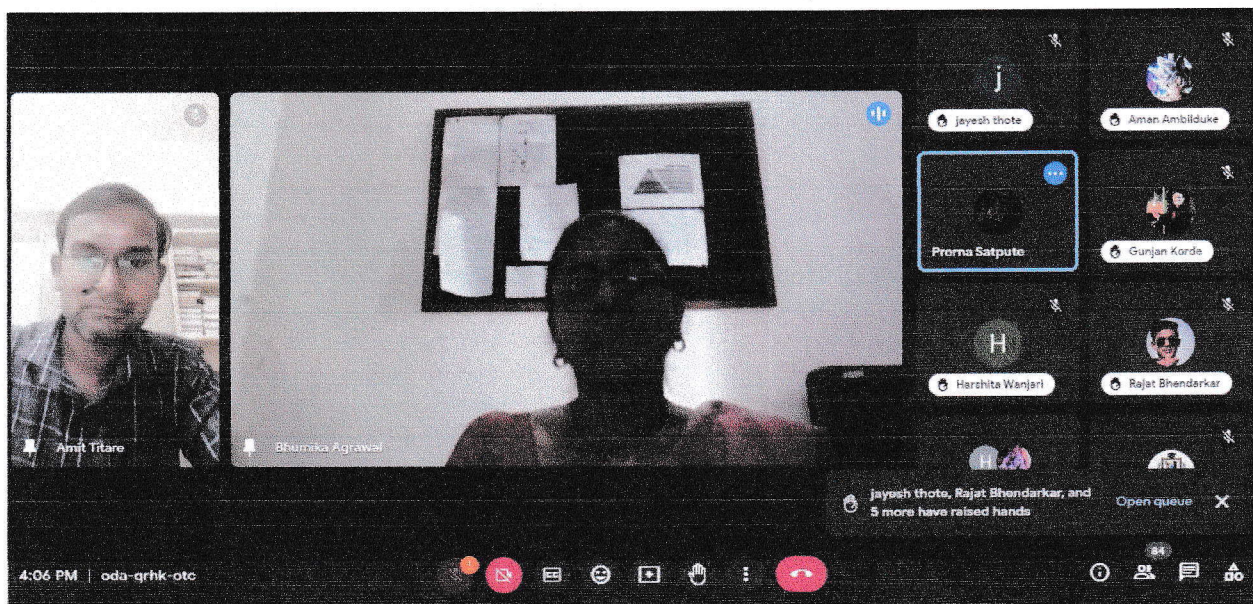
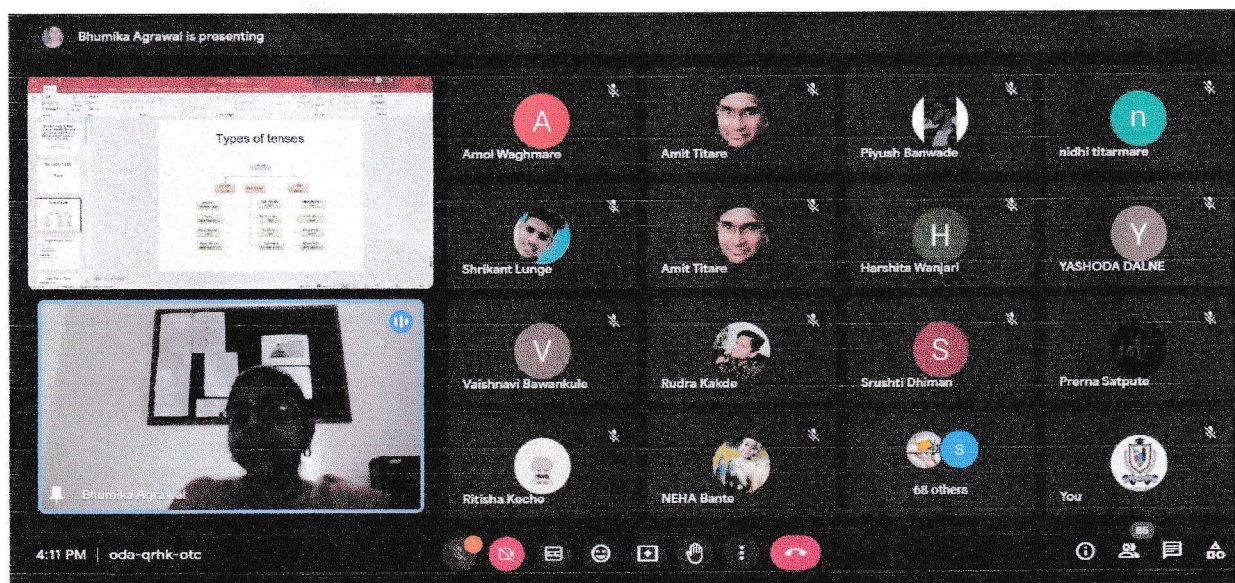
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- The students have learnt how to transform the sentences of Narration, how to Change the Voice, how to use articles and many other things etc.

No.of Participants: 474 Students.

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







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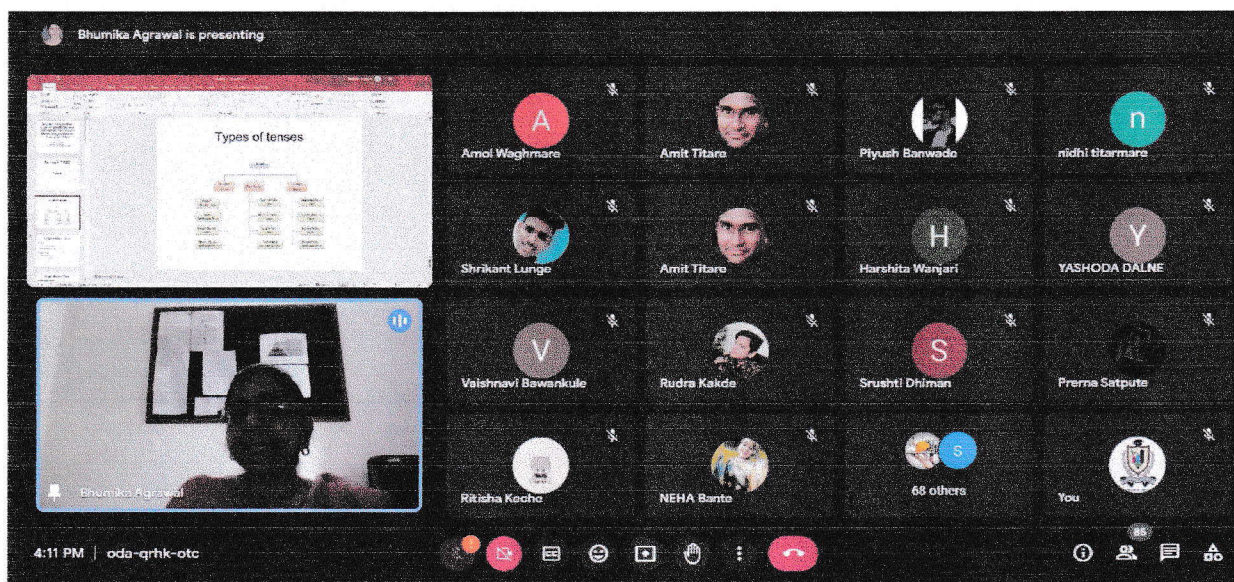
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5. The students have learnt how to transform the sentences of Narration, how to Change the Voice, how to use articles and many other things etc.

**No.of Participants: 474 Students.**



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