

ROUZATHUL ULOOM ARABIC COLLEGE
DEPARTMENT OF ENGLISH
CERTIFICATE COURSE IN

ADVANCED ENGLISH GRAMMAR(ENG010)

Duration: 30 hours Course type: Offline & Online Eligibility: Plus Two

Overview

Understanding the basic and advanced grammar rules is essential for communicating efficiently in any academic or professional contexts. Certificate course in *Advanced English Grammar* is a sure way with the help of which learners can present himself/herself as more professional, polished and poised for job success. This course would help students to groom their personality, improve upon spoken English, and techniques to face for job. The course will be of six months duration. A certificate will be issued by the Department to the candidate who has been declared successful at the examination.

Course objectives:

By the end of the course, students shall be able to:

- Reinforce their Basic English grammar and conceptual knowledge in the English language
- use the language with confidence and without committing errors.
- Improve the speaking ability of the students.
- To enhance the conversational and imaginative skills of the students.
- Familiarize the conceptual framework of English language.

Course outline

Module 1: Grammar: Grammar: Some Key Concepts, Adjectives, Verbs, Auxiliaries and Modals, Adverbs, Adverb phrase and Adverb Clause, the Tenses: Form and Use, Active and Passive Voice, Direct and Indirect (Reported) Speech.

Module 2: Composition: Punctuation, writing a Summary, writing a CV or resume, Covering Letter, Writing e mails,

Module 3: Basics of Phonetics: Received Pronunciation – Sounds: Vowels/Diphthongs, Consonants – Syllables – Word stress – Transcription of words- Weak forms – Intonation.

Module 4: Vocabulary: Word formation – Synonyms, Antonyms – Homonyms, Homophones – Words often confused – One word substitution – Phrasal verbs – Idiomatic expressions – Eponyms

Module 5: Communication- an overview – Definition & Process – Features – Importance – Forms – Barriers – Remedies. Telephonic skills – Group Discussion – Facing interviews.



References:

1. Raymond Murphy, Essential English Grammar, (Cambridge University Press) 1992
2. A.S. Hornby, Oxford Advanced Learner's Dictionary of Current English (O.U.P.)
3. Thomson & Martinet. A Practical English Grammar. OUP 1986.
4. Das. B.J. & David. Remedial Course in English for college Book-II. OUP, 1981.
5. Jones, Daniel: English Pronouncing Dictionary ELBS, Revised by A.C. Gibson
6. Communication Skills by Sanjay Kumar, PushpLata, Oxford University Press, 2013.
7. Business Communication by C.S.G.Krishnamacharyulu and R.Lalitha, Himalaya Publishing House, 2013.

Web Resources

8. Available at <http://alturl.com/5ts8a>, accessed on 1st February 2017.
9. Available at <http://alturl.com/rmyic>, accessed on 1st February 2016.
10. Available at <http://alturl.com/tjwbe>, accessed on 2nd February 2016.


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