

Value Added / Short-term Courses Offered During the Year 2022-23

BASIC ENGLISH GRAMMAR & WRITING SKILLS

Aim

To provide learners with a solid foundation in English grammar and the fundamental skills needed for effective writing. The program seeks to improve learners' ability to construct grammatically correct sentences, understand the mechanics of writing, and effectively communicate ideas in written form.

Objective

The objectives of a Basic English Grammar and Writing Skills program are to equip learners with the essential tools needed for effective written communication. By focusing on grammar proficiency, writing mechanics, and different writing styles, the program aims to develop clear, coherent, and confident writers capable of expressing their ideas accurately and creatively. Improve understanding and usage of English grammar rules to construct coherent and grammatically correct sentences.

COURSE SYLLABUS (3 Months - 30 Hrs)

Module 1: Introduction to Basic Grammar

- 1. Parts of Speech
 - o Nouns, pronouns, verbs, adjectives, adverbs, prepositions, conjunctions, interjections
- 2. Sentence Structure
 - Simple, compound, and complex sentences
 - Subject-verb agreement
- 3. Tenses
 - Present, past, and future tenses
 - Continuous, perfect, and perfect continuous aspects

Module 2: Grammar Rules and Usage

- 1. Articles and Determiners
 - Definite and indefinite articles
 - Quantifiers and demonstratives
- 2. Punctuation
 - o Periods, commas, semicolons, colons, apostrophes, quotation marks
- 3. Common Grammatical Errors
 - Misplaced modifiers
 - Run-on sentences and fragments

Module 3: Vocabulary Building

- 1. Word Formation
 - Prefixes and suffixes
 - Compound words

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- 2. Synonyms and Antonyms
 - Expanding vocabulary
- 3. Idioms and Phrases
 - o Common English idioms



Module 4: Writing Fundamentals

1. Paragraph Writing

- Topic sentences
- Supporting details
- Concluding sentences

2. Essay Writing

- o Introduction, body, and conclusion
- Thesis statements
- Coherence and cohesion

3. Writing Styles

Descriptive, narrative, expository, persuasive

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