

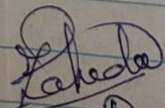
2. Certificate Course Attendance

26		2021 - 2022		CERTIFICATE COURSE																		
Sl. No.	Roll No.	Name	ATTENDANCE																			
1	11402011006	D. Naveen	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
2	014	M. Venkatesh	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
3	019	S. Sudhany	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
4	129005	A. Prasad	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
5	008	B. Bharath Kumar	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
6	027	G. Balakrishna	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
7	041	T. Bhavishya	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
8	065	M. Balareddy	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
9	072	M. Raju	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
10	101	T. Aravind	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
11	107	V. Lakshma	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
12	156009	D. Shyam	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
13	022	K. Arvind	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
14	114020405005	A. Varsha	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
15	033	B. Neha	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
16	010	A. Lakshma	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
17	054	B. Suresh	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
18	064	C. Prasad Rao	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
19	089	Faiz Khan	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
20	099	S. Chaudhri	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	114020445011	B. Anjaneyulu	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
22	019	C. Nikhil	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
23	003	A. Bharathi	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

2. Details of certificate courses offered

by Jack C. Richards. from Cambridge University Press. 2008. The modules selected for this academic year are Unit 11 and Unit 12. The modules are 20 in all with a time allotted being 1-2 hrs. These classes will be in addition to the classes of regular academic Schedule. Most of the classes are a mix ~~of~~ of theory (rules of usage) and practicum (use in activities) for proper reinforcement of the language learnt.

The course will be followed by a short test at the end of the classes to ascertain the improvement in the language fluency. It may be spoken assessment along with reading for comprehension. The lecturer in charge is Mrs. Zaheda Sultana. /c department of English.


H.O.D.

CERTIFICATE COURSE IN ENGLISH

Communication skills for the UG classes is aimed at raising the standard of English language proficiency. It is aimed at learners at first level of thorough review of basic structures and vocabulary. It provides a smooth transition to the higher ^{level} learning of the language. With this vision in mind, the department of English, Government Degree College Khairatabad, is offering a Certificate Course in Communication Skills and Soft skills.

Objective of the Course:

The main objective of the course is to make students realise the importance of fluent communication skills and soft skills.

It aims at making sincere efforts to expose students to authentic use of the language through four skills along with grammar and vocabulary.

It will better equip the learners to excel at decision making, role playing, group discussion and argumentative roles.

Number of Modules and Duration

This course contains modules from the "New Interchange" INTRO

OUTLINE OF THE SYLLABUS

Vocabulary - Ordinal numbers

Grammar - future tense, Wh-questions
Verb forms.

Identifying errors.

creative writing

Speaking - About future plans.

Asking and answering

Seeking information.

Vocabulary - Parts of a body.

Listening - Conversation - health problems.

Grammar - Have + noun

feel + adjective

Speaking - About illness,

Responding to others.

Vocabulary - Names of medicines.

Common illness.

Pronunciation - Sentence stress

Grammar - Imperatives.

Speaking / Listening - Role plays

Reading - Reading for Comprehension

Guided Discovery

Interrogatives - Ask questions to
arrive at given answers.

Speaking / Listening - Role play

"At a hospital"

"At a bus stop"

"At a restaurant"

"At a theatre"

Assessment on Speaking and presentation skills

Unit 12
 C Group work Find out how your classmates feel today.
 A How do you feel today? about you?
 B I feel fine. What's a headache today? Start here?
 A I feel really terrible. How do you feel today?
 B I'm sorry to hear that. How do you feel today?
 C

expression
 That's too bad.
 I'm sorry to hear that.
 I hope you feel better soon.

4 LISTENING Health problems
 Listen to people talk about health problems. Where do they hurt?
 Write down the parts of the body. Then ask and answer questions.

1. Ben
 2. Alison
 3. Jeffrey
 4. Maria

head throat

A. What's wrong with Ben?
 B. He has a headache and a sore throat.

5 SNAPSHOTS
 Listen and practice.

Common Medications

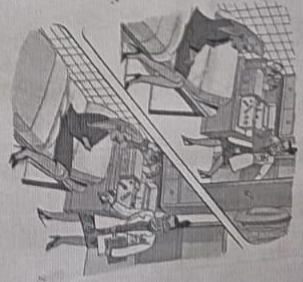
Aspirin
 Muscle Cream
 Cough Drops
 Cold Pills

What can you use these medications for?
 What medications do you have at home?

Source: Adapted from...

CONVERSATION
 Listen and practice.

Yo: Hello, Mr. West. How are you today?
 Mr. West: I feel terrible.
 Yo: So, what's wrong, exactly?
 Mr. West: I'm exhausted.
 Yo: Hmm. Why are you so tired?
 Mr. West: I just can't sleep at night.
 Yo: OK. Let's take a look at you.
 Mr. West: I'm going to give you some pills.
 Yo: Take one pill every night after dinner.
 Mr. West: OK.
 Yo: And don't drink coffee, tea, or soda.
 Mr. West: No soda?
 Yo: No. And don't work too hard.
 Mr. West: No. And don't work too hard.
 Yo: All right. Thanks, Dr. Young.



7 LISTENING
 Listen to Dr. Young talk to four other patients. What does she give them? Check (✓) the correct medication.

	Aspirin	Cold pills	Eyedrops	Muscle cream
1. Ben	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Alison	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Jeffrey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Maria	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8 PRONUNCIATION Sentence stress
 Listen and practice. Notice the main stress in these sentences.

A Listen and practice. Notice the main stress in these sentences.
 Take some **aspirin**.
 Go to **bed**.
 Use some **muscle cream**.
 Don't **exercise** this week.

B Listen and mark the main stress in these sentences.
 Take a **hot bath**.
 Stay in **bed**.
 Eat a lot of **vegetables**.
 Don't **lift heavy things**.
 Don't go to **bed late**.

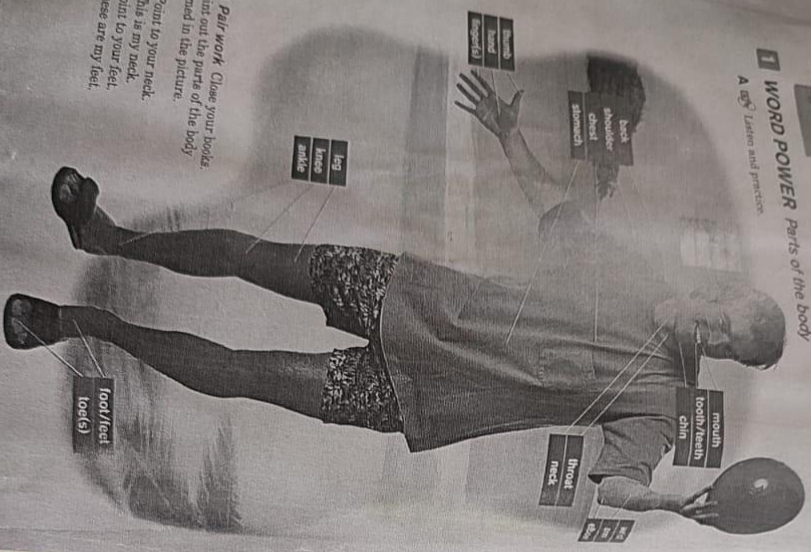
Handwritten notes: "HOD"

Handwritten signature: "DANIEL"

12 What's the matter?

WORD POWER Parts of the body

A 1 Listen and practice.



B Pair work Glue your books. Point out the parts of the body named in the picture.

- A: Point to your neck.
- B: This is my neck. Point to your feet.
- A: These are my feet.

CONVERSATION

A 1 Listen and practice.

Ken: How are you?
 Ken: Oh, I'm not so good. I really feel terrible.
 Ken: What's the matter?
 Ken: Well, I have a headache. And a backache.
 Ken: Maybe you have the flu.
 Ken: No, I think I just miss Japan - I feel a little homesick.
 Ken: That's too bad. . . . But I think I can help.
 Ken: Let's have lunch at that new Japanese restaurant.
 Ken: That's a great idea. Thanks, Brian.
 Ken: I feel better already!

GRAMMAR FOCUS

Have + noun; feel + adjective

Ken: How are you?
 Ken: I feel sick.
 Ken: I have a headache.
 Ken: I feel better.
 Ken: I don't feel well.

How do you feel?
 I feel sick.
 I feel sad.
 I feel better.
 I don't feel well.

Adjectives

- sick
- sad
- bad
- awful
- terrible
- + fine (well)
- + happy
- + good (better)
- + great
- + terrific

A 1 Listen and practice. "He has a backache."



B Pair work Take turns acting out a health problem. Your partner guesses the problem and gives sympathy.

A: What's wrong? Do you have a headache?
 B: No, I don't.
 A: Do you have an earache?
 B: Yes, I have an earache.
 A: That's too bad.

Kolada
 HOD.

Principal

9 EVERYDAY EVENTS

Group work. Ask and answer questions about your plans for ...

A. What are you going to do tomorrow night?
B. You're going to stay home and watch television. What about you? What are you going to do?
C. The going is ...



10 HOLIDAYS

A. Pair work. Choose a holiday or celebration. Then ask and answer these questions with a partner. Use the activities as the basis of your own ideas.

What holiday are you thinking about?
When are you going to do it?
Why are you going to do it?
What are you going to be there?
How are you going to get there?
A. What holiday are you thinking about?
B. I'm thinking about Lunar New Year.
B. I'm going to go to a parade with my brother...

Some activities
see friends
have a party/picnic
invite a friend
go to a parade
make dinner
open presents



Interchange 11
Talk about how people are celebrating special events. Turn to Page IC-14.

B Class activity Tell the class about your partner's plans for the holiday.

20 WHAT ARE YOU GOING TO DO ON YOUR BIRTHDAY?

Do people usually celebrate birthdays in your country?



Elena Bionnaventura
Madrid
"My twenty-first birthday is on Saturday, and I'm going to go out with some friends. To wish me a happy birthday, they're going to pull on my ear 21 times, once for each year. It's an old custom. Some people pull on the ear just once, but my friends are very traditional!"



Mr. and Mrs. Aoki
Kyoto
"My husband is going to be 60 tomorrow. In Japan, the sixtieth birthday is called *kanreki* - it's the beginning of a new life. The color red represents a new life, so we always give something red for a sixtieth birthday. What am I going to give my husband? I can't say. It's a surprise!"



Yan-Ching Shi
Taipei
"Tomorrow is my sixteenth birthday. It's a special birthday, so we're going to have a family ceremony. I'm probably going to get some money in 'lucky' envelopes from my relatives. My mother is going to cook noodles - noodles are for a long life."



Philippe Joly
Paris
"I'm going to be 30 next week, so I'm going to invite three very good friends out to dinner in France. When you have a birthday, you often invite people out. In some countries, I know it's the opposite - people take you out."

A Read the four paragraphs. Then correct these statements.

1. To celebrate her birthday, Elena is going to pull on her friends' ears.
2. Yan-Ching is going to cook some noodles on her birthday.
3. On his birthday, Mr. Aoki is going to buy something red.
4. Philippe's friends are going to take him out to dinner on his birthday.

B Group work What do you usually do on your birthday? Do you have plans for your next birthday, or for the birthday of a friend or family member? What are you going to do? Tell the group.
I'm going to be 25 on March 15th. I'm going to ..."

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77

PRONUNCIATION

A Listen and practice. Going to is sometimes pronounced *gon* in conversation.
A Are you going to have a party for your birthday?
B Yes. We're going to go to Nick's Cafe. I'm going to go out with a friend.
E Ask another classmate about weekend plans. Try to reduce *going to* to /gon/.

LISTENING

A It's five-hirty in the evening, and these people are waiting for the bus. What are their plans for tonight? Write one guess for each person.
B Listen to the people talk about their evening plans. What are they really going to do? Complete the chart.



What they're really going to do

Michelle	Kevin	Robert	Jane
Robert	Michelle	Jane	Kevin
Jane	Kevin	Michelle	Robert

SNAPSHOT

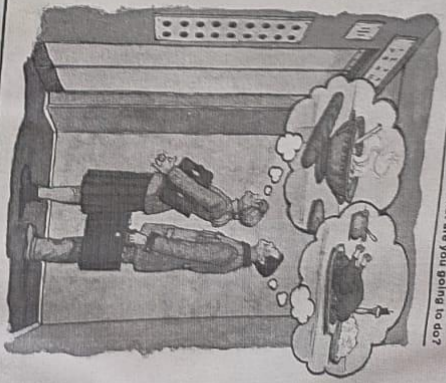
Do you know these holidays in the United States?

	New Year's Day January 1
	Valentine's Day February 14
	Independence Day July 4
	Halloween October 31
	Thanksgiving in November 4th Thursday
	Christmas December 25

Do you celebrate any similar holidays? How?
 Are there any other holidays in your country? What's your favorite holiday? Why?

CONVERSATION

A Listen and practice.
Maria: So, Dennis. What are you going to do for Thanksgiving?
Dennis: I'm going to have dinner at my parents' house. What about you?
Maria: Any plans?
Dennis: Yeah. I'm going to cook dinner with some friends. We're going to make fish soup.
Maria: Ham. That's unusual. We always have turkey, mashed potatoes...
Dennis: I know. Every year, my friends and I make something different.
Maria: Sounds like fun. Well, have a happy Thanksgiving.
Dennis: Thanks. You, too.



GRAMMAR FOCUS

Wh-questions with be going to

Where are you going to go for the holiday?
 We're going to go to my parents' house.
 What's going to be there?
 My whole family is going to be there.
 How are you going to get there?
 We're going to drive.

Time expressions
tonight
tomorrow
tomorrow night
next week
next month
next summer

Complete this conversation with the correct verb forms. Then practice with a partner.

A: What are you going to do for Halloween? (do)
B: I don't know. I anything special. (not do)
A: Well, Pat and I a party. Can you come? (have)
B: Sure, I can come. Where you the party? (have)
A: It at Pat's house. (be)
B: What time ? (start)
A: At 6:00. And it around midnight. (end)
B: Who you ? (invite)
A: We all our good friends. (ask)

What are you going to do?

1 WORD POWER Dates

A Listen. Practice the months and the ordinal numbers.

January	February	March	April	May	June	July	August	September	October	November	December
1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th
13 th	14 th	15 th	16 th	17 th	18 th	19 th	20 th	21 st	22 nd	23 rd	24 th
25 th	26 th	27 th	28 th	29 th	30 th	31 st					

B Pair work. Practice saying these dates:

1. January 1 "January first"
2. 6:30 "June birth"
3. July 4
4. May 18
5. October 31
6. 2:14
7. 5:25
8. 11/2

2 CONVERSATION

A Listen and practice.

Amy: Are you going to do anything exciting this weekend?

Philip: Well, I'm going to celebrate my birthday.

Amy: Fabulous! When is your birthday, exactly?

Philip: It's August ninth - Sunday.

Amy: So what are your plans?

Philip: Well, my friend Katherine is going to take me to a restaurant.

Amy: Nice! Is she going to order a cake?

Philip: Yeah, and the waiters are probably going to sing "Happy Birthday" to me. It's so embarrassing!

B Class activity. Make a list of your classmates' birthdays. How many people are birthdays this week? This month? The same month? On the same day?

When's your birthday?

When's your birthday?



GRAMMAR FOCUS

The future will be going to be

Are you going to do anything exciting this weekend?

Yes, I am. I'm going to celebrate my birthday.

No, I'm not. I'm going to stay home.

Yes, she is. She's going to invite all my friends.

No, she isn't. She's going to have me call to a restaurant.

Yes, they are. They're going to sing "Happy Birthday".

No, they aren't. But they're going to give me a cake.

A Are you going to do any of these things this weekend? Write ten sentences.

Are you going to sing to you?



Things I'm going to do this weekend

I'm going to see friends.

I'm not going to watch TV.

B Pair work. Ask questions about your partner's plans for the weekend.

1. Are you going to see a movie this weekend?

2. Yes, I am. I'm going to see the new Tom Cruise movie.

3. Are you going to go with a friend? ...

QUESTION PAPER

20 Marks

I. **FILL IN THE BLANKS WITH (itself, herself, themselves, mine, she)** 5 M

1. They're taking photos of _____
2. The lion can defend _____
3. My mother often talks to _____
4. That purse is _____
5. _____ is very beautiful.

II. **CHOOSE THE CORRECT RESPONSE**

5 M

(Fine. Thank you/It's a pleasure/I'm from London/No, I'm not/Hi, I'm James)

1. A. Hello. I'm John.
B. _____
2. A. Nice to meet you.
B. _____
3. A. Where are you from?
B. _____
4. A. Are you German.
B. _____
5. A. How are you?
B. _____

III. **COMPLETE THESE CONVERSATIONS**

5 M

(No, I'm not/Yes, she is/Yes, I am/Yes, they are/Yes, I do)

1. A. Are you going to do anything exciting this weekend?
B. _____. I'm going to stay home.
2. A. Are you celebrating your birthday this weekend?
B. _____. I'm going to celebrate my birthday this weekend.

3. A. Is your cousin invited for the birthday party?
B. _____. She is excited about it.
4. A. Do you like pizza?
B. _____. Especially the one with topping of olives.
5. A. Are the Walters going to sing to you?
B. _____. They're going to sing "Happy Birthday".

III. ANSWER THESE QUESTIONS. GIVE YOUR OWN INFORMATION. 5M

1. When is your birthday?
2. Where do you live?
3. Who is your favourite actor? *why?*
4. How old are you?
5. Which game do you play? *why?*

GOVERNMENT DEGREE COLLEGE

Khairatabad, Hyderabad, Telangana State, India - 500004.



DEPARTMENT OF ENGLISH

Certificate

This is to certify that Mr/Ms _____ studying in

B.A./B.Com. / B.Sc. I/II/III year has successfully completed the Certificate Course in

“Communication Skills and Soft Skills” conducted from _____ to _____

His/her enthusiasm to learn the language is highly appreciated.

Convener

Principal