

# **SURENDRANATH COLLEGE**

## **COMMUNICATIVE ENGLISH COURSE (COLLEGE SPONSORED)**

### **MODULE – I**

Remedial Grammar – Major focus on Tense and their uses, Transformation of Sentences, Phrases and Clauses, Active and Passive Voice.

### **MODULE – II**

Writing – Formal Letters, Job Application, CV or Resume Writing, Précis Writing, Expansion or Descriptive Writing, Report Writing, Script Writing for Announcement.

### **MODULE – III**

Introduction to Media (Radio and Television), Communication: Definition and Types, Forms of Communication, Broadcasting: Responsibilities and Codes for Broadcasters, Social Broadcasting, Media and Society, Social Acceptance and Influence of Media.

### **MODULE – IV**

Business Communication – Writing Circulars, memos, notices, meeting minutes; writing summaries of letters; sending mails, replying to mails; business telegrams; writing advertisements; editing draft letters and proofreading; making corrections; facing interviews and probable interview questions.

### **MODULE – V**

Note Taking – SQ3R Method, Cornell Method, KWL Method.

### **MODULE – VI**

Practical – PowerPoint Presentation, Debate, Conversation.

**Surendranath College**  
**Communicative English Certificate Course Online**  
**Examination**

**Format for answer script.**

Surendranath College

Communicative English Certificate Course Online Examination

Name:

Answers-

Full Marks: 50

Question no 1:

Question 2: ... continue...

**1) Correct the following sentences if any. (10X1)**

- A. She was wrote a letter to the authorities yesterday.
- B. Rita did not wrote an essay in the exam.
- C. Being curious about the facility offered, I agree to admit her there.
- D. I prefer to taught Ram History.
- E. She found a toy at the basement of the lot.
- F. Ram helped Hari today.
- G. She would have being helped by Arjun tomorrow.
- H. The newses are not a good news.
- I. They were terrorized at the thought of seeing a tiger.
- J. He has no knowing of the case.

**2) Change the voice. (5X1)**

- A. Caesar was stabbed by Brutus.
- B. I shall be obliged to go.
- C. The gate was opened by the person.
- D. The gate was opened by the person.
- E. The gate was opened by the person.

### 3) Interchange of sentences. (10X1)

- A. It is never too late to mend. (omit too)
- B. It is not likely that he will ever see his home again. (positive)
- C. Where ignorance is bliss it is folly to be wise. (negative)
- D. She moved towards the stage slowly. (use adjective of slowly)
- E. The old man did not intend to do any harm to the family. (Use adverb of 'intend')
- F. People of India can move freely throughout the country. (Use noun of 'freely')
- G. His parents wanted to admit the child to a play-way school. (Use noun of 'admit')
- H. The chairman raised his point of view in the meeting with emphasis. (Use adverb of 'emphasis')
- I. Too much rain in winter causes damage to wheat crops. (Remove 'too')
- J. If only I was young again. (Assertive)

### 3. Letter writing (10)

You have applied for an online **exchange** of an item for someone. On the day of return, the agent finds that the pin code is incorrect and is unable to access. You are required to write a letter via email to the company requesting them to edit and change the address. Also mention the complete details of the product including the order number, payment method etc.

OR

You have been charged extra for grocery items purchased online. There is no toll free number to call and place a complaint. However there is an email id at the website. How would you address this issue?

4. You need to submit your CV at a company. How would you frame one?  
(10)

5. Your college/institution is organizing a camp for Covid19 vaccination. Write a short notice to be displayed at the board mentioning all the details. (5)

Date, Time, venue, awareness, money, if any etc.

<b>LEGEND</b>	
<b>% Of Marks</b>	<b>Interpretation</b>
50 - 59.9	Satisfactory
60 - 69.9	Fair
70 - 79.9	Good
80 - 100	Excellent

**CERTIFICATE COURSE  
ON  
COMMUNICATIVE ENGLISH WITH LANGUAGE LAB  
SURENDRANATH COLLEGE  
24/2 M.G.Road, Kolkata-700 009  
REGISTRATION FORM**

FOR OFFICE USE ONLY

REGISTRATION No.

DATE: . . .20

NAME: .....

FATHER'S NAME: .....

ADDRESS:

DATE OF BIRTH: .....

EDUCATIONAL QUALIFICATION: .....

Mobile No. ....

e-mail ID: .....

*Authority signature*

*Applicant's signature*