

# **Department of English**

# ACADEMIC YEAR 2019-20 Report of (CAREER ORIENTED PROGRAMME) CERTIFICATE COURSE IN SPOKEN ENGLISH (July to September)



## **Submitted to**

Internal Quality Assurance Cell Raje Ramrao Mahavidyalaya, Jath, Dist-Sangli (MS)

# <u>Index</u>

Contents	Page Nos
Brochure of Certificate Course	03
Certificate Course Objective & Syllabus	04
Board of the Studies, Course Outcomes & Evaluation Pattern	05
Schedule of Lectures	06
Admission Notice	07
Student's Application for enrolment	08-09
Student Enrolment List	10
Record of Lectures Conducted by Teachers	11-12
Lecture Attendance Record	13-17
Final Exam Notice	18
Final Question Paper	19
Final Answer Sheet Model	20-22
Student Oral Presentation Test Snapshots	23
Outcomes of Certificate Course	24
All Certificates	25
	Brochure of Certificate CourseBrochure of Certificate Course Objective & SyllabusCertificate Course Objective & SyllabusBoard of the Studies, Course Outcomes & Evaluation PatternSchedule of LecturesAdmission NoticeStudent's Application for enrolmentStudent Enrolment ListRecord of Lectures Conducted by TeachersLecture Attendance RecordFinal Exam NoticeFinal Question PaperFinal Answer Sheet ModelStudent Oral Presentation Test SnapshotsOutcomes of Certificate Course

### **Brochure of Certificate Course**



### **Course Objectives & Detailed Syllabus**

Syllabus:

### Raje Ramrao Mahavidyalaya, Jath, Dist-Sangli 2019-20 Department of English Career Oriented Programme (Spoken English Course)

#### Course Objectives:

1 To enable the students to develop oral and spoken skills in English

- To equip the students with the language spoken skills for use in their personal, neademic lives.
- To help the students to enter the job market with confidence and the ability to work effectively.
- 4. To encourage the active involvement of the students in oral communication process

#### Units Prescribed:

Unit-1 Story Telling Skill

Unit-2 Conversation in the Present Tense

Unit-3 Daily Routine

Unit-4 Description

Unit-5 Explanation

Unit-6 Enrichment of Vocabulary for Communication

Unit-7 Speaking: Use of Present Tense

Unit-8 Only English: For Speaking in English for the useful words in Daily Practice

Unit-9 Skill of Presentation

Unit-10 Formal Presentation Skill

I nit-11 Use of Real Life Sectoncer and conversations

### Board of the Study, Course Outcomes & Evaluation Pattern

Raje Ramrao Mahavidyalaya, Jath, Dist- Sangli.

# Department of English

# Career Oriented Programme

# Spoken English Course

### Board of the Studies in English

- Asso. Prof. R. D. Karande (Chairman) Raje Ramrao Mahavidyalaya, Jath, Dist-Sangli-416404.
- Asst. Prof. R. S. Banasode (Member) Raje Ramrao Mahavidyalaya, Jath, Dist-Sangli-416404.
- Asst. Prof. (Dr.) S. M. Joshi (Member) Vivekanand College, (Autonomous), Kolhapur, Dist- Kolhapur-416003.
- Asst. Prof. R. B. Koli (Member) Shikshanmaharshi Dr. Bapuji Salunkhe College, Karad, Dist-Satara-415110.

#### Course Outcomes:

After the completion of the course, the students will be able to:

- Communicate in English, in oral and written modes
- Use English in their day-to-day as well as at workplace
- Face government and non-government job interviews confidently and efficiently
- Acquire basic skills in communication in English

### **Evaluation Pattern:**

In the assessment of Certificate Corse in English, total 100 marks are allotted. The division of total 100 Marks are divided as follows:

Sr. No.	Type of Assessment	Allotted Marks
1	Final Evaluation Test	50
2	Present Record	25
3	Internal Evaluation Test	25
	Total	100

### Schedule of Lectures

Schedu	le	of	Lectures
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Certificate Course in Spoken English Schedule of Lectures

Dear Students, The schedule of lectures of Certificate Course in "Spoken English" is in the following:

Number of Lectures: 40 Duration of the lectures: 45 Minutes Total Hours of Lectures: 30 hours

Time Table

Date	Time/Hours	Name of the Teacher	Title of the Topics
31 July 6, 13,16,23 & 30 August 2019	11.00 am to 11.45 am	Asso Prof R D Karande	Story Telling Skill Formal presentation Skill
31 July, 7, 14, 20, 27 August 3 Sapt. 2019	11.00 am to 11.45 am	Asst. Prof R S Banasode	Conversation in the present Tense
1,8,21 & 28 August 2019	11.00 am to 11.45 am	Asst. Prof T U Sannake	Daily Routine Skill of Presentation
2,9,22 August 2019	11.00am to 11.45am	Asst. Prof. V N Yamgar	Description
4, 11,18,19,24 Sapt. 2019	11.00am to 11.45am	Asso Prof R D Karande	Explanation Use of real life sentences and conversations
5, 12,19,20,25 Sapt. 2019	11.00mm to 11.45am	Asst Prof R S Banasode	Enrichment of Vocabulary for communication
6, 13, 21, 24 Sapt. 2019	11.00mm to 11.45am	Asst Prof T U Sannake	Speaking: Use of Present Tense
10, 17, Sapt. 2019	11.00am to 11.45am	Asst. Prof. V N Yamgar	Only English: for speaking in English for the usefu words in Daily Practice

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### **Admission Notice**

गान, विज्ञान आणि मुलदनार यारण्डी शिक्षण बसार

शिक्षण स्वर्षी डॉ बापूजी साक्स

Shri Swami Vivekanand Shikshan Sanstha's

Raje Ramrao Mahavidyalaya, Jath, Dist-Sangli.

Date: 31/07/2019

#### NOTICE

# Career Oriented Programme (Spoken English Course)

#### 2019-20

All the students of senior wing who have enrolled their names for Career Oriented Programme (Spoken English Course) are hereby informed that for the process of form submission, instructions about the duration of the course and other essential information related to the aforesaid course, you are requested to gather today (31/07/2019) in the Class Room No. 215 at 11.00 am in the morning.

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(Asso, Prof. R D Karande)

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### **Student Application for Enrolment**

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- विक्षय महार्थी डॉ.बामुजी माळुडी.

Shri Swami Vivekanand Shikshan Sanstha's Raje Ramrao Mahavidyalaya, Jath Dist- Sangli. PIN-416404, (Maharashtra)

Department of English

# **Career Oriented Programme: Spoken English Course**

For the Year 2019-20

### **Application Form**

Respected Sir,

As per the notice displayed on the college notice board, I wish to get admission for the Career Oriented Programme: Spoken English Courses in our college.

My personal details are as below:

<ol> <li>I) Name</li> <li>Class</li> <li>Address</li> <li>Contact number</li> </ol>	: Ku Hipparagi Rutuia Paragood. BAIT Alp Muchandi : Tel-Jath : Dist-Gangli : 7798782618
5) E-mail ID	* <u>+</u>
Place: Jath	Signature
Date: 0 <u>2/08</u> /201	(Name: <u>Hipparagi.R.P.</u> )

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"ज्ञान, विज्ञान आणि सुसंस्कार वांसाठी शिक्षण प्रसार"

- शिक्षण महर्थी डॉ.बापुजी माळेखे.

### Shri Swami Vivekanand Shikshan Sanstha's Raje Ramrao Mahavidyalaya, Jath Dist- Sangli. PIN-416404, (Maharashtra)

#### Department of English

### Career Oriented Programme: Spoken English Course

For the Year 2019-20

#### **Application Form**

#### Respected Sir,

As per the notice displayed on the college notice board, I wish to get admission for the Career Oriented Programme: Spoken English Courses in our college.

My personal details are as below:

1) Name	-kadam kajal Prakash
2) Class	BCA-II
3) Address	ALP - salekini . Pachhapur . Tal-Jath . Dist-songli.
4) Contact number	7058223592
5) E-mail ID	kalalakkadam@9mail.com

Place: Jath

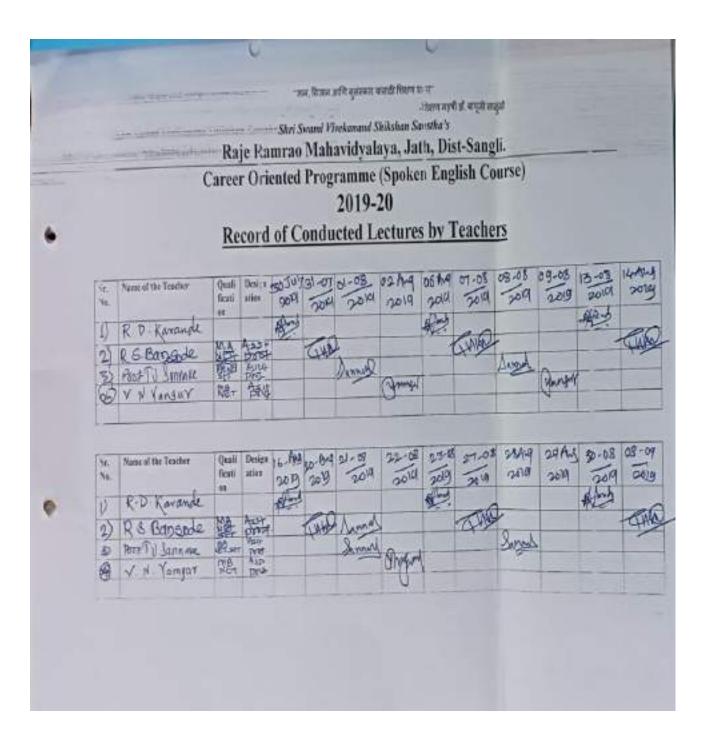
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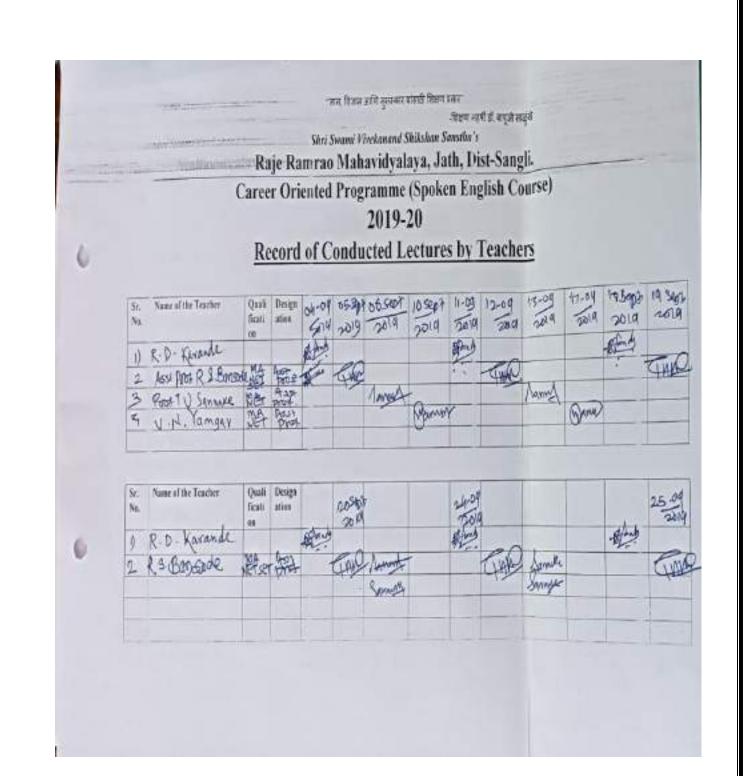
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(Name: kadam kajal Prakash

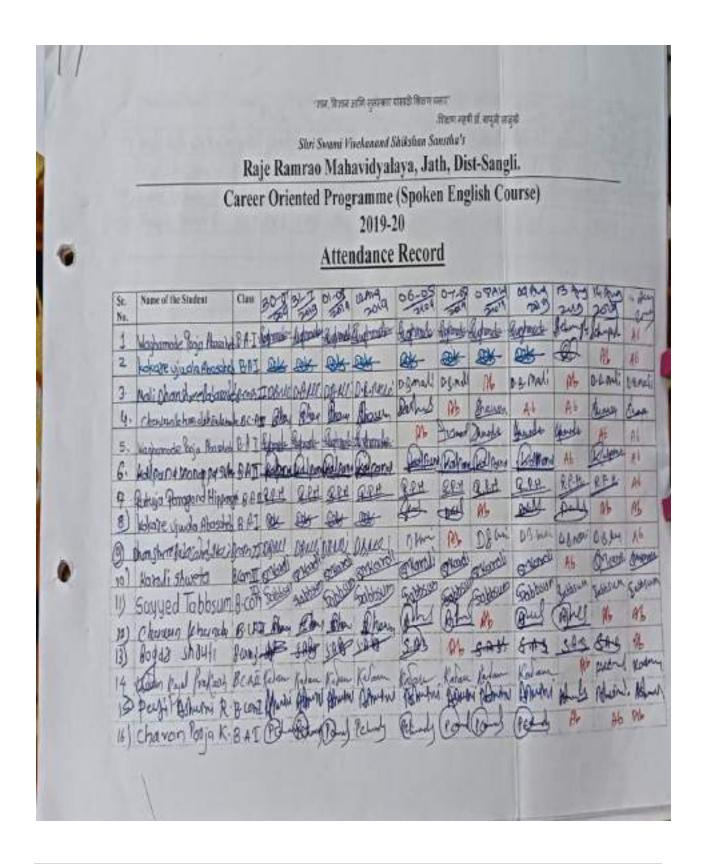
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4	Chandanshive P. R	B.A.II	
5	Howale A. S	BAJI	
6	Mujawar, M. N	B.A.III	
7	Naik T. S	B.A.II	
8	Kore A. Y	8.A.II	
9	Sapatal Rutuja Bharat	B.A.III	
10	Hippargi P. R	B.A.III	
11	Ganachari B. A	B.A.II	
12	Mote Yashwant S	B.A.II	
13	Shejul A. M	B.A.III	
14	Patole A. S	B.A.III	
15	Koli Vijayalaxmi S	B.A.11	
16	Jadhav R. A	B.A.II	
17	Sherya Saluniche	B.A.III	
18	Shinde Shradha T	B.A.III	
19	Shejul Amol Maruti	8.A.II	
20	Shivani Balu Surve	B.A.II	

### **Record of Lectures Conducted by Teachers**





### Lecture Attendance Record



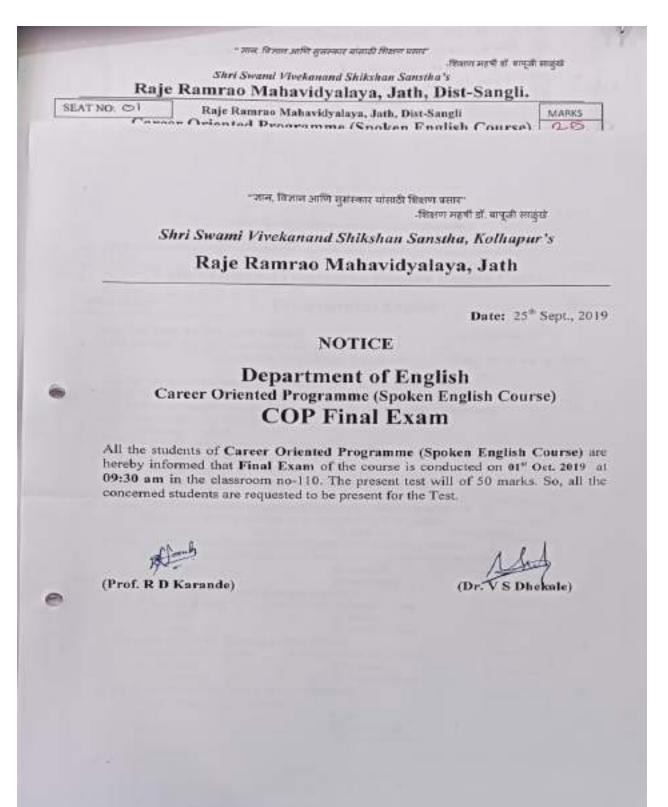
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### **Final Exam Notice**



# Final Exam Question Paper

-	SEAT NO. Ra Career Orie	hri Swanil Vivekanand Shikihan Sai rao Mahavidyalaya, Jat je Ramrao Mahavidyalaya, Jath, Di	h, Dist-Sangli.	
S	Career Orie	je Ramrao Muhavidyalaya, Jath, Di		-
S	The second se	nted Programme (Spoken	st-Sangli English Course)	MARKS
	tudent's Sign:	Department of English		
	Day and Date: 01 Oct. 20 Instructions: 01) ALL qu		Total Marks: 50	
	V2) Figures	to the right indicate full marks.	Time: 09:30 am to 1	0:30
E	Q.3 Write a paragraph in a Q.4 Describe the followin Pressure Coocker Q.5 Explain the renewal p Q.6 Give a presentation of Challenges before a Q.7 Choose the CORREC	rocess of Bank ATM Card. In the following topic: by Nation T alternative from the following:	Fone week	07 07 03 07 03
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### **Answer Sheet Model**

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### **Outcomes of the Certificate Course**

#### **Outcomes of the Certificate Course**

The Department of English, Raje Ramrao Mahavidyalaya, Jath has introduced a certificate course in "Spoken English" for the Academic Year 2019-20 to all the interested students of senior wings of the college. The certificate course in Effective Communications in English is specially design for those interested students in developing skills to communicate effectively and efficiently both in writing an orally present themselves professionally and communicate confidently in any situation.

The ability to communicate effectively and present ideas clearly is perhaps the most important skill you need to have in order to be successful in any career. Good communication skill is a key in many situations - whether you are making a presentation in front of college students, giving speeches at business events or having an individual meeting with your senior friends. The present certificate course in Spoken English is specially design to help students to become a better more effective present a future learning outcome.

Outcomes of the Certificate course in Spoken English are as follows:

At the completion of the certificate the learner will learn to:

- 1. Develop vocabulary and improve the accuracy in grammar.
- 2. Produce words with right pronunciation.
- 3. Improve (LSRW) listening speaking reading and writing skills.
- 4. Demonstrate positive group communication exchanges.
- 5. Speak with more confidence and listen carefully to build report.
- 6. Analysis and utilise body language to their advantages.
- 7. Steer conversations and influence people.
- 8. Have the confidence to make more of an impact on their audience.
- 9. Enhance their professionalism at work.

10. Understand the extract the essential information from a return or spoken text on a family topic etc.

Asst. Prof. R. S. Banasode Coordinator



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Asso. Prof. R. D. Karande HEAD

DEPARTMENT OF ENGLISH RAJE RAMRAO MAHAVIDYALAYA, JATH (M.S.

### **Participant Certificate**



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