



Rayat Shikshan Sanstha's
**Abasaheb Marathe Arts and new Commerce, Science
College, Rajapur**

Department Of English
A Certificate Course in Spoken English
Short Term Course 2022-23

Principal
A.M.A. & N. C. S. College
Rajapur, Dist. Ratnagiri.



Department Of English
A Certificate Course in Spoken English

SHORT TERM COURSE 2022-23

Introduction:

As a language with global usage English in today's world has become the lingua franca of the international community. From education to job opportunities knowledge of English has become a key criterion to determine suitable candidates. The growing career opportunities keenly observe and govern the proficiency and knowledge in usage of the language. However most of the people in spite of knowing the language are seen lacking in the spoken or vocabulary part. This act becomes a big hindrance for them in life as they are seen rejected even after possessing the desired skills or eligibility for any respective opportunity

And hence in order to face the changing scenario in globalization students should be equipped with all kinds of communication skills in English which become the way of the world. Keeping this view the department of English decided to run a short term course for the students of the college, to develop the linguistic competency of English language among the students. This certificate course in spoken English is a basic level certification course in the area of application and usage of English. Students can take admission after completing his /her 10+2 education. This course is aimed at imparting basic knowledge and skills of the language to the students. Students will be equipped with oral, communicative and usability related aspects of the language during the course. This course is mainly focused on providing the basic understanding of the language to the students

Duration of the course: 2 months

Examination type: final exam at the end of course

Eligibility: 10+2 / pass out students with a minimum of 50% at the respective level from recognized board /university

Admission process: on XII std. Marks

Course fees:

The course duration is of two months. The syllabus of the course is designed in a manner so as to teach all the basic aspect of the language to the students. The course help candidate in plenty of options to choose from in terms of his career. He can choose to work as a language trainer, content developer, translator BPO executive, relationship manager, from desk officer etc.

Top Recruiting Areas: Business Process Outsourcing, Content Development, Translation, Documentation, Marketing, Training Institutes



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Short Term Course 2022-23

• **Aims and Objectives :**

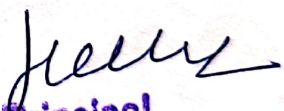
To acquaint students with the basic linguistic e skills of English as a foreign language

To cope up with the conversational skills this can be useful to hunt job opportunities in various sectors

To enhance the horizon of the students for the competitive world

To develop interview techniques among the learners

To develop confidence among students about speaking English correctly and fluently


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Short Term Course 2022-23

BOARD OF STUDIES

- Mr. Mali A. S - Chairman (AMACS College Rajapur)
- Ms. Suryawanshi M.D - Co-ordinator (AMACS College Rajapur)
- Prof. Mali R. B - Member (Lanja college Langa)
- Dr. Rade S. G - Member (Anandibai Ravrane Arts, Commerce and Science College, Vaibhavwadi)

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Rayat Shikshan Sanstha's
Abasaheb Marathe Arts, and New Commerce, Science College,
Rajapur (V. Gothane)

Department of English
A CERTIFICATE COURSE IN SPOKEN ENGLISH
SHORT TERM COURSE 2022-23

Notice

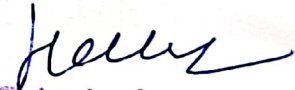
Date: 10 August 2022

All the students of the college are hereby informed that A Certificate Course in Spoken English Short Term Course 2022-23 is scheduled from 16th August 2022 to 15 Oct. 2023. Interested students should contact to Mr. Mali A. S. Head, Department of English on or before 10th August 2022



Head

Department of English



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ABASAHEB MARATHE ARTS & NEW COMMERCE SCIENCE COLLEGE, RAJAPUR

Department Of English

A CERTIFICATE COURSE IN SPOKEN ENGLISH

● **2022-23**

- Duration: 3 months
- lectures 20
- Tutorials : 7
- Practical ;13
- Total lectures ; 40
- Eligibility for course : 12th standard pass of equivalent

To be implemented from 16th August 2022 to 15 Oct. 2023

AIMS AND OBJECTIVES OF THE COURSE

- To introduce the students basic language skills
- To enhance language proficiency by providing adequate exposure and to develop and writing skills
- To familiarise students with different professional writing skills
- To help them to learn grammatical pattern of sentences

THEORY SYLLABUS

Basic language skills

- a) Parts of speech
- b) Kinds of sentences
- c) Tenses
- d) Verbs
- e) Writing skills
- f) Story writing narration ,

PRACTICAL

- a) Introduction (self-others friends etc)
- b) Group discussion
- c) Interviews

+++++

Jeeva
 Principal
 A.M.A. & N. C. S. College
 Rajapur, Dist. Ratnagiri.



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ABASAHEB MARATHE ARTS & NEW COMMERCE SCIENCE COLLEGE, RAJAPUR

Department Of English


A CERTIFICATE COURSE IN SPOKEN ENGLISH

2022-23

Question paper pattern

- 50 marks theory Total marks 50
- Duration of examination 2 hrs

- Q. 1 Fill in the blanks by choosing the correct alternatives on Unit 1 and 2 30 marks
- Q. 2. Correct the sentences on 3 and 4 10 marks
- Q. 3. Summarise the following paragraph 10 marks
-


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Department Of English
A Certificate Course in Spoken English
Question paper 2022-23

Time: 11:00 to 2:00 pm

Total marks 50

Day and date:

Q. 1 Fill in the blanks by choosing the correct alternatives

(30)

1. He usually in blue ink
a) Write b) wrote c) writes
2.Ganga is holy river a) a b) an c) the
3. Her thinking leansdemocracy
a) towards b) too c) so
4. He gottired because of heavy work
a) to b) too c) for
5. With regard to his principles, heto be very careful
a) have b) had c) has
6. Building has been builtaccordance with his new plan
a) in b) out c) for
- 7 he crossedbridge in spite of waning
a) a b) an c) the
8. He was seen running as fast the bus
a) as b) well c) to
9. She has beenin the sun for 1 hour
a) seat b) sitting c) setting
- 10 words the same sound in homonyms
a) on b) in c) by
11. My friend has gonew job
a) a b) an c) the
12. Antonym of Rabid sober
a) was b) is c) are
13. Meaningfly and night is swindler
a) of b) to c) beside
14. I have been living in Mumbai 1991
a) since b) from c) to
- 15 Let it be done him
a) by b) to c) for

Q. 2. Correct the sentences

(10)

- a) Economics (have/ had) been taught by three professors
- b) Physics (are/am) their favorite subject
- c) Billiards (are/is) costly game

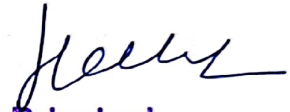
I/C Principal
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- d) Mumps(are/was) common among children
- e) Dubieties(are/had) common among 40 plus people
- f) He gave me(an/a) advice
- g) The furniture in the room is beautiful
- h) My teacher gave me (a/an)book
- i) I enjoyed myself during(the /an)summer
- j) Myself wrote (a/an) book

Q. 3. Summarise the following paragraph

(10)

Although different species of Carnivorous plants have different cultivation requirements in terms of sunlight, humidity, soil moisture, etc. ...there are commonalities. Most Carnivorous plants require rainwater or that has been distilled deionised by reverse osmosis or acidified to around Ph 6.5 using sulphuric acid. Common tap or drinking water contains minerals that will quickly build up and kill the plants.



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Department Of English

A CERTIFICATE COURSE IN SPOKEN ENGLISH

2022-23

Time table

Sr. No	Name of the faculty	Day	Time
1	Prof. Mali A S	Tuesday	12:00 pm to 1:00pm
2	Prof. Mali A S	Wednesday	12:00 pm to 1:00pm
3	Ms. Surywanshi M D	Thursday	12:00 pm to 1:00pm
4	Mr. Surywanshi M D	Friday	12:00 pm to 1:00pm

AS

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COLLEGE, RAJAPUR

Department Of English

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2022-23

Sr. no	Name of the candidate	Class
1	Nalawade Nilam Vilas	FYBA
2	Nikam Akshata Ashok	FYBA
3	Bhamble Raj Vilas	SYBA
4	Missal Suyesh Santosh	SYBA
5	Tirlotkar Omkar	TYBA
6	Kshirsagar Siddhi Vishwanah	FYBCOM
7	Arekar Manish Santosh	FYBCOM

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Department of English

A CERTIFICATE COURSE IN SPOKEN ENGLISH

SHORT TERM COURSE 2022-23

(From 16th August 2022 to 15 Oct. 2023)

Notice

Date: 2nd Oct. 2022

All the students of the short term course are hereby informed that final examination of **A Certificate Course in Spoken English Short Term Course** will be held on 15th Oct 2023. All the students must appear in the examination.

Head

Department of English

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Rajapur, Dist. Ratnagiri.



Rayat Shikshan Sanstha's
Abasaheb Marathe Arts and New Commerce, Science College, Rajapur
Dist- Ratnagiri, 416702 (MH)
Affiliated to University of Mumbai, Mumbai
(Reaccredited with 'B' grade by NAAC/Best College Award by University of Mumbai)

DEPARTMENT OF ENGLISH
SHORT-TERM COURSE 2022-23

Time - 12.50 to 1.40

ATTENDANCE RECORD (January)

Sr. No	Name of the Student	Class	9	10	11	12	16	17	18	19	23	24	25
1	Nalawade Nilam Vilas	FYBA	P	P	P	P	P	P	A	P	P	P	P
2	Nikam Akshata Ashok	FYBA	P	A	P	P	P	P	P	P	P	P	P
3	Bhambale Raj Vilas	SYBA	P	P	P	P	P	P	P	P	P	P	P
4	Misal Suyesh Santosh	SYBA	P	P	A	P	P	P	P	P	P	P	P
5	Kirlotkar Omkar	TYBA	P	P	P	P	P	P	A	P	P	P	P
6	Karshingkar Sidhhi Vishwanath	FYBCOM	P	P	P	P	P	P	P	P	P	P	P
7	Arekar Manish Santosh	FYBCOM	P	A	P	P	P	P	P	P	P	P	P

ATTENDANCE RECORD (February)

Sr. No	Name of the Student	Class	6	7	8	9	13	14	15	16	20	21	22	23
1	Nalawade Nilam Vilas	FYBA	P	A	P	P	P	P	P	P	P	P	P	P
2	Nikam Akshata Ashok	FYBA	P	P	P	A	P	P	P	P	P	P	P	P
3	Bhambale Raj Vilas	SYBA	P	P	P	P	P	A	P	P	P	P	P	P
4	Misal Suyesh Santosh	SYBA	A	P	P	P	P	P	P	P	P	P	P	P
5	Kirlotkar Omkar	TYBA	P	P	P	A	P	P	P	P	P	P	P	P
6	Karshingkar Sidhhi Vishwanath	FYBCOM	P	P	A	P	P	P	P	P	A	P	P	P
7	Arekar Manish Santosh	FYBCOM	P	P	P	A	P	P	P	P	P	P	P	P

ATTENDANCE RECORD (March)

Sr. No	Name of the Student	Class	8	9	13	14	15	16	20
1	Nalawade Nilam Vilas	FYBA	P	P	P	A	P	P	P
2	Nsikam Akshata Ashok	FYBA	P	P	P	P	A	P	P
3	Bhambale Raj Vilas	SYBA	A	P	P	P	P	P	P
4	Misal Suyesh Santosh	SYBA	P	P	A	P	P	P	P
5	Kirlotkar Omkar	TYBA	P	P	P	A	P	P	P
6	Karshingkar Sidhhi Vishwanath	FYBCOM	P	P	P	P	P	P	P
7	Arekar Manish Santosh	FYBCOM	P	P	P	P	A	P	P

Coordinator