

**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

MAX. MARKS 100

1	Parts of speech and their functions	5 Marks
2	Sentence construction : Simple (Statement), Interrogative and Exclamatory	5 Marks
3	(a) Verb and its tense (b) Concord Subject and Verb agreement	10 Marks
4	(a) Verb Patterns (b) Use of modal auxiliaries	10 Marks
5	Gerund and Infinitive	5 Marks
6	Articles and Determiners	5 Marks
7	Prepositions	10 Marks
8	Active and Passive Voice	5 Marks
9	Direct and Indirect Narration of Simple, Interrogative and Imperative Sentences	5 Marks
10	Question Tags	5 Marks

**VOCABULARY**

11	Spellings	5 Marks
12	Word Formation: Noun from Adjective, Verb from Noun and Vice versa	5 Marks
13	Words commonly confused	5 Marks
14	Synonyms	5 Marks
15	Antonyms	5 Marks

**PAPER II : PHONETICS, TRANSLATION COMPOSITION & COMPREHENSION**

1	Vowel sounds, Consonant sounds, Diphthongs, Accent (stressed and non stressed) (5 marks each)	20 Marks
2	Translation of sentences from Hindi to English	10 Marks
3	Translation of sentences from English to Hindi	10 Marks
4	Putting punctuation marks in a running passage	10 Marks
5	Letter Writing (Personal letters and applications)	15 Marks
6	Comprehension of a passage	15 Marks
7	Situational English (Meeting at Railway Station, Meeting at Hospital, Meeting in a Party, Meeting at a Sport Event, Meeting Friend After a Long time etc.)	20 Marks

**PAPER III : READING**

(a) Reading: Reciting a short poem	30 Marks
(b) Simple conversation in English	70 Marks

**BOOKS RECOMMENDED :**

- Living English Structure - Stenard Allen
- Intermediate English Grammar and Composition: M.L. Tickoo, Subramanyam
- A Guide to Patterns & Usage - A.S. Hornby
- High School English Grammar and Composition. Wren & Martin
- A Practical Guide to Translation - A. Thakur
- English Conversation Practice - Grant Taylor (Tata MacGraw Hill)

*Handwritten notes:*  
 SS 4/15  
 SS 29  
 2/11  
 1/15  
 2/16

*Handwritten notes:*  
 SS 1/16  
 SS 30  
 2/14  
 1/15  
 2/16

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*Certificate English*  
 M.A. M.Sc. Exam, Dec., 2016  
 First/Third Semester  
 Pages (01) to (01)

*Handwritten signatures and dates:*  
 25/2/14  
 25/2/14  
 25/2/14