



MTM COLLEGE
OF ARTS, SCIENCE & COMMERCE
PAZHANJI, VELIYANCODE, MALAPPURAM
AFFILIATED TO UNIVERSITY OF CALICUT

Department of English

Certificate Course in Basic Grammar and Usage

Academic Year: 2020-21

Course Code: MTMEN05

Number of Lectures: 30 Hours.

Eligibility for Admission: Candidate who has passed 10+2 examination in Arts / Science / Commerce or equivalent examination.

Intake Capacity: 60 Students.

Course Evaluation: Internal (20 Marks) & External (60 Marks) = Total 80 Marks.

Passing Marks: The candidate must obtain 40% of the total marks in external and internal examination to pass the course.

Course Description:

Understanding the basic grammar rules is essential for communicating efficiently in any language. It makes communication easier, clearer and more efficient. Knowledge of grammar allows a person to communicate effectively in any academic or professional setting. Additional jobs for grammar experts include proofreader, blog writer, book editor, teacher, publisher, website developer freelance writer etc. Besides, career in grammar can start in any number of places and across many industries. Developing grammar skills is a sure way with the help of which learners can present oneself as more professional, polished and poised for job success. Adding certificates to learners' resume that show an investment in grammar knowledge and understanding can greatly enhance his / her profile and set him/her apart from the other candidates. Basic English Grammar Course will help students to grasp the basics and beyond in the English language. It also assists learners to learn the rules and guidelines required to master the English language and to communicate flawlessly. The course intends to help learners to form English sentences correctly on their own. It proposes to facilitate learners to improve communication skills in both spoken and written form.

Necessity of the Course:

Understanding the basic grammar rules is essential for communicating efficiently in any language and English is not an exception to this. When we use correct English grammar,

communication becomes easier, clearer and more efficient. The flawless communication in English language is an important asset in today's age of globalization. Knowledge of grammar and understanding of its basic structure helps the learner to improve his/her speaking, listening, reading and writing skills

Objectives:

The prime objectives of this course are:

- To enable the learners to reinforce their basic English grammar and conceptual knowledge in the English language
- To make learners revise and reinforce the most important basic structures in English grammar in order to build a strong foundation
- To enable learners to recognize and understand the meaning of targeted grammatical structures in written and spoken form.
- To train learners to use the language with confidence and without committing errors.

Learning Outcomes:

At the end of the course, learners will be able to:

- Know the differences between word classes and their forms.
- Be comfortable with forming sentences with the correct verb tenses. Identify the structures and types of Clauses.
- Understand the mechanics of a sentence.
- Use punctuation correctly.
- Avoid common spelling errors.
- Use targeted grammatical structures meaningfully and appropriately in oral and written communication.

Syllabus:

Unit I (10 lectures)

- a. Noun: types, numbers, gender
- b. Verb: types, forms
- c. Adjective: types, degrees
- d. Adverb : types
- e. Articles : Definite, indefinite
- f. Pronoun: types, cases
- g. preposition: types
- h. Conjunction : types
- i. Interjection

Unit II (08 lectures)

- A. Subject-verb agreement
- B. Tenses.
 - a. Tenses A: Simple (Present, Past & Future Time) Structures
 - b. Tenses B: Continuous (Present, Past & Future Time) Structures
 - c. Tenses C: Perfect (Present, Past & Future Time)
 - d. Tenses D: Perfect Continuous (Present, Past, Future Time) Structures

Unit III: (09 lectures)

- a. Clauses: Types (Coordination, Subordination and Conditionals) Structures

- b. Sentences A: Types (Declarative, Interrogative, Imperative, Exclamatory) Structures
- c. Sentences B: Types (Direct, Indirect, Active, Passive, Affirmative, Negative) Structures

Unit IV (03 lectures)

- a. Vocabulary: Word Formation: Prefix Suffix, Conversion, Compounding, abbreviation.
- b. Punctuation: Comma, colon, semi-colon, hyphen, full-stop, parenthesis, exclamation mark, slash, apostrophe.

Reference Books:

Leech, Geoffrey et al. *English Grammar for Today-A New Introduction*. Palgrave, 2005.

McCarthy, Michael and Felicity O'Dell. *English Vocabulary in Use advanced Cambridge*: CUP, 2002, South Asian Edition, 2008.

Mohan Krishna & Banerji, Meera: *Developing Communication Skills*. New Delhi: Macmillan India, 1990.

Murphy, Raymond. *Essential Grammar in Use*: Cambridge: CUP, 2007 (3 Edition); South Asian edition, 2012

Pal, Rajendra and Suri Prem Lata, *English Grammar and Composition*, Sultan Chand and Sons, New Delhi.

Quirk Randolph and Greenbaum Sidney. *A University Grammar of English*, Longman.

Evaluation Pattern:

I. Internal Assessment: (20 Marks)

- Internal Exam

II. Course End Assessment:

Duration: 2 hours

Maximum Marks: 60

Q.1. Short questions - 15 marks

Q.2. Essay type question - 15 marks

Q.3. Practical Questions: 30 marks