

Certificate Course on Communicative English with Language Lab



Learn English Grammar:

- Grammar is the set of rules that govern the usage of English language. A strong grasp of English grammar is therefore of the greatest importance.
- Understand the building blocks of grammar.
- Pay attention to sentence structures.
- Practice when you can.
- Grammar exercises will help you.

A Parts Of Speech is also called lexical categories, grammatical categories or word classes. There are 8 Parts Of Speech.

Tenses

The concept of time can be split into:

- **The Present - What you are currently doing.**
I eat, I am eating
- **The Past - What you did some time back.**
I ate, I was eating
- **The Future - What you will do later.**
I will eat, I will be eating

Determiners

- A determiner is used to modify a noun

Clauses

- Group of words that consists of a subject and a predicate

Gerund and infinitive

Modal Verbs

Object and Predicate

Punctuation

Abbreviations & Acronyms

Clipping

Contraction & Negation

Affix

- Prefix
- Suffix
- Infix

Informal English

Conversation English

Formal English

Starting a Conversation

English Conversation Tips

Asking for and Giving Permission

Making Offers

Making an Appointment

Obligation

Lack of Obligation

Expressing Your Opinion

Business Letter

Essay

Study skills

How to prepare for Exam

Verbal Communication

Non-Verbal Communication

Business Communication

Internal Communication

External Communication

Email

How to make effective Email

Structure Of Email

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**Duration: TOTAL -120 Hours
(60 hours-theory + 60 hours communication)**

**Registration Fees: Rs. 100/-
Rs. 500/- for non SNC students**

Course Fees: FREE of cost

**Admission Procedure: For Registration contact Prof.
Subhabrata Bhattacharya (Dept. Of English), Course
Coordinator**

**Evaluation: through online test and Certificate will
generate online**

**CERTIFICATE COURSE
ON
COMMUNICATIVE ENGLISH WITH LANGUAGE LAB
SURENDRANATH COLLEGE**

REGISTRATION FORM

FOR OFFICE USE ONLY

ADMISSION No.

DATE: . .20

NAME:

FATHER'S NAME:

ADDRESS:

DATE OF BIRTH:

EDUCATIONAL QUALIFICATION:

Mobile No.

e-mail ID:.....

Authority signature

Applicant's signature