

# **SREE SARASWATHI THYAGARAJA COLLEGE**

An Autonomous, NAAC Re-Accredited with 'A' Grade, ISO 9001:2008  
Certified Institution, Affiliated to Bharathiar University, Coimbatore  
Approved by AICTE for MBA/MCA and by UGC for 2(f) & 12(B) status

Palani Road, Thippampatti, Pollachi - 642 107



**Knowledge Wisdom Compassion**

**SYLLABUS FOR**

**CERTIFICATE COURSE IN**

**COMMUNICATIVE ENGLISH PROGRAMME**

**2017 – 2020 BATCH**

**PERSONAL MEMORANDA**

1. Register Number :
2. Name :
3. Class :
4. Father's Name and Occupation :
5. Permanent Residential Address  
:.....  
.....  
.....  
PIN .....
6. Residential Phone No : STD Code .....  
: Phone No.....  
: Mobile No.....
7. Temporary Address :.....  
.....  
.....
8. Temporary Phone No : STD Code .....  
: Phone No.....  
: Mobile No.....
9. Day Scholar / Hosteller :
10. Blood Group :

## **INDEX**

### **1. Scheme of Examinations & Syllabus**

- a. Scheme of Examinations
- b. Semester-wise Syllabus

### **2. Autonomous Examination System and Regulations**

- a. Examination Regulations
- b. Grievance Form

---

**1. SCHEME OF EXAMINATION AND SYLLABUS**

**SREE SARASWATHITHYAGARAJA COLLEGE (AUTONOMOUS), POLLACHI**  
**Scheme of Examinations and Syllabi for Communicative English - CBCS PATTERN with effect from**  
**2017-2018**

**Batch Code: N7**

**Medium of Instruction: English**

**Programme Code: CCE**

<b>Code</b>	<b>Course</b>	<b>Hrs/week</b>	<b>Int</b>	<b>Ext</b>	<b>Total</b>
<b>N7CCE1T41</b>	<b>PAPER – I GRAMMAR</b>	<b>2</b>	<b>0</b>	<b>100</b>	<b>100</b>
<b>N7CCE1T42</b>	<b>PAPER II -COMMUNICATIVE SKILLS</b>	<b>2</b>	<b>0</b>	<b>100</b>	<b>100</b>
					<b>200</b>

**Certificate course in Communicative English**

**Course Code: N7CCE1T41**

**PAPER – I GRAMMAR**

**Objectives :**

To make the students

- know the functions of basic grammar.
- frame sentences without grammatical errors.

**Unit I**

1. Part of Speech
2. Use of articles

**Unit II**

1. Linkers
2. Concord

**Unit III**

1. Punctuation
2. Kinds of Sentences

**Unit IV**

1. Question tags
2. Vocabulary

**Unit V**

1. Idioms
2. Common errors & how to avoid them

**Books for reference :**

1. Modern English Grammar N.Krishnaswamy, Macmillan Publication
2. A senior English Grammar & Composition N.K.Agarwala, Goyal Brothers Prakashnan Educational Publishers, New Delhi.

## **PAPER II -COMMUNICATIVE SKILLS**

**Course Code: N7CCE1T42**

### **Objectives :**

- To enhance the comprehensive ability of the learners
- To make the learners approach literary pieces critically

### **Unit I**

1. Proverb expansion
2. General essays

### **Unit II**

1. Comprehension – prose
2. Precis writing

### **Unit III**

1. Report writing
2. Hints development

### **Unit IV**

1. Note making
2. Description and Narration

### **Unit V**

1. Letter Writing
2. Group Discussion

### **Books for reference :**

1. Writing with a purpose Chandra Tikko, Jayasasi Kumar Mohan Macmillan India Limited
2. Essential Grammar Usage and Composition, Prof.K.Ramappa,M.I.Publications, Agra
3. Developing Communication skills,Meera Bannerjee, Krishna Mohan Macmillan India Limited

## **EXAMINATION SYSTEM UNDER AUTONOMY**

For certificate course in communicative English there is no internal mark.

### **First Assessment Test for**

Syllabus : First Two Units

Duration : Two Hours

Max. Marks : 50

#### **Question Paper Pattern**

##### **Section A**

Attempt all questions (three each from both units)

06 questions – each carrying one mark

06 X 01 = 06

Multiple Choice

##### **Section B**

Attempt all questions (two each from both units)

04 questions – each carrying five marks

04 X 05 = 20

Inbuilt Choice [Either / Or]

##### **Section C**

Attempt all questions

(Minimum one question shall be asked from each unit)

03 questions - each carrying eight marks

03 X 08 = 24

Inbuilt Choice [Either / Or]

Reduce these marks to a maximum of 05 i.e., (Marks obtained/50) X 5 ==> A

### **Second Assessment Test**

Syllabus : Third and Fourth Units

Duration : Two Hours

Max. Marks : 50

#### **Question Paper Pattern**

##### **Section A**

Attempt all questions

06 questions – each carrying one mark

06 X 01 = 06

Multiple Choice

##### **Section B**

Attempt all questions (two each from both units)

04 questions – each carrying five marks

04 X 05 = 20

Inbuilt Choice [Either / Or]

##### **Section C**

Attempt all questions

(Minimum one question shall be asked from each unit)

03 questions - each carrying eight marks

03 X 08 = 24

Inbuilt Choice [Either / Or]

### **Model Examinations**

Syllabus : All Five Units

Duration : Three Hours

Max. Marks : 100

#### **Question Paper Pattern**

##### **Section A**

Attempt all questions

20 questions – each carrying one mark

20 X 01 = 20



**Section B**

Attempt all questions  
05 questions – each carrying five marks 05 X 06 = 30  
Inbuilt Choice [Either / Or]

**Section C**

Attempt all questions  
05 questions – each carrying eight marks 05 X 10 = 50  
Inbuilt Choice [Either / Or]

**3. External Examinations:**

The external examinations for theory courses will be conducted for 100 marks

**End Semester Examination**

Syllabus : All Five Units  
Duration : Three Hours  
Max. Marks : 100

**Question Paper Pattern**

For the End semester external theory examinations, the question paper pattern shall be the same **for all UG and PG programs**, as given below, except in the case of Part – II English.

**Section A**

Attempt all questions  
20 questions – each carrying one mark 20 X 01 = 20

**Section B**

Attempt all questions  
05 questions – each carrying five marks 05 X 06 = 30  
Inbuilt Choice [Either / Or]

**Section C**

Attempt all questions  
05 questions – each carrying eight marks 05 X 10 = 50  
Inbuilt Choice [Either / Or]



**SREE SARASWATHI THYAGARAJA COLLEGE (AUTONOMOUS)  
THIPPAMPATTI, POLLACHI - 642 107  
Student Grievance Form  
(Forms Available at Utility Stores)**

Date:  
Place:

**From**

Register No : .....  
Name : .....  
Class : .....  
Sree Saraswathi Thyagaraja College,  
Pollachi – 642 107

**To**

The Principal / Examination-in-charge,  
Sree Saraswathi Thyagaraja College,  
Pollachi – 642 107

**Through:**

1. Head of the Department,  
Department of .....,  
Sree Saraswathi Thyagaraja College,  
Pollachi – 642 107
2. Dean of the Department  
Faculty of .....,  
Sree Saraswathi Thyagaraja College,  
Pollachi – 642 107

**Respected Sir / Madam,**

Sub: ..... - reg.

**NATURE OF GRIEVANCE:** .....  
.....  
.....  
.....  
.....

Thanking you,

Yours Truly,

Signature

**Forwarded by:**

- 1. HOD with comments / recommendation**  
.....
- 2. Dean with comments / recommendation**  
.....
- 3. Signature and Directions of the Principal**  
.....
- 4. Controller of Examinations:**  
.....  
.....