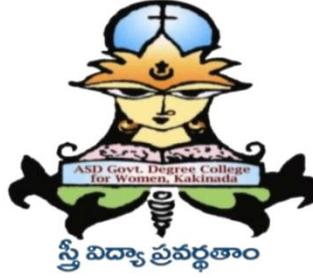


**A.S.D.GOVERNMENT DEGREE COLLEGE FOR WOMEN  
AUTONOMOUS,  
KAKINADA**



**DEPARTMENT OF ENGLISH**

**CERTIFICATE COURSE**

**ON**

**FUNCTIONAL ENGLISH**

**2021-22**

**Duration: 45Hrs**

## Brief report on Certificate Course

### Academic Year 2021-22

<b>Name of the Certificate Course</b>	Certificate Course In Functional English
<b>Academic Year of Course</b>	2021-22
<b>Department Conducting the Course</b>	Department Of English
<b>Duration Of the Course</b>	45 Hrs
<b>Number of Students Completed the Course</b>	30 Students
<b>Brief Report</b>	Certificate course on Functional English was conducted by the department of English for 45hrs in which total 30 students were enrolled & participated. All the students completed the course and also appeared for the examination conducted at the end of the course. They have been given grades. The certificates are also given to them. The course was held from 13 <sup>th</sup> December 2021 to 28 <sup>th</sup> February 2022
<b>Number of Beneficiaries</b>	Students : 30
<b>Signature of the Activity Coordinator</b>	Signature & Stamp of the Principal
	 PRINCIPAL A.S.D.GOV.T.DEGREE COLLEGE (M) AUTONOMOUS KAKINADA



# Letter of Permission from the Principal

Kakinada  
05-12-2021

From  
Dr.P.Sanjotha  
Lecturer in Charge  
Department Of English  
A.S.D.Government College for Women Autonomous  
Kakinada.

To  
The Principal,  
A.S.D.Government College for Women Autonomous,  
Kakinada.

Madam,

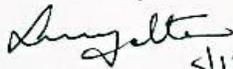
Sub: Seeking permission to start a certificate course on 'Functional English' for the student of III Semester for the Academic Year 2021-22.

As per the resolutions taken in the BoS meeting, the Department of English would like to start a Certificate Course titled 'Functional English' to III semester students with 30 intake from 13<sup>th</sup> December 2021. It is a 45 Hours course which focuses on equipping essential English Language Skills.

Hence I request you to grant permission to start the Certificate course for the academic year 2021-22.

Thanking you madam,

Yours faithfully,

  
5/12/21

  
PRINCIPAL  
A.S.D.GOV'T.DEGREE COLLEGE (W)  
AUTONOMOUS  
KAKINADA

# Circular

## Circular

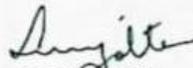
A.S.D.GOVERNMENT DEGREE COLLEGE FOR WOMEN AUTONOMOUS, KAKINADA

DEPARTMENT OF ENGLISH

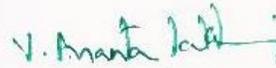


## CIRCULAR

The students of III Semester are here by informed that Department of English has is going to conduct a Certificate Course on 'Functional English' for 45 Hours (13<sup>TH</sup> December 2021 to 28<sup>th</sup> February 2022) with no entry fee. Those who are interested should enroll their names with Dr.P.Sanjotha, HoD of English or your teacher of English on or before 11<sup>th</sup> December 2021. The Certificate Course timings will be in the afternoon session 4 to 5p.m every day. Time table in detail will be intimated shortly.

  
Dr.P.Sanjotha

In-charge of English

  
Principal

Circulated to the classes

II B.A

II B.COM

II B.COM C.A

II CBZ

II CZAQT

II H.Sc

II MPC

II MPCs

II CBHT

II CBMB

2021-22











**Brochure**

 **Department of English**

A.S.D. Government Degree College for  
Women Autonomous Kakinada

**45 Hours Certificate course on  
Functional English**

**Hurry  
Up Now**

Course co ordinators  
Ms. Sanjotha  
And Ms.Y. Swarna Sri

CONTACT  
PERSON

Ms.P.Sanjotha,  
HOD,Department English

**Dates**

- Starting date 13th December 2021
- Last date to enroll 12th December



### List of Students Enrolled for Certificate Course

S.NO	Name of The Student	Group	Regd.No
1	Y.Abhishiktha Shifali	B.A HEP	2114008
2	P.G.D.Bhavani	B.A HEP	2114046
3	S.Saroja	B.A HEP	2114049
4	Ch.Sireesha	B.Com Gen	2122004
5	B.Ratna Kumari	B.Com Gen	2122012
6	S.Srikanya	B.Com Gen	2122051
7	D.Jhansi Lakshmi	B.Com Gen	2124006
8	E.S.Lahari	B.Com Gen	2124008
9	A.Aruna	B.Com Gen	2124014
10	K.Renu Sri	B.Com Gen	2124020
11	K.Sankeerthana	B.Com Gen	2124021
12	D.Madhu Sri	B.Com C.A	2123001
13	P.Divya	B.Com C.A	2123006
14	K.Lakshmi Devi	B.Com C.A	2123022
15	Varipalli.Renuka	B.Com C.A	2123035
16	L.Venkata Keerthi	B.Sc ACQZ	2136018
17	A.Satya Veni	B.Sc ACQZ	2136005
18	A.Vijaya Lakshmi	B.Sc CBZ	2138017
19	D.Sandhya	B.Sc CBZ	2138026
20	V.Anusha	B.Sc CBZ	2138055
21	A.Anusha	CBHT	2139001
22	B.Sujitha	CBHT	2139002
23	G.L.Harika	CBHT	2139003
24	B.D.Kranthi	CBHT	2139008
25	J.Akshaya	MPCs	2132006
26	M.Sowjanya	MPCs	2132004
27	D.Jaya Sri	MPCs	2132002
28	K.Harika	MPCs	2132003
29	G.Sharone Grace	MPCs	2132014
30	P.Kavya Sri Satya	MPCs	2132021

*Suzette*

# STUDENT ENROLLMENT FORM

A.S.D.Government Degree College for women Autonomous Kakinada

Department of English

Certificate course on Functional English

Registration Form

2021-2022

1. Name (in Block Letters): G.L. Hanika
2. Address: Pitapuram, 62-4-1 / CG, Agraharam
3. Father Name: Daniyel
4. Occupation: farmer
5. Class / Group: C.B.H.T
6. Reg.No: 2139003
7. How would you grade your English Language Proficiency?  
Excellent / Good / Average [  ] Poor [  ]
8. Grade of English in the previous exam 70%

## Undertaking

I have gone through the syllabus carefully and understand that...

1. 75% attendance is a pre-requisite for obtaining the certificate issued by the Department of English at the end of the course.
2. I will not cause disciplinary problems I also agree to return the books borrowed from the department library within 15 days and not damage the books in any way.

Date:

G.L. Hanika  
Signature of the student

Suyatha

V. N. D.  
PRINCIPAL  
A.S.D. GOVT. DEGREE COLLEGE (W)  
AUTONOMOUS  
KAKINADA

### List of Students Enrolled for Certificate Course

S.NO	Name of The Student	Group	Regd.No	Signature of the Student
1	Y.Abhishiktha Shifali	B.A HEP	2114008	Y. Abhishiktha Shifali
2	P.G.D.Bhavani	B.A HEP	2114046	P.G.D. Bhavani
3	S.Saroja	B.A HEP	2114049	S. Saroja
4	Ch.Sircesha	B.Com Gen	2122004	Ch. Sircesha
5	B.Ratna Kumari	B.Com Gen	2122012	B. Ratnakumari
6	S.Srikanya	B.Com Gen	2122051	S. Srikanya
7	D.Jhansi Lakshmi	B.Com Gen	2124006	D. Jhansi Lakshmi
8	E.S.Lahari	B.Com Gen	2124008	E.S. Lahari
9	A.Aruna	B.Com Gen	2124014	A. Aruna
10	K.Renu Sri	B.Com Gen	2124020	K. Renu Sri
11	K.Sankeerthana	B.Com Gen	2124021	K. Sankeerthana
12	D.Madhu Sri	B.Com C.A	2123001	D. Madhu Sri
13	P.Divya	B.Com C.A	2123006	P. Divya
14	K.Lakshmi Devi	B.Com C.A	2123022	K. Lakshmi Devi
15	Varipalli.Renuka	B.Com C.A	2123035	V. Renuka
16	L.Venkata Keerthi	B.Sc ACQZ	2136018	L. Venkata Keerthi
17	A.Satya Veni	B.Sc ACQZ	2136005	A. Satya Veni
18	A.Vijaya Lakshmi	B.Sc CBZ	2138017	V. Vijaya Lakshmi
19	D.Sandhya	B.Sc CBZ	2138026	D. Sandhya
20	V.Anusha	B.Sc CBZ	2138055	V. Anusha
21	A.Anusha	CBHT	2139001	A. Anusha
22	B.Sujitha	CBHT	2139002	B. Sujitha
23	G.L.Harika	CBHT	2139003	G.L. Harika
24	B.D.Kranthi	CBHT	2139008	B.D. Kranthi
25	J.Akshaya	MPCs	2132006	J. Akshaya
26	M.Sowjanya	MPCs	2132004	M. Sowjanya
27	D.Jaya Sri	MPCs	2132002	D. Jaya Sri
28	K.Harika	MPCs	2132003	K. Harika
29	G.Sharone Grace	MPCs	2132014	G. Sharone Grace
30	P.Kavya Sri Satya	MPCs	2132021	P. Kavya Sri Satya

*Signature*

  
 PRINCIPAL  
 A.S.D.GOV.T.DEGREE COLLEGE (M)  
 AUTONOMOUS  
 KAKINADA

**Department of English**  
**Certificate Course in Functional English**

**Purpose & Objective:**

1. The purpose of the Certificate Course is to provide knowledge skills and aptitude for occupational employment in wage sector. This will also help in self-employment/self-entrepreneurship of the students.
2. The objective of the scheme is to introduce career and market oriented, skill enhancing courses that have utility for job, self-employment and empowerment of students. At the end of three years, the students will be equipped with a certificate/Diploma/Advanced diploma in specified course along with a conventional degree in Science/Arts/Commerce

**Timeline:**

1. The proposed course will commence from the calendar year i.e. December 2021 to February 2022. The course should spread through two semesters in a calendar year.

**Eligibility:**

1. It is mandatory for I year regular students of the college to join in any one of the certificate Courses proposed by the college depending on their interest.

**Duration of the course and Credits:**

Sl. No	Hours (45 Hrs.)	
	Instructional component	Practical Component
1.	30 Hrs.	15 Hrs.

**Examination:**

1. On completion of the said course, a written examination for 2 Hrs. shall be conducted for 50% marks.
2. It is followed by a practical Examination with 50% oral component.
3. Minimum Eligibility for a pass is 50% in each of the components. (25 Marks in written + 25 Marks in Oral Examinations)

**Note:**

Student Activities like Practice, Analysis, Reviews, Seminars, Assignments, Group Discussions, Case studies, Fieldwork, Surveys, Study Projects, Models and Watching videos are Part of Curriculum for the Certificate Course. The teacher shall identify appropriate activities for each.



  
PRINCIPAL  
A.S.D. GOVT. DEGREE COLLEGE (W)  
AUTONOMOUS  
KAKINADA

**A.S.D.GOVERNMENT COLLEGE FOR WOMEN (A)**  
**KAKINADA**  
**Department of English**  
**Certificate Course in Functional English**  
**Course Structure and Contents**

Unit	Contents	Hrs.
1.	Tense – Structure – Use – Adverbial Clues Pre. Cont - Past Cont. - Pre. Perf. Cont. Distinction Past Simple – Past Simple – Present Perfect - Past Perfect Futurity – will, present simple, have to, be+to+Inf. Pre. be+ing etc.	4
2.	Negatives & Interrogatives: Answering Questions Do, Does, Did, have, has Is, am, are, was, were, Will, would, Can, could, should, may	4
3.	Conjunctions: - If, when, As, Because, so, that, so that, or, but, too.. to; so..... that not. either ..or ,neither ... nor not only ... but also unless	2
4.	Basic Structures S+V+O - V+O – S+V+Adv. – S+V+ D.O+ Ind. Obj. – S+BE+N/ADJ/ComlS+V+toInf – S+V+O+to Inf.	4
5.	Basic Level Translation – (Tense Practice) a. Word level b. Sentence level	3
6.	Survival Expressions – Language Functions (Invitations- greetings – polite Requests – Granting and seeking permissions – complaining, suggesting, agreeing, disagreeing etc.)	3
7.	Formal – Informal Dialogue Writing	4
8.	JAM 2-3 topics each	4
9.	Language at use - Comprehension: Animation movies - Picture Description - Popular Interviews - Cartoon books - Ted Talks Listening to news bulletin - Regional Lang. Movies with subtitles - One Act Plays –Reading, translating and Enacting - E-books to supply on mobiles - Book Review of Children’s books	15
10.	Skills: Newspapers – Reading – Vocabulary and style Dictionary Skills& Vocabulary	2
11.	Practical Component – Student Activities like Practice, Analysis, Reviews, Seminars, Assignments, Group Discussions, Case studies, Fieldwork, Surveys, Study Projects, Models and Watching videos are Part of Curriculum for the Certificate Course.	15

*Suyatha*



*V. N. D.*  
 PRINCIPAL  
 A.S.D. GOVT. DEGREE COLLEGE (W)  
 AUTONOMOUS  
 KAKINADA

**A.S.D.GOVERNMENT COLLEGE FOR WOMEN (A)  
KAKINADA**

**Department of English  
Certificate Course in Functional English  
Question Paper**

**Time: 2 Hrs.**

**Max. Marks: 50M**

---

1. **Write a brief paragraph of 50 words describing how you spent yesterday.** **3M**
2. **Ask questions to get the following information** **3X1=3M**
  - a. Whether he eats meat or not.
  - b. Whether he came to college yesterday.
  - c. Whether he will go abroad or stay in India.
3. **How would you answer the following questions?** **3X1=3M**
  - a. What do you take at 8.00 am daily?
  - b. When will you visit our home?
  - c. What are you doing now?
4. **Write an imaginary dialogue between the interviewer and a candidate** **1X4=4M**  
(Use 'will', 'can', 'should', 'may',)
5. **Ask your friend TWO question using a w/h word for the following information:** **2X1=2M**
  - a. The distance to his native place
  - b. The brand of the mobile phone he has bought
6. **Make TWO polite Requests using would/could for the following information:** **2X1=2M**
  - a. To post a letter at the corner of the street
  - b. To ask the time
7. **Ask 2 open ended questions to a Kashmiri about the political situation of his state.** **2X1=2M**
8. **Answer the following query in 50words politely?** **2X1=2M**

I am a twenty-two-year-old boy. I have a lot of dandruff in my hair. Could you tell me how it can be cured? – (Rajeev, Patna)
9. **Write a dialogue between Mohan and the Booking Clerk with 2 exchanges each.** **2X1=2M**

Mohan is working in a private company. He has been asked by his company to go to Chennai on some official work. On his way home he goes to the railway station to find out the train timings.

10. **Imagine you are Rahul and write a short but polite message to Ramesh.**

**2X1=2M**

Rahul has some urgent work with his friend Ramesh. He goes to his room but doesn't find him there. He leaves a message for him.

11. **Write a dialogue between Mohan and the Booking Clerk with 2 exchanges each.**

**2X1=2M**

Mohan is working in a private company. He has been asked by his company to go to Chennai on some official work. On his way home he goes to the railway station to find out the train timings.

12. **Imagine you are Rahul and write a short but polite message to Ramesh. 2X1=2M**

Rahul has some urgent work with his friend Ramesh. He goes to his room but doesn't find him there. He leaves a message for him.

13. **How do you take oral permission in the following situations:**

**2X1=2M**

You want to take leave for ten days to go to your village. Before applying for leave, you want to take the permission of your officer. How will you ask him/her for permission?

14. **How do you offer assistance in the following contexts:**

**2X1=2M**

A patient came to a Corporate Hospital on a medical Complaint.  
You are at the help desk.

15. **How would you gently reject the following offer from your friend?**

**2X1=2M**

Your friend: How about joining me for a movie tonight?

You: .....

16. **Write a conversation between the two.**

**2X1=2M**

Sunil invited Hari to dinner but forgot to tell him his address. In the evening, Hari phones Sunil to know the directions to Sunil's house.

17. **Fill in the blanks in the argument to disagree with "A":**

**2X1=2M**

- a. What do you think about learning English?
- b. Well, English is .....
- a. But there are some languages more difficult than English.
- b. As far as I am concerned English .....
- a. That's true but we need English to live in the modern world.

18. **Write 2 sentences based on the given information using 'but' and 'because' 2X1=2M**

- a. I wanted to come at 8.00. I was held up due to rain.

19. **Write 1 sentence each using the patterns provided.**

**3X1=3M**

**S+V+Adv,**

- b. S+V+toInf
- c. Too -to

20. **Translate the following story into English**

**4 M**

1. నాపేరురాజు. మాదిరావులపాలెం. మాదిచిన్నకుటుంబం.

2. మాఇంట్లోనలుగురుసభ్యులున్నారు.
3. మాఅమ్మ, మానాన్న, మాచెల్లెలుమరియుమాతమ్ముడు.
4. మాదిసమిష్టికుటుంబం. మాఅమ్ముమ్మ, మాతాతయ్యకుడామాఇంట్లోఉంటారు.
5. మేముఅందరమూరాత్రికలిసిభోజనంచేస్తాము.
6. మాఇంటిముందుచిన్న పెరడుఉంది.

21. Distinguish the pair with meaning and example

4M

a. Stationery: stationary

b. refuse: refuge

22. Write synonyms/antonyms to the following:

2 M

a. Abduct =

b. Restore X

*Abduct*



*V. N. D.*  
PRINCIPAL  
A.S.D. GOVT. DEGREE COLLEGE (W)  
AUTONOMOUS  
KAKINADA

**A.S.D.GOVERNMENT COLLEGE FOR WOMEN (A)  
KAKINADA**

**Department of English  
Certificate Course in Functional English  
Model Question Paper for Practical**

**Time: 10 Mts. each**

**Max. Marks: 50M**

<b>Sl. No.</b>	<b>Topic</b>	<b>Marks</b>
1.	Jam Topics	5M
2.	Picture Description	5M
3.	Role Play	5M
4.	Interview skills	5M
5.	Conversation skills	5M
6.	Narrating a story/event	5M
7.	Reading a newspaper	5M
8.	Survival Expressions	5M
9.	Self-Introductions	5M
10.	Exchange of pleasantries	5M
Total		50 M

*Suyatha*



*V. N. S.*  
PRINCIPAL  
A.S.D. GOVT. DEGREE COLLEGE (W)  
AUTONOMOUS  
KAKINADA

## Student's Grade after the End exam

### Students Result & Certificates

S.NO	Name of The Student	Group	Regd.No	Grade obtained by the Student
1	Y.Abhishiktha Shifali	B.A HEP	2114008	A
2	P.G.D.Bhavani	B.A HEP	2114046	A
3	S.Saroja	B.A HEP	2114049	A
4	Ch.Sireesha	B.Com Gen	2122004	A
5	B.Ratna Kumari	B.Com Gen	2122012	A
6	S.Srikanya	B.Com Gen	2122051	B
7	D.Jhansi Lakshmi	B.Com Gen	2124006	A
8	E.S.Lahari	B.Com Gen	2124008	A
9	A.Aruna	B.Com Gen	2124014	A
10	K.Renu Sri	B.Com Gen	2124020	A
11	K.Sankeerthana	B.Com Gen	2124021	A
12	D.Madhu Sri	B.Com C.A	2123001	A
13	P.Divya	B.Com C.A	2123006	A
14	K.Lakshmi Devi	B.Com C.A	2123022	B
15	Varipalli.Renuka	B.Com C.A	2123035	A
16	L.Venkata Keerthi	B.Sc ACQZ	2136018	A
17	A.Satya Veni	B.Sc ACQZ	2136005	A
18	A.Vijaya Lakshmi	B.Sc CBZ	2138017	A
19	D.Sandhya	B.Sc CBZ	2138026	A
20	V.Anusha	B.Sc CBZ	2138055	A
21	A.Anusha	CBHT	2139001	B
22	B.Sujitha	CBHT	2139002	A
23	G.L.Harika	CBHT	2139003	A
24	B.D.Kranthi	CBHT	2139008	B
25	J.Akshaya	MPCs	2132006	A
26	M.Sowjanya	MPCs	2132004	A
27	D.Jaya Sri	MPCs	2132002	A
28	K.Harika	MPCs	2132003	A
29	G.Sharone Grace	MPCs	2132014	A
30	P.Kavya Sri Satya	MPCs	2132021	A

*Suryate*

  
 PRINCIPAL  
 A.S.D.GOV.T.DEGREE COLLEGE (M)  
 AUTONOMOUS  
 KAKINADA

## MODEL CERTIFICATE



**Annaram Satyavathi Devi**  
**Government Degree College for Women (Autonomous)**  
Re-Accredited by NAAC with "B" Grade in Cycle-III  
Kakinada-533002

## DEPARTMENT OF ENGLISH

### CERTIFICATE

This is to certify that Ms \_\_\_\_\_  
of \_\_\_\_\_ class/group has successfully completed the 45 hrs  
'**Certificate Course on Functional English**' conducted by the Department of  
English with \_\_\_\_\_ grade during the academic year 2021-22 from 13<sup>th</sup>  
December 2021 to 28<sup>th</sup> February 2022

CONVENOR

PRINCIPAL

**CERTIFICATES ISSUED TO THE STUDENTS**

