

## **Syllabus of Certificate and Diploma Course**

### **Certificate Course in English**

**15 Credits**

The Certificate Course in English shall be open to all those who have passed +2 (Intermediate) examination and are studying in any course in the University.

The aim of this course is to make the learner acquire knowledge of basic structures of English and basic vocabulary. The emphasis will be on spoken and written expression as well as on developing the elementary skills – listening, speaking, reading and writing. The course will be of one year's duration. At the end of each semester, there will be a University examination. Marks obtained by the candidate both in internal assessment and Semester examination will be considered for the purpose of determining the final results.

A certificate will be issued by the University to the candidate who has been declared successful at the examination.

To pass the Certificate examination the candidate must secure at least 40% of the aggregate marks both in internal assessment and Semester examination.

First Division	:	60% and above
Second Division	:	40% and above but below 60%

If a candidate secures 75% or above, he/ she will be declared to have passed the Certificate Course with distinction.

Wherever possible, questions will be set on the model of the exercises in the prescribed texts. All questions will be compulsory. The questions will be so distributed as to cover the entire course.

The course consists of 15credits. Each paper will consist of 03credits. 70 marks will be for the Semester Examination and 30 marks for internal assessment. Viva-voce Examination carrying 100 marks will be held at the end of Semester II.

**Semester I  
Paper I**

**70 Marks**

Section I	Comprehension Questions from the prescribed text (Units I-IV)	15 Marks
Section II	Vocabulary & Grammar questions based on the text	15 Marks
Section III	Punctuation	10 Marks
Section IV	Exercises in Grammar and Usage (Units 1 – 57): Tenses, Passives, Modals, Regular and Irregular Verbs, Negatives and Questions	20 Marks
Section V	Familiarity with speech sounds and its production, vowels and consonants	10 Marks

Books Prescribed:

1. B.K. Das, *A Remedial Course in English*, Book I, CIEFL (OUP), 1980.
2. Raymond Murphy, *Essential English Grammar*, Cambridge University Press, 1992.

**Paper II**

**70 Marks**

Verbal and Non-Verbal Communication	15 Marks
Accent, Rhythm & Intonation	15 Marks
English in situations: Introducing oneself and seeking introduction Asking and giving directions Making enquiries	20 Marks
Conversation drills	10 Marks
Group discussion	10 Marks

## Certificate Course in English

### Semester II

#### Paper III

**70 Marks**

Section I:	Comprehension Questions from the prescribed text (Units V-VIII)	15 Marks
Section II:	Vocabulary & Grammar questions based on the text	15 Marks
Section III:	Guided Composition	10 Marks
Section IV:	Exercises in Grammar and Usage (Units 58 – 114): Nouns, Pronouns, Adjectives, Adverbs, Prepositions, Relative Clauses	20 Marks
Section V	Phonemic Transcription	10 Marks

Books Prescribed:

1. B.K. Das, *A Remedial Course in English*, Book 1, CIEFL (OUP), 1980
2. Raymond Murphy, *Essential English Grammar*, Cambridge University Press, 1992.

#### Paper IV

**70 Marks**

Section I:	Comprehension Questions from unseen prose passage	15 Marks
Section II:	Letter writing: personal & official	15 Marks
Section III:	Paragraph writing	15 Marks
Section IV:	Word formation	15 Marks
Section V	Idioms & Phrases, Synonyms and Antonyms	10 Marks

Viva-voce: 100 Marks

**Grand Total: 500 Marks**

## **Syllabus of Certificate and Diploma Course**

### **Diploma Course in English                      30 Credits**

The Diploma Course in English shall be open to all those who have passed +2 (Intermediate) or equivalent examination with English as one of the subjects. The number of seats available in this course will be 50.

The aim of this course is to make the learner acquire the knowledge of the structures of English of advance level and an appropriate vocabulary required for using them. The emphasis will be evenly distributed so as to develop in the students the four essentials of language learning – listening, speaking, reading and writing.

The course will be of two years duration carrying 30 credits. Each paper shall carry 03 credits At the end of each semester, there will be a University examination. Marks obtained by the candidate at the semester examination as well as internal assessment will be taken into account for the purpose of determining the results. Diploma Course Level I will consist of 500 marks out of which 100 marks each will be allotted to four papers of semester I & II and 100 marks will be reserved for viva-voce examination to be held at the end of Semester II. Similar pattern will be followed at Diploma Level II also. Each paper will carry 100 marks. Out of these 70 marks will be for the semester examination and 30 marks will be for internal assessment.

A pass Certificate will, however, be issued by the University to the candidates who have been declared successful at the second semester examination and who for some reason are unable to take the semester III and IV courses.

To pass the Diploma Examination, the candidate must secure at least 40% of the aggregate marks in the written papers and internal assessment.

First Division	-	60% and above
Second Division	-	40% and above but below 60%

If a candidate secures 75% or above, he / she will be declared to have passed Diploma Course with distinction.

Wherever possible, questions will be set on the model of the exercises in the prescribed text All questions will be compulsory. The questions will be so distributed as to cover the entire course.

**Diploma Course in English Level I**  
**Semester I**  
**Paper I**

**70 Marks**

Section I:	Comprehension questions from the prescribed text (Units: 1-4)	15 Marks
Section II:	Vocabulary and Grammar questions based on the prescribed text (Units: 1-4)	20 Marks
Section III:	Punctuation	10 Marks
Section IV:	Note Taking & Note Making	10 Marks
Section V:	Précis Writing	15 Marks

Text Prescribed:

1. B.K. Das and A. David, *A Remedial Course in English*, Book 2, C.I.E.F.L. (O.U.P.) 1980.

**Paper II**

**70 Marks**

Section I:	Exercises in Grammar & Usage from the prescribed text (Units 1 to 57): Tenses, Passives, Modals, Regular and Irregular Verbs, Negatives and Questions	25 Marks
Section II:	Comprehension of Unseen Passage	15 Marks
Section III:	Letter Writing: Personal & Official	20 Marks
Section IV:	Journalistic Report Writing	10 Marks

Text Prescribed: Raymond Murphy, *Essential English Grammar*, New Delhi: Cambridge University Press, 1992.

**Diploma Course in English**  
**Semester II**  
**Paper – III**

**70 Marks**

Section I:	Comprehension questions from the prescribed text (Units 5 – 9)	15 Marks
Section II:	Vocabulary and Grammar questions based on the prescribed text (Units 5-9)	20 Marks
Section III:	Dialogue Writing	10 Marks
Section IV:	Paragraph Writing	15 Marks
Section V:	Report Writing	10 Marks

Text prescribed:

B.K. Das and A. David, *A Remedial Course in English*, Book 2, C.I.E.F.L. (O.U.P.) 1980

**Semester II**  
**Paper IV**

**70 Marks**

Section I:	Exercises in Grammar and Usage (Units 58-114): Nouns, Pronouns, Adjectives, Adverbs, Prepositions, Relative Clauses.	25 Marks
Section II:	English in situations (at the post office, bank, railway station, customer care etc.)	10 Marks
Section III:	Guided Composition	15 Marks
Section IV:	Phonemic symbols, organs of speech, transcription of monosyllabic words	20 Marks

Prescribed texts:

1. Raymond Murphy, *Essential English Grammar*, (Cambridge University Press) 1992
2. A.S. Hornby, *Oxford Advanced Learner's Dictionary of Current English* (O.U.P.)

**Viva-voce Examination**

100 Marks  
**Total 500 Marks**

**Diploma Course in English Level II  
Semester III  
Paper V**

**70 Marks**

Section I:	Comprehension questions from the prescribed text (Units 1 – 4)	15 Marks
Section II:	Vocabulary & Grammar questions based on the prescribed text (Units 1 – 4)	20 Marks
Section III:	Expansion of ideas	15 Marks
Section IV:	Word Formation (Use of Prefix and Suffix; changing one part of speech into another)	10 Marks
Section V:	Editorial note: Letter to the Editor	10 Marks

Text Prescribed:

1. B.K. Das and A. David, *A Remedial Course in English*, Book 3, C.I.E.F.L. (O.U.P.) 1980

**Semester III  
Paper VI**

**70 Marks**

Section I:	Exercises in Grammar & Usage from the prescribed text (Units 1 to 67: Tenses, Modals, Passives, Reported speech, Conditionals, Questions, Nouns, -ing and the infinitives)	25 Marks
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Section II:	Comprehension of unseen passage	15 Marks
Section III:	Précis Writing	15 Marks
Section IV:	Writing Advertisement	15 Marks

Text prescribed:

1. Raymond Murphy, *Intermediate English Grammar*, New Delhi: Cambridge University Press, 1994

**Diploma Course in English**  
**Semester IV**  
**Paper VII**

**70 Marks**

Section I:	Comprehension Questions from the prescribed text (Units 5 – 8)	15 Marks
Section II:	Vocabulary and Grammar Questions based on the prescribed text (Units V-VIII)	20 Marks
Section III:	Free Composition (Describing, narrating any scene or event from everyday life)	15 Marks
Section IV:	Synonyms and Antonyms, One word substitute Homophones and Homonyms.	10 Marks
Section V:	Writing Resume	10 Marks

Text Prescribed:

1. B.K. Das and A. David. *A Remedial Course in English*, Book 3 C.I.E.F.L.: O.U.P., 1980



### Paper VIII

**70 Marks**

Section I:	Exercises in Grammar & Usage from the prescribed text (Units 68 – 136: Articles, Nouns, Pronouns, Determiners, Relative Clauses, Adjectives, Adverbs, Conjunctions, Prepositions, Phrasal verbs).	25 Marks
Section II:	Idioms and Phrases.	10 Marks
Section III:	Comprehension of Unseen passage	15 Marks
Section IV:	Phonemic Transcription with primary stress of polysyllabic words	20 marks.

Texts Prescribed:

1. Raymond Murphy, *Intermediate English Grammar*. New Delhi: Cambridge University Press, 1994.
2. A.S. Hornby, *Oxford Advanced Learner's Dictionary of Current English* O.U.P.

Viva-voce Examination	100 Marks
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<b>Grand Total</b>	<b>1000 Marks</b>
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