CENTRE FOR STUDY OF LANGUAGES
JIWALI UNIVERSITY, GWALIOR

SYLLABUS FOR CERTIFICATE IN ENGLISH (DURATION : 6 MONTHS)
There will be three papers of 100 marks each two written papers and a viva-voce on conversational English.

CERTIFICATE COURSE IN ENGLISH: 1ST SEMESTER

PAPER I: GRAMMAR AND VOCABULARY
TIME: 3 HOURS

1. Parts of speech and their functions
2. Sentence construction: Simple (Statement), Interrogative and Exclamatory
   (a) Verb and its tense
   (b) Concord: Subject and Verb agreement
   (c) Verb Patterns
   (d) Use of modal auxiliaries
   Gerund and Infinitive
   3. Articles and Determiners
   4. Prepositions
   5. Active and Passive Voice
   6. Direct and Indirect Narration of Simple Interrogative and Imperative Sentences

   Question Tags

   VOCABULARY

   1. Spellings
   2. Word Formation: Noun from Adjective, Verbs from Noun and Vice versa
   3. Words commonly confused
   4. Synonyms
   5. Antonyms

PAPER II: PHONETICS, TRANSLATION COMPOSITION & COMPREHENSION

- Vowel sounds, Consonant sounds, Diphthongs, Accent (stressed and non-stressed) (5 marks each)
- Translation of sentences from Hindi to English
- Translation of sentences from English to Hindi
- Putting punctuation marks in a running passage
- Letter Writing (Personal letters and applications)
- Comprehension of a passage
- Situational English
  Meeting at Railway Station, Meeting at Hospital, Meeting in a Party, Meeting at a Sport Event, Meeting Friend After a Longtime etc.

PAPER III: READING
(a) Reading: Reciting a short poem
(b) Simple conversation in English
There shall be one Internal and one External Examiner
RECOMMENDED:
- Long English Structure: Stanard Allen
- Intermediate English Grammar and Composition: M.L.Tickoo, Subramanuyam
- Guide to Patterns & Usage: A.S.Hornby
- High School English Grammar and Composition: Wren & Martin
- Practical Guide to Translation: A Thakur
- English Conversation Practice: Grant Taylor (Tata MacGraw Hill)
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SYLLABUS FOR DIPLOMA IN ENGLISH (DURATION: 6 MONTHS)
There will be three papers of 100 marks each two written papers and a viva-voce conversational English.

DIPLOMA COURSE IN ENGLISH: IInd SEMESTER

PAPER I: APPLIED GRAMMAR AND VOCABULARY

TIME: 3 HOURS

1. (a) Word, phrase, sentence, clause, idiom-distinction of one from another 5 Marks
   (b) Sequence of Tenses
2. Adjectives with degrees, change of degree without changing the meaning 5 Marks
3. Adverbs, their formation and position 5 Marks
   The participle: as verb and as an adjective 5 Marks
5. Short answers (Positive and Negative) Yes/No & 'Wh' word questions 5 Marks
6. Common Errors: Correct and Incorrect sentences 10 Marks
   (Syntax, Analysis, Interrogative Transformation) 10 Marks
    Prefixes, Suffixes - their use in word formation 5 Marks
8. Prepositional verbs or phrasal verbs 10 Marks
9. Idioms and idiomatic expressions and their uses in sentences 10 Marks
10. One word substitution 5 Marks
11. The same word used as different parts of speech (noun, verb & adjective) 5 Marks
12. Common foreign words and phrases (Greek, Latin etc.) 5 Marks
13. Abbreviation, Construction of words: (Can't - Cannot, It's - it is or it has etc.) 5 Marks

PAPER II: PHONOETIC TRANSCRIPTION AND ADVANCED COMPOSITION

Phonetic transcription
Precis writing
Formal letter writing (Business, Official, Formal notes of invitation, Acceptance and Refusal)
4. Dialogue writing
5. Guided composition (Translation of a passage from Hindi to English and English to Hindi), about 10 sentences (10+10)
6. Essay (300 Words) 15 Marks

PAPER III: VIVA VOCE

1. Speech making on a given topic
2. Viva Voce testing the Candidate's knowledge of conversational English and other constructional tit-bits

 MAX. MARKS 100

MARKS

BOOKS RECOMMENDED:
1. English Conversation Practice: Grant Taylor
2. Living English Structure: Allin
3. Remedial English Grammar: F.T.Wood
4. High School English Grammar and Composition: Wren & Martin
5. A Practical Guide to Translation: A Thakur