



**SRI ADICHUNCHANAGIRI
FIRST GRADE COLLEGE,
CHANNARAYAPATNA**


SKILL ENHANCEMENT COURSE


ON

COMMUNICATIVE

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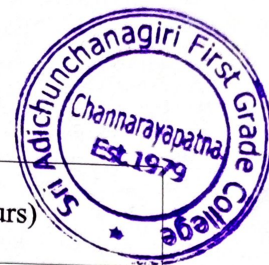
FUNCTIONAL ENGLISH


**HOD OF ENGLISH
SAFG COLLEGE
CHANNARAYAPATNA 573116**

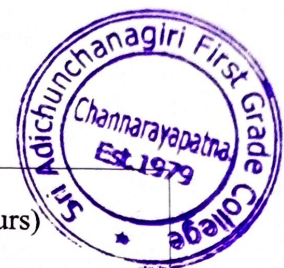

**Principal
Sri Adichunchanagiri First Grade College
Channarayapatna**

INTRODUCTION

SL. NO.	TITLE	CONTENT
1	Context	In order to meet the demand of Under Graduate level students entering into the next phase of higher education and vocational life.
2	Prerequisite	Current under graduate students with basic understanding of English language as a medium of communication.
3	Course objective	The main thrust is on comprehending the nuances of listening, speaking, reading and writing English. The course is a step towards preparing the learners to encounter situations with confidence.
4	Program highlights and unique features	The syllabus for Communicative and Functional English incorporates/focuses on four basic language skills: listening, speaking, reading and writing along with an emphasis on grammar, vocabulary. The syllabus has been designed in a learner-centric pedagogic mode with a view to enriching the students entering the broader aspects of life. The students will be able to make the most of the opportunity of tertiary education and realize their full potential.
5	Career prospect	Enhancement of employability and widening of scope in vocational life in this new competitive and globalized world.
6	Faculty requirements	Internal (Dept. of English)
7	Modern pedagogy	Flipped model of learning & Continuous and Comprehensive Evaluation
8	Course fee	Nil
9	Intake capacity	Max. 25 students
10	Contact hours	24hrs
11	Course duration	Final Assessment – 16th day Total Course duration: 4 weeks/ 24 hrs.



12	Class duration	4 hours per week(total 24 hours)
	Tutorial	If required to be adjusted with lesson plan
13	Course Content	Detailed course content attached herewith in Annexure I
14	Course outcome	The expected outcome of course will be to make the students competent communicators in English. It aims to develop in the learners the ability to understand English in a wide range of contexts and to look for employment in the modern globalized world.
15	Assessment process and grading	i. Attendance ii. Continuous assessment tool iii. Exercise based assessment iv. Written test v. Viva-voce
16	Student feedback	After every module/ Unit via Google Form.



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UNIT II: GRAMMAR, PHONETICS AND VOCABULARY IN CONTEXT

1. Grammar

- i. Parts of Speech
- ii. Articles
- iii. Tenses
- iv. Types and Transformation of Sentences
- v. Verbals and Modals

2. Vocabulary

GROUP B

UNIT III: LISTENING SKILLS

1. Listening Comprehension
2. Effective Listening
3. Listening to Speeches/Talks

UNIT IV: SPEAKING SKILLS

1. Introducing Self and Others
2. Making Speeches and Presentation
3. Speech & Situation/ Context
4. Participating in a Group Discussion or Debate
5. Having a Telephonic Conversation, Anchoring and Role Play
6. Dialogue and Interview

UNIT V: READING SKILLS

1. Reading Comprehension

- i. Purpose of Reading
- ii. Types of Reading

UNIT VI: WRITING SKILLS

Methods of Writing

- i. Writing a Paragraph
- ii. Letter Writing
- iii. Writing Notices and Announcement
- iv. Report Writing
- v. Journal (Diary) Writing
- vi. Writing Cover Letter and Resume
- vii. Writing E-mail
- viii. Job Application

LEARNING RESOURCES

1. Gupta, S.M. Gupta and Alpana Gupta. Grammar and Composition for Communication. Kolkata, Orient Blackswan, 2009.
2. Farhathullah, T. M. Communication Skills for Technical Students. Kolkata, Orient Blackswan, 2010.
3. Yardi, V. V. English Conversation for Indian Students. Kolkata, Orient Blackswan, 2009.
4. Connor, J. D. O. Better English Pronunciation. UK, Cambridge, 2010.
5. Jones, Daniel (Ed.). Cambridge English Pronouncing Dictionary. Delhi, Cambridge University Press, 2011.
6. Kumar, Suresh E., B. Sandhya, J. Savitri and P. Sreehari. Communication for professional Success. Kolkata, Orient Blackswan, 2014.
7. Teaching and Learning English. Kolkata, Orient Blackswan, 2013.
8. Sadanand, Kamlesh and Susheela Punitha. Spoken English: A Foundation Course, Vol_I. Kolkata, Orient Blackswan, 2008.
9. Sadanand , Kamlesh and Susheela Punitha. Spoken English: A Foundation Course, Vol_II. Kolkata, Orient Blackswan, 2008.
10. Sadanand, Kamlesh. Teaching, Listening & Speaking. Kolkata, Orient Blackswan, 2012.
11. Sreedharan, Josh. *The Four Skills for Communication: An English Language Course*. New Delhi: Foundation Books, 2014.
12. Sen, Leela. *Communication Skills*. New Delhi: Prentice Hall of India, 2007.
13. McCarter, Sam, Norman Whitby. *Writing Skills*. India: Macmillan Education, 2009.
14. Kumar, Sanjay and Pushp Lata. *English for Effective Communication*. India: Oxford University Press, 2013.
15. Jonathan, Marks. *English Pronunciation in Use*. New Delhi: Cambridge University Press, 2007.



ASSESSMENT STRATEGIES

Units	Unit Title/ Criteria	Lectures (Total: 24)	Evaluation Strategies
I	Elements of Communication	3	Project and Presentation
II	Grammar, Phonetics and Vocabulary in Context	3	Vocabulary Test
III	Listening Skills	4	Conversation Test
IV	Speaking Skills	4	Creative Ability Test
V	Reading Skills	5	Comprehension Test (MCQ)
VI	Writing Skills	5	Composition Test

EVALUATION MODALITIES

Name of Assessment	Formative		Summative			Total Marks
	Unit end (6 Unit)	Midterm Assignment	Theory (Written test)	Viva-Voce (By External Peers)	Attendance	
Marks Allotted	10 X 6 = 60	15	10	10	05	100

TABLE FOR QUALIFICATION

Score on 100% points	Grade
90 to 100	O – Outstanding
80 to 89	E – Excellent
70 to 79	A – Very Good
60 to 69	B – Good
50 to 59	C – Fair
Below 50	F – Failed

RULES AND REGULATIONS

1. Students must attend all the assessments that have been scheduled to be eligible for certification.
2. Total marks of assessment will be 100 marks.
3. Minimum 50% has to be scored to receive any certificate. There will be only one attempt allowed for assessment. No provision for backlog clearance.
4. Students must attend minimum 50% of classes to receive any certificate. Marks for attendance will be as followed
5. General “Rules and Regulations” of the college must be followed without any exception.
- 6.

Attendance	Marks Allotted
$\geq 90\%$	5
80% - 89%	4
70% - 79%	3
60% - 69%	2
50% - 59%	1
Below 50%	Not Eligible for certificate

M. J. V. M. K.



06-07-2024

|| JAI SRI GURUDEV ||

SRI ADICHUNCHANAGIRI FIRST GRADE COLLEGE
CHANNARAYAPATNA-573116

DEPARTMENT OF ENGLISH

Communicative and Functional English

Duration of Course : 24 Hours

Days : 4 days per week

Timings : 1:30PM to 3.00 PM

Join us for :

- Excellent teaching
- Enhance vocabulary
- Improve pronunciation
- Individual attention
- Result driven classes

**Exclusively for
the first 25
Students of
SAFGC**

**Hurry up
Limited
Seats**

**For registration/ enquiry please contact us :
8971345657/ 8217579986**

**Last date for
Registration : 23-05-2024**


**HOD OF ENGLISH
SAFG COLLEGE
CHANNARAYAPATNA 573116**


**Principal
Sri Adichunchanagiri First Grade College
Channarayapatna**

|| Jai Sri Gurudev ||
SRI ADICHUNCHANAGIRI FIRST GRADE COLLEGE
CHANNARAYAPATNA-573116



DEPARTMENT OF ENGLISH

Date: 20/05/2024

To,

The Principal

Sri Adichunchanagiri First Grade College

Channarayapatana – 573116

From,

HoD of English

Sri Adichunchanagiri First Grade College

Channarayapatana – 573116

Respected Sir,


Sub: Requisition for introducing skill enhancement Course.

With reference to the above subject, the Department of English determined to offer the skill enhancement course on **Communicative and Functional English** in this semester for the academic year 2023-24. We have enclosed the syllabus copy of course along with this requisition for your kind consent.

Thanking you,


Yours faithfully

HOD OF ENGLISH
SAFG COLLEGE
CHANNARAYAPATNA 573116


Principal
Sri Adichunchanagiri First Grade College
Channarayapatna



|| JAI SRI GURUDEV ||
SRI ADICHUNCHANAGIRI FIRST GRADE COLLEGE
CHANNARAYAPATNA-573116

DEPARTMENT OF ENGLISH


Date: 20-5-2024

CIRCULAR

Department of English at Sri Adichunchanagiri First Grade College, Channarayapatna, offered the skill enhancement course on Communicative and Functional English in the academic year 2023-24. interested candidates can register visiting to the department of English before 23-05-2024.

Note:

- The number candidates' registration restricted to 25 only.
- Certificate will be issued after completion of the course.


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CHANNARAYAPATNA-573116

DEPARTMENT OF ENGLISH

Circular

Date: 20-05-2024

The following faculty members are informed to take classes of skill enhancement courses on **Communicative and Functional English** for the academic year 2023-24 as per the time table attached along with circular and they are instructed to submit the attendance and necessary reports at the end of Semester/ academic year 2023-24.

Sl. No	Faculty Name	Signature
2	Mr.Ningaraju	
3	Ms.Kavana C K	

Co-ordinator

HOD OF ENGLISH
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Principal

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Channarayapatna.



|| Jai Sri Gurudev ||
Sri Adichunchanagiri First Grade College,
 Channarayapatna-573116

Department of English

**Communicative and Functional English -Skill Enhancement Course-2023-24
 Registration List**

Sl. No.	Student Name	University Roll Number	Combination	Mobile Number	Email	Signature
1	AMULYA R	U01GF22C0031	B.Com	8951233658	amulyaraj59@gmail.com	<i>Amulya R</i>
2	C N KAVYA	U01GF22C0001	B.Com	8951214828	kushigord419@gmail.com	<i>Kavya C.N</i>
3	CHARAN B R	U01GF22C0060	B.Com	9019739934	Charanbharanbhar2@gmail.com	<i>Charan - B.R</i>
4	DARSHAN C R	U01GF22C0051	B.Com	9164141635	Darshan2342@gmail.com	<i>Darshan C.R</i>
5	LIKHITHA A M	U01GF22S0005	B.Sc	8904042680	likhithaam01@gmail.com	<i>Likhitha A.M</i>
6	BHANUPRIYA M.J	U01GF22S0002	B.Sc (CZ)	6360514041	Bhanupriyam1604@gmail.com	<i>Bhanu</i>
7	VARSHINI M	U01GF22S0003	B.Sc (CZ)	8105964814	varshini.varshi125@gmail.com	<i>Varshini, M</i>
8	SHIVANI K R	U01GF22S0006	B.Sc (CZ)	6360100360	Dimpugowda17@gmail.com	<i>Shivani, K.R</i>
9	POOJA M D	U01GF22S00007	B.Sc (CZ)	7760147976	Poojadgawda1325@gmail.com	<i>Pooja M.D</i>
10	HALIMA SADIYA	U01GF22C0062	B.com	7795959597	Haleemosadiya2604@gmail.com	<i>Halima Sadiya</i>
11	HAMSAPRIYA H M	U01GF22C0006		ABSENT		
12	MISBA MAHIN	U01GF22C0056		ABSENT		
13	POOJA B S	U01GF22C0011	B.Com	9663189418	Poojavibhata@gmail.com	<i>Pooja B.S.</i>
14	AJAY HM	U01GF22C0083	B.COM	9113030837	Ajay Yadav@gmail.com	<i>Ajay H.M</i>
15	VAISHNAVI. K.S	U01GF22S0023	CZ	9686479335		<i>Vaishnavi</i>
16	GANAVI G R	U01GF22A0026	BA (EP)	8618734185	ganavi.g.gawda@gmail.com	<i>Ganavi, G.R</i>
17	HARSHITHA S S	U01GF22S0025	CZ	9535216475	ssharsitha557@gmail.com	<i>Harshitha S.S.</i>
18	RUCHITHA	U01GF22A0003	EP	8317401610		<i>Ruchitha</i>



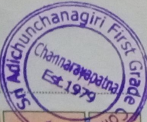
19	G R BALU	U01GF22A0004	EP	6363015350	Balu G.R Bhuat @gmail.com	Balu G.R
20	VARSHA D D	U01GF22S0028	CZ	7795 7419 42	gandavasthara@gmail.com	Varsha D.D.
21	NADIYA KHANUM	U01GF22S0030	CZ	7349135241	nnadiya@gmail.com	Nadiya
22	MEHNAZ MOKTHAR	U01GF22S0031	CZ	7483553739	mehnazmoktharis@gmail.com	Mehnaz
23	TEJASWINI B J	U01GF22S0032	CZ	8951810176	tyaswinibj959@gmail.com	Tejaswini B J
24	CHEZHAN KUMAR	U01GF22A0042	EP	9353309292	Chethankumar@gmail.com	Chethan Kumar
25	BHOOMIKA	U01GF22S0035	CZ	8050382683	boomika.06boomi@gmail.com	Bhoomika


HOD OF ENGLISH
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Principal
Sri Adichunchanagiri First Grade College
Channarayapatna

REGISTER OF ATTENDANCE & FEES

FOR THE MONTH OF200



ABINS

Name of the Institute

Section

Place

Sl. No.	Admission No.	NAMES	2023												2024												No. of days present	Rs.	P.	Date of payment										
			24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16					17	18	19	20	21	22	23	24	25	26
1		Amulya R	A	A	A					A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A				
2		Ch N Kanya																																						
3		Charan BR																																						
4		Paashan CR																																						
5		Likhitika AM																																						
6		Bhanupriya MT																																						
7		Vaishini M																																						
8		Shivani KR																																						
9		Pooja MD																																						
10		Halima Sadiya																																						
11		Hansapriya HM																																						
12		Misba Bahahin																																						
13		Pooja BS																																						
14		Ajay HM																																						
15		Vaishnavi KS																																						
16		Ganavi GR																																						
17		Harshitha SS																																						
18		Ruchitha																																						
19		GR Balu																																						
20		Vanitha DP																																						
21		Nadira Khanum																																						
22		Mehnazmotakar																																						
23		Tejaswini BJ																																						
24		Chethankumar																																						
25		Bhoomika																																						

HOD OF ENGLISH
SAPG COLLEGE
CHANNARAYAPATNA 573110

M. ...
Principal
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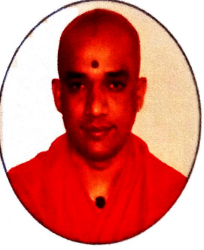
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|| Jai Sri Gurudev ||

Sri Adichunchanagiri Shikshana Trust (R.)

Sri Adichunchanagiri First Grade College
Channarayapatna - 573116, Hassan Dist.,




(Affiliated to University of Mysore)

(Re-Accredited with 'B+' Grade by NAAC)

CERTIFICATE OF COMPLETION

This is to certify that Ms./Mr.....has
Successfully completed the **skill enhancement course** entitled
“**Communicative and Functional English**” of 24 hours duration organized by
Department of English in the academic year 2023-24.


Course Coordinator


IQAC Co-ordinator


Principal
Principal
Sri Adichunchanagiri First Grade College
Channarayapatna