

**JIWAJI UNIVERSITY, GWALIOR**  
**(FOR SOS ONLY)**

**SYLLABUS FOR CERTIFICATE COURSE IN ENGLISH (DURATION : 6 MONTHS)**

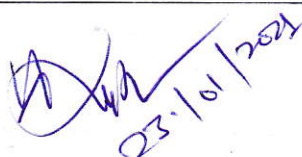
There will be three papers of 100 marks each two written papers and a viva-voce on conversational English.

**CERTIFICATE COURSE IN ENGLISH : 1st SEMESTER**

**PAPER 1 : GRAMMAR AND VOCABULARY**  
**TIME : 3 HOURS**

**Max Marks:100**

| Sno.              | Topic  | Marks   |
|-------------------|--|---------|
| 1                 | Parts of speech and their functions  | 5       |
| 2                 | Sentence construction : Simple (Statement), Interrogative and Exclamatory        | 5       |
| 3                 | (a) Verb and its tense<br>(b) Concord : Subject and Verb Agreement               | 10<br>5 |
| 4                 | (a) Verb Patterns<br>(b) Use of modal auxiliaries                                | 10<br>5 |
| 5                 | Gerunds and Infinitives  | 5       |
| 6                 | Articles and Determiners   | 5       |
| 7                 | Prepositions   | 10      |
| 8                 | Active and Passive Voice   | 5       |
| 9                 | Direct and Indirect Narration of Simple, Interrogative, and Imperative Sentences | 5       |
| 10                | Question Tags  | 5       |
| <b>Vocabulary</b> |  |         |
| 11                | Spellings  | 5       |
| 12                | Word Formation Noun from Adjective Verb from Noun and Vice versa                 | 5       |
| 13                | Words commonly confused  | 5       |
| 14                | Synonyms   | 5       |
| 15                | Antonyms   | 5       |

  
23/01/2024

**PAPER 2 : PHONETICS, TRANSLATION COMPOSITION & COMPREHENSION**  
**Max Marks:100**

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

**PAPER 3 : READING**

**Max marks 100**

| Sno. | Topics   | Marks |
|------|--|-------|
| 1    | Reading and reciting a short poem  | 30    |
| 2    | Simple conversation in English<br><br>There shall be one internal and one external examination | 70    |

**BOOKS RECOMMENDED:**

- I. Living English structure: Standard Allen
- II. Intermediate English grammar and composition: M.L. Tickoo, Subramanyam
- III. A Guide to Patterns and Usage : A.S Hornby
- IV. HighSchool English Grammar and Composition: Wren & Martin
- V. A Practical Guide to Translation: A. Thakur
- VI. English Conversation Practice : Grant Taylor( Tata Mcgraw Hill )

*Handwritten signature and date:*  
 25/11/2021

**JIWAJI UNIVERSITY, GWALIOR**  
**FOR SOS ONLY**

*W*  
*Diploma*  
**SYLLABUS FOR ~~CERTIFICATE~~ COURSE IN ENGLISH (DURATION : 6 MONTHS)**

There will be three papers of 100 marks each two written papers and a viva-voice on conversational English.

*Diploma*  
**CERTIFICATE COURSE IN ENGLISH : II SEMESTER**

**PAPER I: APPLIED GRAMMAR AND VOCABULARY**  
**TIME: 3 Hours**

**Max Marks:100**

| S no. | Topics  | Marks   |
|-------|---|---------|
| 1     | (A) Word, phrase, sentence, clause, idiom-distinction of one from another<br>(B) Sequence of tenses | 5<br>10 |
| 2     | Adjective with degrees, change of degree without changing the meaning                               | 5       |
| 3     | Adverbs, their formation and position   | 5       |
| 4     | The participle : as verb and as an adjective  | 5       |
| 5     | Short answers ( positive and negative) yes/no and 'Wh' word questions                               | 5       |
| 6     | Common Errors: correct and incorrect sentences  | 10      |
| 7     | Simple, Compound, Complex Sentences<br>(Synthesis, analysis Internal transformation)                | 10      |
| 8     | Prefixes, suffixes- their use in word formation   | 5       |
| 9     | Prepositional verbs or Phrasal verbs  | 10      |
| 10    | Idioms an idiomatic expression and their uses in sentences  | 10      |
| 11    | One word substitution   | 5       |
| 12    | The same word uses as different parts of speech (noun, verb and adjective                           | 5       |
| 13    | Common foreign words and phrases( Greek, Latin etc. )   | 5       |
| 14    | Abbreviations, construction of words  | 5       |

*W*  
*25.10.2021*

|  |   |  |
|--|---|--|
|  | (Can't-cannot, it's – it's it is all it has etc.) |  |
|--|---|--|

**PAPER 2: PHONETIC TRANSCRIPTION AND ADVANCED COMPOSITION**

**Max Marks:100**

| S no. | Topics   | Marks |
|-------|--|-------|
| 1     | Phonetic transcriptions  | 20    |
| 2     | Precis Writing   | 20    |
| 3     | Formal letter Writing<br>(Business, Official, Formal notes of invitation,<br>Acceptance and Refusal)                     | 15    |
| 4     | Dialogue writing   | 10    |
| 5     | Guided composition<br>Translation of passage from Hindi to English and English<br>to Hindi in about 10 sentences (10+10) | 20    |
| 6     | Essay(300 words)   | 15    |

**PAPER 3: VIVA VOCE**

| Sno. | Topics  | Marks |
|------|---|-------|
| 1    | Speech making on a given topic  | 30    |
| 2    | Viva voce testing the candidate's knowledge of conversational English and other constructional tit-bits | 70    |

**BOOKS RECOMMENDED**

1. English Conversation Practice: Grant Taylor
2. Living English Structure: Allen
3. Remedial English Grammar: F.T Wood
4. English Grammar and Composition: Wren & Martin
5. Practical Guide to Translation: A Thakur
6. A Guide to Patterns and Usage: A.S Hornby

*Handwritten signature and date:*  
25.1.2021