

REMEDIAL

SYLLABUS. 2018 - 19

SYLLABUS, 2018-19.

SEMESTER - III.

June 7th, 2018: Parts of Speech. Identification of the parts of speech in the sentences given.

June 14th, 2018: Kinds of Noun: - I Proper Noun, Common Noun, Collective Noun, Material Noun, Gerunds are Concrete Nouns. II Abstract Noun: - The words / the naming words of ^{feeling} which one can't see, touch and has ^{no} shape.

June 21st, 2018: Verb: - (action words) present, past and ^{past} participles - in three columns. Usage of verb in the sentences. Finite and Non-Finite verbs.

June 29th, ~~Non-Finite verbs~~: - a) A verb is a word used to describe an action. A finite verb is a verb that has a subject. Eg:

^{subject} Raju noun		<u>eats</u> verb		^{object} mangoes
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July 6th, Sentence: - A group of words which has a subject and predicate. The words in an order.
The children / are sitting in the class.
_{Sub} _{predicate}

July 13th, Non-Finite Verbs: - is not affected by tense, person or number. Three kinds: - Infinitives, (2) Gerunds (3) Participles.

Infinitives: - are the most basic form of a verb after preceded by the word 'to'. They may function as adverbs, nouns and adjectives.

Eg: - Rameya goes to attend the party regularly.
_{adverb}

To jog is good for health (noun)

Rachel doesn't go to see her father (adjective)

July 19th, Gerunds: - is a verb ending in ing which functions

as a noun. Eg: 1. Are you interested in reading?
Now Having finished his exams he joined the army.
3. Reading is a good habit.

July 25th A participle - is a verb ending in -ed or -ing and is used as adjective. Participles are 2 kinds: Present Participle & past participle.

Rajesh found his room cleaned.
Painting pictures is his hobby.
Dancing dolls are sold by our shopkeeper.
adj.

Aug 3rd Informal letter - Informal letters are written to friends, family and relatives. They have an informal tone. The style of language used is casual & conversational. The block format: 1) Sender's address 2) Date 3) Salutation 4) Body 5) Complimentary close 6) Signature

Aug 13th Formal letters - They deal with affairs of official and public nature, for eg: a letter to a government official, a newspaper editor, a college principal etc. Block format: 1) Sender's address 2) date 3) inside address 4) Salutation 5) subject 6) Body 7) complimentary close 8) Signature 9) References 10) Attention line 11) Enclosures 12) Copy

Aug 22nd Soft skills: Grooming a grooming etiquette refers to all the courteous behaviour that is considered acceptable in work or social situations. Behaving well & exhibiting good manners make people to remember in a positive way. Grooming refers to cleanliness & dress appropriately. It plays an important role in a work environment & with regard to interact with people both social

and professional settings. Guidelines to remember.
 Eg:- ① be punctual ② Greet colleagues, ③ respect others feelings etc.

Eg:- To pay attention to personal hygiene & cleanliness
 ① to dress clothes that fit well & reflect age and personality. ② shoes neatly, clean & ironed. ③ Good postures etc.

Aug 27th. Derived Forms: - A word may exist in several forms - noun, verb, adjective, adverb.

Eg:- carefulness care careful carefully
 reduction, reduce, reduced reductively

Aug: 31st. Note-Making: Making notes while listening to a lecture or while reading an article or a book is a very useful study skill but is also one that will help at work, also enables to organise the thoughts better.

Necessary skills for effective note-making.

① Ability to read attentively ② to comprehend what is read ③ to distinguish between important and unimportant ideas.

Characteristic features: - a) usually written in the form of points (b) may also be written in the form of tables, charts & diagrams or mind mapping. c) lists all that is essential.

Sept. 7th. Conversation: - Formal situation. It is a way to connect with someone doesn't know. It depends on the
 a) addressing an audience before giving speech
 b) meeting someone at a networking event
 c. Starting a conversation with an unfamiliar person at a party. Introducing is important

because that is a way which is appropriate which makes people like & remember.

Sept 14th
24th

Expansion of a sentence into a paragraph:-

Paragraph is a collection of related sentences dealing with a single topic, how ideas are presented in an organised & logical fashion.

- (a) Reader understand the given sentence carefully.
- (b) Think about what details & examples to add to illustrate.
- (c) relevant addition to the main idea.
- (d) to have thought of the given sentence to build an argument in conclusion.
- (e) to restrict the sentences to one single idea.
- (f) editing / checking what has written with no mistakes in spelling, grammar & punctuation.

Sept 25th
26th

Framing Questions:- We ask questions to seek information, to get confirmation and to choose between alternatives.

Kinds of Questions:-

- a) Information questions:- begin with 'Who', 'What', 'Where', 'How', 'How much' etc. called question words. These questions can't be answered with 'Yes' or 'No'. Some information is given in response.
- b) 'Yes' or 'No' Questions: The response to such questions may be affirmative 'Yes' or Negative (NO) but should be all affirmative or all negative.
- c) Alternative questions: Answered with 'Yes' or 'No' a full sentence is needed as an answer.
- d) Tag Questions: The question tag at the end draws attention to the statement that precedes it. They are not actually questions, they only expect agreement. Tag questions are usually used only in conversation & not in formal English.

Sept 27 Voice :- Voice describes the relationship between
 28. the verb and the subject. When the subject is the
 the doer of the action, the verb is in the
active voice. When the subject is the receiver of the
 action, the verb is said to be in the passive voice
 Eg:- We held ^{verb} a discussion on an important
 Subject doer. topic object
 A discussion on An important topic was held by us.

Oct: 22. Changing noun forms to verb forms.
 23. Eg:- We put forth a proposal for an
 alternative plan.
 We proposed an alternative plan.

Oct 24, 25, Passive Voice :- Cannot be used when
 31. 1. The sentence has an intransitive verb.
 2. The object is a clause.
Passive not used if
 a. It is an interrogative sentence.
 b. Questions sound awkward in passive voice.
 Eg: By whom were you taught English?
Passive Voice
 Used when a) The agent of the action is unknown
 irrelevant or implied.
 Eg:- The thief has been arrested.
 b. The action or the receiver of the action
 is more important than the doer or when
 not wished to emphasize the subject of
 the sentence.
 Eg: Smoking is prohibited.
 c) When wanted to make sentence softer &
 less hostile. Eg: This bill has not been paid
 d) To avoid taking the blame.
 A mistake was made. (instead of)

eg. We made a mistake.

To change active voice sentence into a passive voice.

eg:- The Science ^{subject} teacher conducted the experiment ^{object} Active Voice.

The experiment was conducted by the Science teacher.

Rules:-

- ① Make the object of the active voice sentence the subject (Nominative case) of the passive voice sentence.
- ② Replace the active verb with a matching passive one.
- ③ Use the preposition 'by' before the agent.
- ④ Make the subject of the active voice the object of the preposition 'by' the passive voice.

2018-19

7

NAMES OF B.COM II T/M

No.	Roll No.	Name	Grade	Signature
1	401-502	A. Myna	BC 'D'	A. Myna
2	401-504	B. Ramana	BC 'A'	B. Ramana
3	401-505	B. Divya	BC 'D'	B. Divya
4	401-506	B. Aparna	BC 'D'	B. Aparna
5	401-507	Ch. Lavanya	BC 'A'	Ch. Lavanya
6	401-508	Ch. Navaneetha	BC 'B'	Ch. Navaneetha
7	401-510	C. Jyothi	BC 'A'	C. Jyothi
8	401-512	D. Nagamani	BC 'B'	D. Nagamani
9	401-514	D. Gayathri	SC	D. Gayathri
10	401-518	G. Manisha	BC 'D'	G. Manisha
11	401-523	J. Divya	BC 'A'	J. Divya
12	401-526	K. Swapna	BC 'D'	K. Swapna
13	401-529	K. Renuka	BC 'B'	K. Renuka
14	401-532	M. Anusha	SC	M. Anusha
15	401-533	M. Kavitha	BC 'A'	M. Kavitha
16	401-536	M. Deena	SC	M. Deena
17	401-538	N. Navaneetha	BC 'D'	N. Navaneetha
18	401-540	P. Kalyani	BC	P. Kalyani
19	401-541	P. Saritha	SC	P. Saritha
20	401-543	P. Shirisha	BT	P. Shirisha
21	401-544	P. Havalika	BC 'D'	P. Havalika
22	401-545	P. Divya	BC 'B'	P. Divya
23	401-546	S. Pavani	BC 'B'	S. Pavani
24	401-551	Y. Shireesha	BC 'D'	Y. Shireesha
25	401-552	Y. Shyamala	BC 'D'	Y. Shyamala
26	1085-140-4548	E. Vasantha	SC	E. Vasantha
27	401-547	Manasa	BC	Manasa

(Signature)

B. C. JOY HEPRIBAH

(Contract Lecturer)
Dept of English

2018-2019

LIST OF

THE STUDENTS

BA-I

1.	18011085366008	K. Raveena EHPA ⁺	K. Raveena
2.	1801085366003	G. Srujana "	Srujana G
3.	18011085129026	S. Keerthi HEPS.	S. Keerthi
4.	18011085129032	Y. Sandhya "	Y. Sandhya
5.	1801085555006	Pranavi P. HECA	P. Pransi
6.	1801085352020	J. Ravahka EBCA	T. pravalit,
7.	18011085352010	M. Venula -R	M. Venela
8.	18011085352004	J. Soniya EBCA	J. Soniya
9.	18011085092006	S. Varalakshmi HPS CA.	S. Varalakshmi
10.	18011085092005	N. Lakshmi Bunga HECA.	Durga
11.	18011085366001	B. Vineetha HEPA.	B. Vinitha
12.	18011085366017	Brunella Ann. HEPA x	Brunella
13.	18011085366016	P. Madhav "	Madhav
14.	18011085555007	P. Sravanthi Kumari H.E.P.	P. Sravanthi
15.	18011085555009	Y. Chandakarla HECA.	Y. Chandakarla
16.	18011085366019	M. Pavani Lalha "	M. Pavani Lalha
17.	1801085092009	Ch. Sindhu H.P.P.	Ch. Sindhu
18.	1801085092015	V. Teja E.P.P.	V. Teja
19.	1801085092019	J. Bhavani EB CA.	J. Bhavani
20.	1801085866010	Akshaya E.P.P x	Akshaya
21.	18011085366005	G. Sangeetha HEPA	G. Sangeetha
22.	18011085092018	G. Sandhya Bai HEPA	G. Sandhya Bai
23.	18011085366002	D. Kalpana HEPA	D. Kalpana
24.	18011085405081	J. Swarni Bloom 1	J. Swarni
25.	18011085405145	NHce Mishra Bloom	NHce Mishra
26.	18011085405153	Page Radhika. Bloom	Page Radhika.
27.	18011085405137	Muthyala Swapna. Bloom	Muthyala Swapna.
28.	18011085405139	Nargis Asma. Bloom	Nargis Asma.
29.	18011085405090	Juveriya Afreen Bloom.	Juveriya Afreen
30.	18011085405150	N. Samalatha Bloom.	N. Samalatha
31.	18011085405092	Kala Navya Madhuri Bloom	Kala Navya Madhuri
32.	18011085405084	H. Keerthi Bloom.	H. Keerthi

SYLLABUS FOR I YEAR.

15 th Dec, 2018	Introduction by the students. One student introduces the other student to the class.
18 th Dec, 2018	IPA:- Phonemes / sounds of the English language. Vowel sounds and consonantal sounds.
21 st Dec 2018	Monophthongs - 12 Phonemes. 5 long monophthongs and 7 short monophthongs. Three examples for each.
28 th Dec 2018	Diphthongs:- 8 phonemes. Glides ending in /ɪ/, ending in /ə/, and ending /ʊ/.
7 th Jan 2019	Vocabulary:- Greek root, French root, Sanskrit root, Telugu root ^{words} etc: Homophones, homonyms.
10 th Jan 2019	Noun kinds:- Concrete and Abstract nouns Kinds of Concrete → Proper Noun, Common Noun, Collective Noun, Material Noun, Geounds. Compound Nouns:- Countables & uncountables.
18 th Jan 2019	Parts of Speech:- Noun, pronoun, Verb, adjective, preposition, conjunction, Adverb, interjection Identification in the sentence.
29 th Jan 2019	Sentence:- Kinds:- Declarative / Assertive sentence Interrogative sentence, Imperative sentence, Exclamatory sentence, Optative sentence.
28 th Jan 2019	Affirmative and Negative sentence use of Do.
31 st Jan 2019	Verb:- Auxillary verbs and Main or Lexical verb. Auxillary verb → primary auxiliary verbs and

⑥ Modal verb.

- 1st Feb 2019 Primary auxiliary verb:- uses of do, have, be
- 4th Feb 2019 Modal verbs:- 13. Should, can, will, could, would, shall, used to, ought to, might, dare to.
- 15th Feb 2019 Punctuation:- Capitalisation (5) Rules of Capitalisation
- 21st Feb Expansion of a sentence into a paragraph.
- 1st Mar 2019 Pronoun: Types of pronoun.
Function of a pronoun and framing the sentences
- 5th March One word substitutes:- 5 examples for each letter of the alphabet.
- 26th March Sequencing:- putting things in a certain order which gives writing a logical flow, making it easy to read and understand. Pointers in mind to improve the coherence of writing.
- 27th March Letters of varied pronunciation - Alphabet :-
Letter 'a': /æ/, /ə/, /eɪ/ |a:/, /ɔ:/ |ɒ/.
Letter 'e', i, o, u c g a s.
- 28th March Dialogue Writing:- a conversation between 2 persons
Conversation: between 2 or more persons.
It is a creative writing found as part of a play film or book, working environment to train employees

on what to say or how to speak in certain situations. Points to remember.

29th Mar.
2019.

Soft skills: Interpersonal skills and non-verbal communication & body language.

June 3rd 2019 Introduction: Self Introduction and introducing their friend to the class.

June 10th Phonemes. Symbols of 44 sounds. Practising the consonantal sounds: Plosives, Affricates, nasals and approximants.

June 17th Pronouns. Kinds of pronouns. Personal pronoun, Possessive pronoun, Definite pronoun, Indefinite pronoun, Demonstrative pronoun, Reflexive pronoun, Intensive pronoun and their examples.

24th June: Usage: Students use them in their note-books and get evaluated. They also read in the class. A few sentences are written on the board for errors.

July 1st. Students are given work in the class. Hints are given to write a short story and underline the pronoun.

July 8th. Students write a few sentences and underline and verbs; Verb, an action word which shows action but not naming word.

15th Eg: Swimming is a good exercise.
Students underline 'swimming' as it looks like a verb but it is naming an action. Students understand the differentiation between an action naming word and action word.

Remedial classes.

2019-20.

17

Aug 5th: Students learn kinds of verb. Simple Present, Past and Future.

Aug 19. Students write Simple Present, Simple past and simple Future. They make sure no helping verb is used in simple present and simple past. 'Will', 'shall' only are used for simple Future.

Sept 9th. Present Continuous and Past continuous. am/is/are ^{helping words} in present continuous and was/were are used in past continuous. Students are given work to frame sentences.

Sept 16: Present Perfect and Past Perfect Tense are taught. has/have + past participle of the main verb is used in present perfect. had + past participle of main verb is used in past perfect. Pupils used has, have and had in their sentences.

Sept. 23. Students speak a few sentences using only the different forms of present.

Sept 30. Pupils write a story and underline the verbs and identify them. They stand and read out the story. As they are reading the students listen carefully to find out the mistakes if there are any.

18 II BSc MPCs Remedial classes.
III SEM.

Oct 7th. The students write dialogues in different
context. Eg: Student and teacher,
Passenger, commuter and railway enquiry.
Interviewer and interviewee.
Doctor and the patient.

Oct 14. Pupils are given work to write different
classes of varieties of Vocabulary. For eg:
Homophone eg: - sight, cite, site.
Homonyms eg: Fall, bank, minute, patient.
Homograph eg: wind, minute, wood, wound
conduct.

Oct 21. Test will be conducted.
02 (marks) oral 20^{marks} written.

108518468003	A. Annapurna	Annapurna
108518468016	Ayesha Siddiqua	Ayesha Siddiqua
108518468035	Bodike Indira	Bodika Indira
108518468105	Meesala Sirisha	M. Sirisha
108518468106	Mekala Bhavani	Bhavani
108518468121	P. Gayathri	Gayathri
108518468126	P. Rameshwari	Rameshwari
108518468130	P. Vijaya Laxmi	P. Vijaya Laxmi
108518468131	Ragala Shirisha	R. Shirisha
108518468171	V. Divya Sri	Divya Sri
108518468170	V. Venela	Venela
108518468165	J. Sujar	J. Sujar
108518468157	Surigala Madhavi	Surigala madhavi
108518468154	S. Dhanusha	Dhanusha
108518468153	S. Indu	Indu
108518468149	S. Saritha	S. Saritha
108518468142	Samuel Suraksha	Suraksha
108518468082	K. Radhika	Radhika
108518468075	J. Santhoshini	Santhoshini
108518468086	K. Maheshwari	K Maheshwari
108518468096	K. Shreethi	Shruthi

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108518555006	Pranavi. P HECA	Pranavi P. HECA
108518352020	J. Pravalika EPsCA.	J. Pravalika
108518352010	M. Vennele "	M. Vennele
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108518366016	P. Madhavi "	P. Madhavi
108518129025	P. Sravanthi Kumari	P. Sravanthi Kumari
108518092016	Y. Chandhakala.	Y. Chandhakala
108518092019	M. Pavani Latha	M. Pavani Latha
108518092015	Ch. Shindhu	Ch. Shindhu
108518352012	V. Teja	V. Teja
108518352015	J. Bhavani	J. Bhavani

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verified
1.9.2020

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B.C. JOY HEP/SLBAH
(Contract Lecturer)
Dept of English

Month 2019

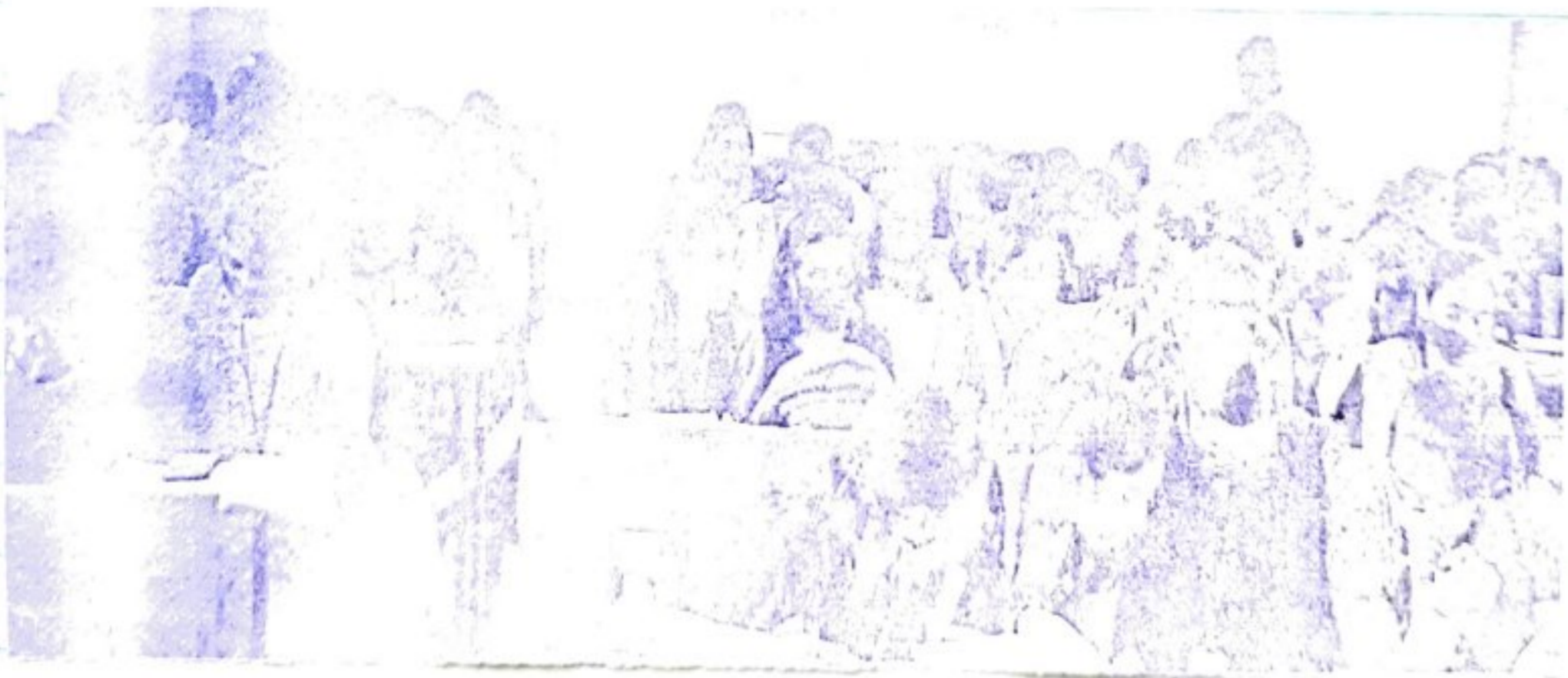
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FOR THE MONTH OF Sept 2019

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Academic Coordinator / Principal
GDC (W), Begumpet, Hyd-16.

REPORT - Remedial Coaching 2015-16.

In 2016 February and March the classes were conducted for 16 students after the result was announced. Remedial coaching classes were conducted after the college hours / last period, for 24 days. Students self-introduced and introduced each other in pairs. Vocabulary building exercises, students discussed in groups and noted in their note-books. Synonyms, antonyms, silent letter words, misspelt words, sentence structures, verb, tense etc. were taught.

2015/16 batch • 23 students have written the semester exams and 20 passed. The other 03 students passed in the next semester. Students worked hard and special attention under strict supervision of the lecturer.



Am

B. C. JOYHEPSIBAH.

Dept. of English.

REPORT - 2016-17.

2016 batch students 1st & 2nd attended remedial coaching after the college hours, last period for 25 days. The students were trained in speaking, writing and listening, reading. Self-introductions were done in pairs wherein they introduced each other in the class. Sentence, verb, verb kinds, other vocabulary building exercises were conducted before their semester exams.

2015 batch 3rd & 4th Semester backlog students were also in the remedial coaching in letter writing, note-making, curriculum-vitae etc.

20 Students wrote their 3rd semester exams and passed in 2017.



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B. C. JOY HEPSEBAH
Dept of English.

REPORT- 2017-18.

3rd and 4th semester 20 students had attended 15 classes in remedial coaching. Note-making, letter writing, curriculum vitae etc were taught and given assignment for recapitulation. 26 students attended and students passed. Rest of the students passed in the next semester back log exams.

2017 batch B.Com T/M 27 students appeared 1 year back log exams after 25 days of special attention in Remedial coaching.

Students are trained in finite, non-finite, derived forms etc. They were made aware of soft-skills like etiquette & grooming, interpersonal skills, postures etc.

They spoke on simple topics / issues in their daily life in pairs also JAM sessions. Twenty Four students passed and rest three passed in the next semester exams.



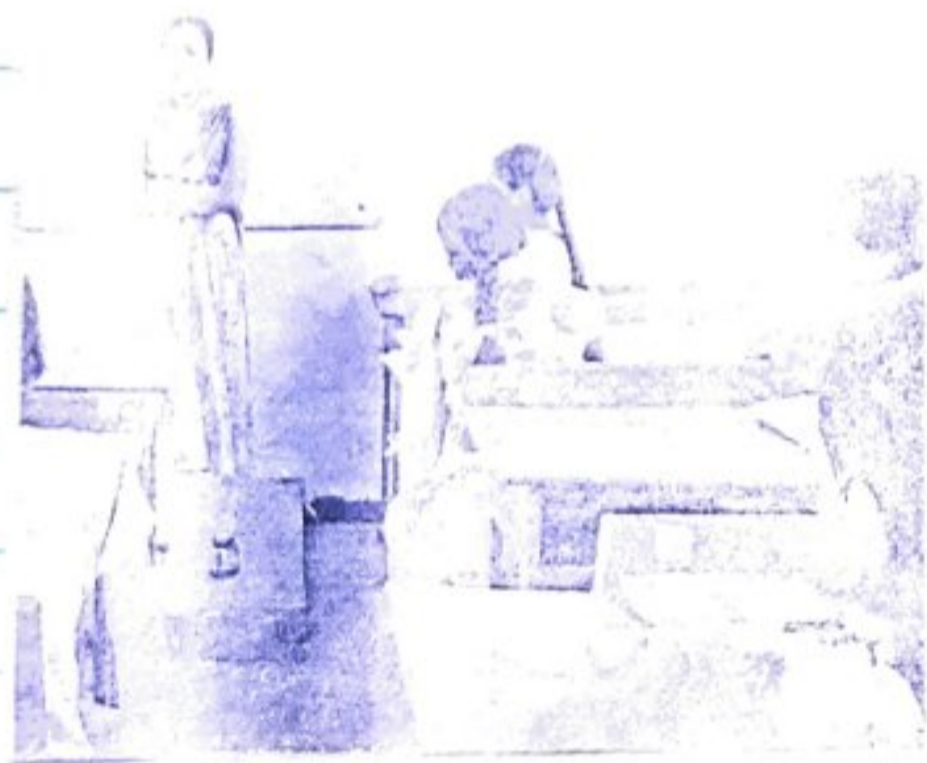
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B.C. JOY HERSIBATH
Dept. of English.

REPORT - 2018-19.

2017-batch ~~32~~³²¹/_M students who failed in 3rd semester attended remedial coaching classes for 24 days during the month of February and March also a few days of April. Students learnt verb tenses, active-passive voice, if-conditionals, curriculum vitae etc. 32 students attended and all passed in their semester exams.

First year students who had backlog exams attended remedial coaching in vocabulary building words: Homophones, homonyms, oxymoron etc, letter: formal & informal, interview etc.



Received Award for Best Volunteer on Field trip.



By

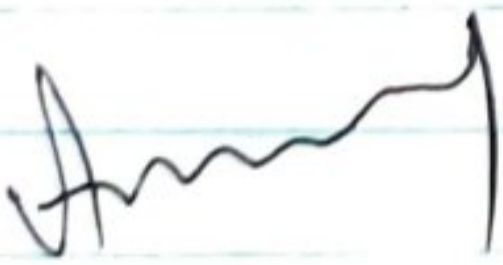
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Dept. of English.

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REPORT.

2019-2020.

38, ^{eight} Thirty students of 'D' and 'E' grade were selected for remedial coaching. Vocabulary building exercises, sentence structures, note-making etc were taught with special care and attention. Seventeen students participated in speaking, reading, listening and writing skills. In the month of October, November, December 3rd and 4th Semester students (back-log) attended remedial coaching in dialogue writing, curriculum vitae, reviews etc.



34

REPORT - 2020-21.

Students attended remedial coaching on-line for 25 days in the months of September, October to December, for 1st & 2nd semester backlog students. Students met in the Zoom for parts of speech, auxiliary verbs, homophones, homonyms etc. All ~~24~~²⁴ students passed in 1st & 2nd semester exams.

3rd and 4th semester students attended remedial coaching in zoom in the month of February and March. 37 students practised the exercises, concord, if-clauses, active-passive etc. in pairs and wrote in their note-books.



B.C. JOY HEPSIBATH
Dept. of English.


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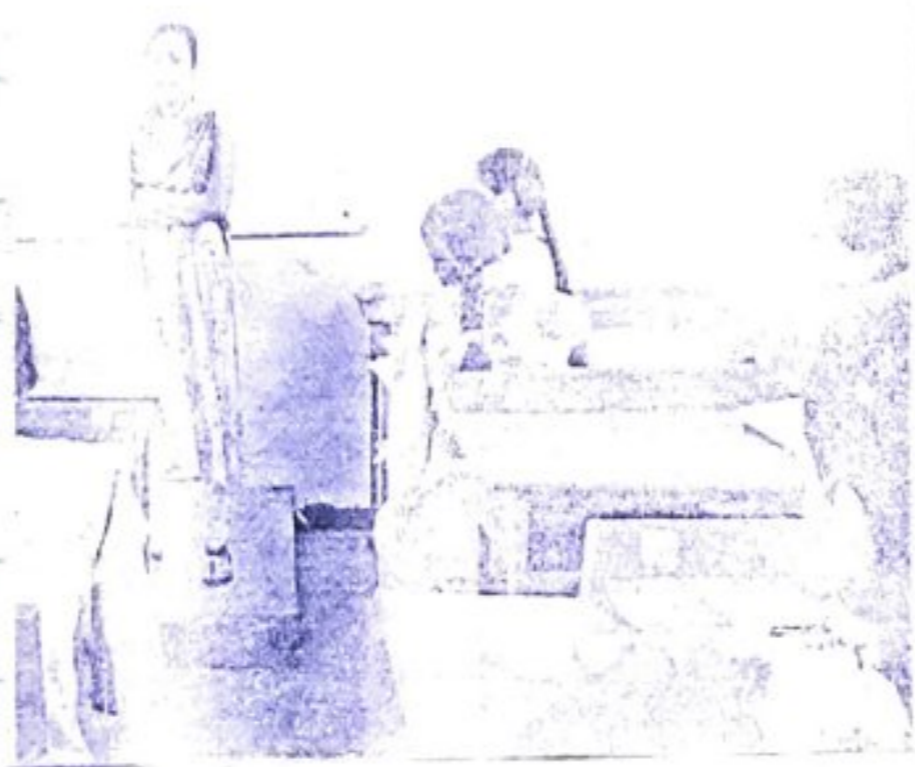
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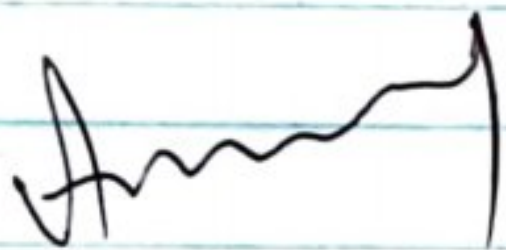
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3rd and 4th semester students attended remedial coaching in zoom in the month of February and March. 37 students practised the exercises concord, if-clauses, active-passive etc. in pairs and wrote in their note-books..

Am

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