

**CSTS GOVERNMENT
KALASALA
JANGAREDDIGUDEM,
ELURU DISTRICT**

DEPARTMENT OF ENGLISH

**CERTIFICATE COURSE IN
FUNCTIONAL ENGLISH
GRAMMAR**

FROM 03.03.2024 TO 04.05.2024

Department of English
MINUTES
~~Attid - EXACT~~

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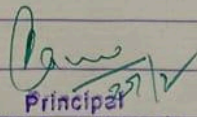
CSTS-GDC-JRG

Date: 27/02/2024

The faculty of English, Department M. G. Simirra Rao, lecturer in English, and M. S. P. Sagar Rao lecturer in English have convened a meeting in the department of English CSTS-GDC-JRG and discussed the proposal of launching a 45-day Certificate of course in Functional English Grammar. After discussing the minutes of the said topic it is opined that to resolve further in the next meeting.

1. CSM
27/2/2024

2. Be
27/2/24



Principal

CSTS Govt. Kalasala
Jangareddigudem-534447
Eluru Dist., A.P

Resolutions of English Dept

61

CSTS-GDC-JRG

11/03/2024

The Department of English, CSTS-Govt-Degree College - Jangareddigudem with the approval of the Principal - GDC-CSTS-JRG has launched a 45-day Certificate Course in "Functional English Grammar" for the interested students of College as per a resolution for said course.

Dept of English

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11/3/2024

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Principal
CSTS Govt. Kalasala
Jangareddigudem-534447
Eluru Dist., A.P

FROM

The Department of English
CSTS Government Degree College
JANGAREDDIGUEDEM -534447
Eluru District, A.P.,
Date: 01- 03 - 2024

Subject: Request for Permission to Start a 45-day Functional English Grammar Certificate Course – Department of English – CSTS GDC - JRG.

Dear Sir,

We hope this message finds you well. We are writing to request your esteemed permission to initiate a 45-day Functional English Grammar Certificate Course at CSTS Government Degree College of Jangareddigudem.

The proposed course aims to equip our students with essential English language skills necessary for effective communication in academic, professional, and everyday settings. The course structure has been meticulously planned to ensure comprehensive learning over the 45-day duration, with qualified instructors prepared to deliver engaging sessions and provide personalized guidance to each participant. I believe this initiative aligns with our college's commitment to academic excellence and student empowerment. It will not only benefit our students but also contribute positively to their career readiness and personal development.

We kindly request your approval to proceed with launching this course, and we are available at your convenience to discuss any further details or queries you may have regarding the implementation.

Thank you for considering this proposal. We look forward to your favourable response.

With warm regards,

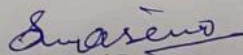


Yours faithfully,

Department of English, CSTS-GDC-JRG

Permitted
Paw
1/3/24

1. Dr. G. Srinivassa Rao
Lecturer in English


2. P. Sanyasi Rao
Lecturer in English

FROM

The Department of English
CSTS Government Degree College
JANGAREDDIGUEDEM -534447
Eluru District, A.P.,
Date: 01- 03 - 2024

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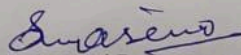


Yours faithfully,

Department of English, CSTS-GDC-JRG

Permitted
Paw
1/3/24

1. Dr. G. Srinivassa Rao
Lecturer in English


2. P. Sanyasi Rao
Lecturer in English

**OBJECTIVES OF CERTIFICATE COURSE IN :
FUNCTIONAL ENGLISH GRAMMAR**

OBJECTIVES:

The objectives of the 45-day Functional English Grammar Certificate Course offered by CSTS Government Degree College in Jangareddigudem are designed to equip students with essential language skills tailored to practical usage. Key objectives include:

1. **Enhancing Communication Skills:** Focus on improving both written and verbal communication abilities in English, ensuring students can effectively express ideas and thoughts.
2. **Grammar Proficiency:** Building a strong foundation in English grammar to facilitate accurate and coherent expression, crucial for professional and academic environments.
3. **Vocabulary Development:** Expanding vocabulary range through contextual learning, enabling students to use appropriate terminology in diverse situations.
4. **Functional Language Use:** Teaching language structures and expressions commonly used in various real-life contexts such as workplace communication, social interactions, and academic settings.
5. **Confidence Building:** Providing opportunities for practice and feedback to boost confidence in using English, encouraging active participation and engagement.
6. **Career Readiness:** Equipping students with language skills essential for job interviews, professional correspondence, and career advancement in a globalized world.
7. **Cultural Awareness:** Promoting understanding of cultural nuances associated with English language use, fostering sensitivity and effective communication across cultural boundaries.

Overall, the course aims to empower students with practical English language skills necessary for academic success, professional growth, and personal development in today's competitive environment.

INAUGURATION FUNCTION



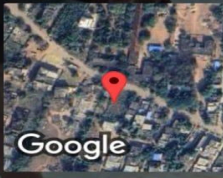
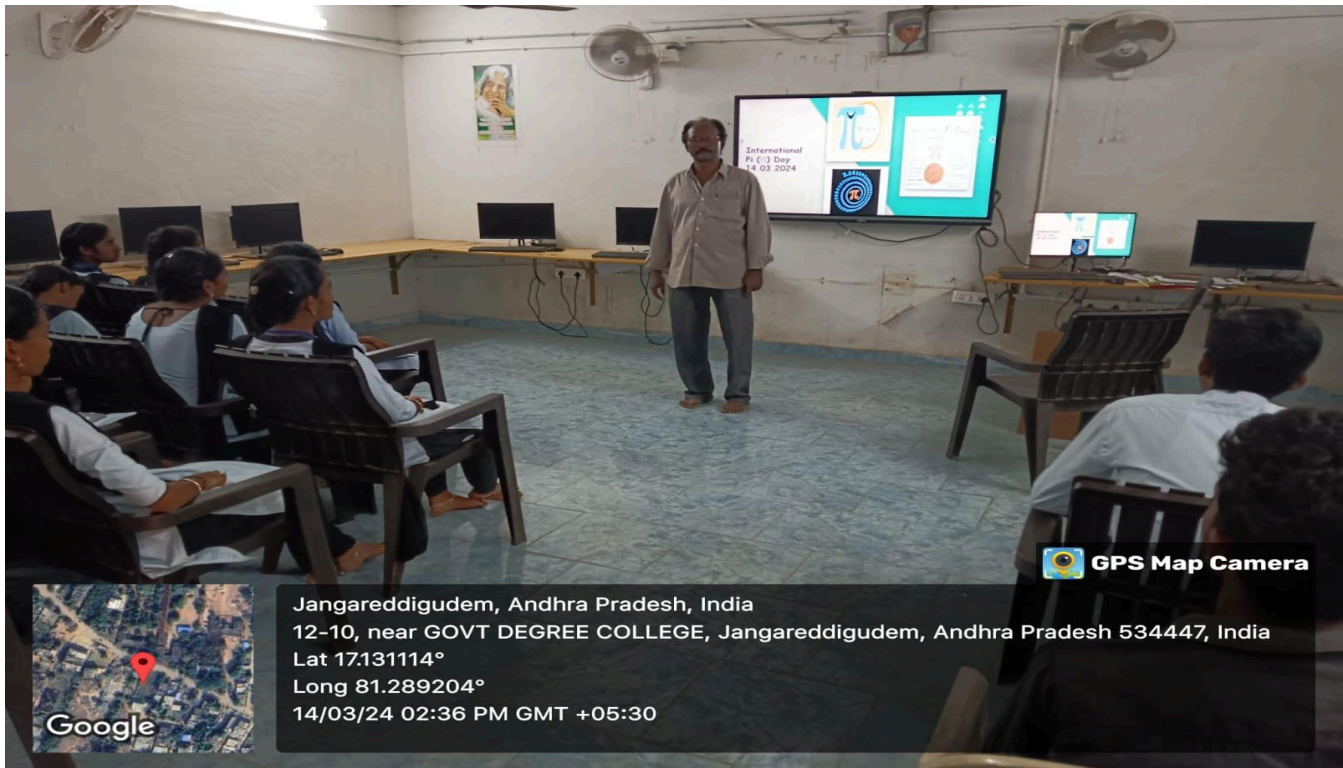






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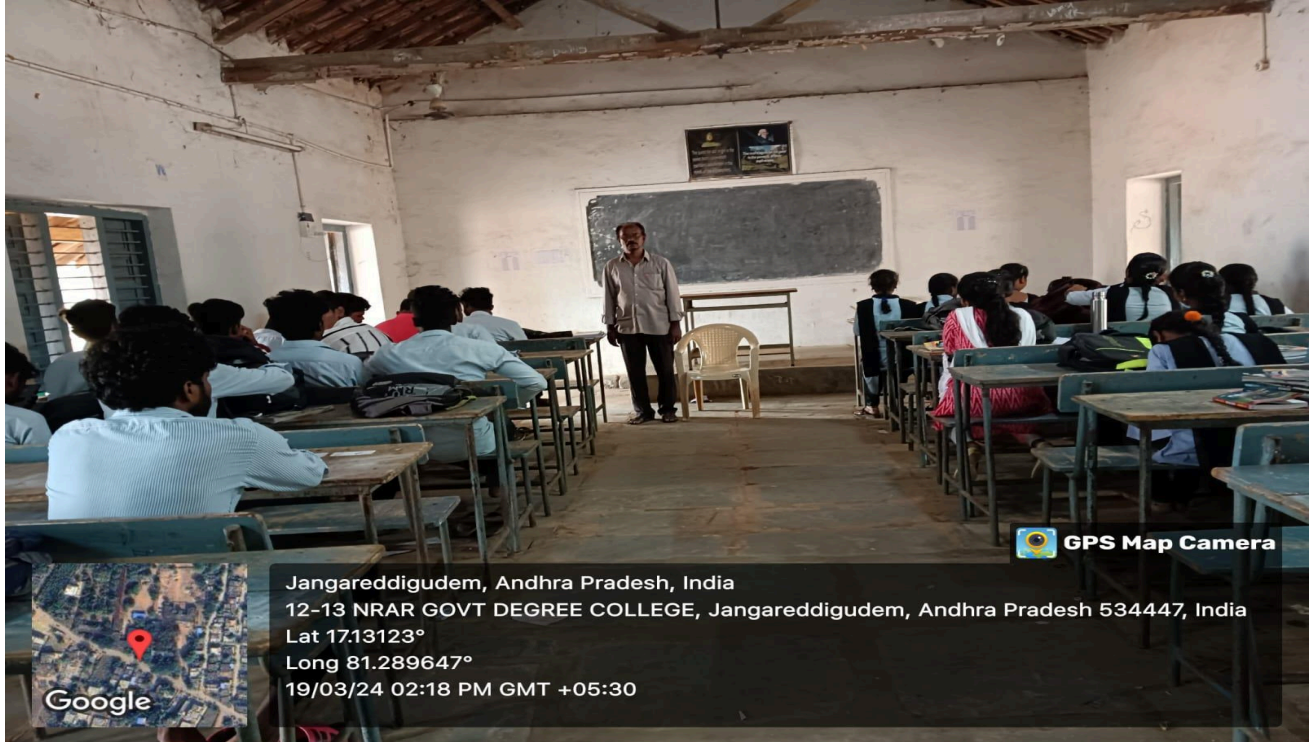
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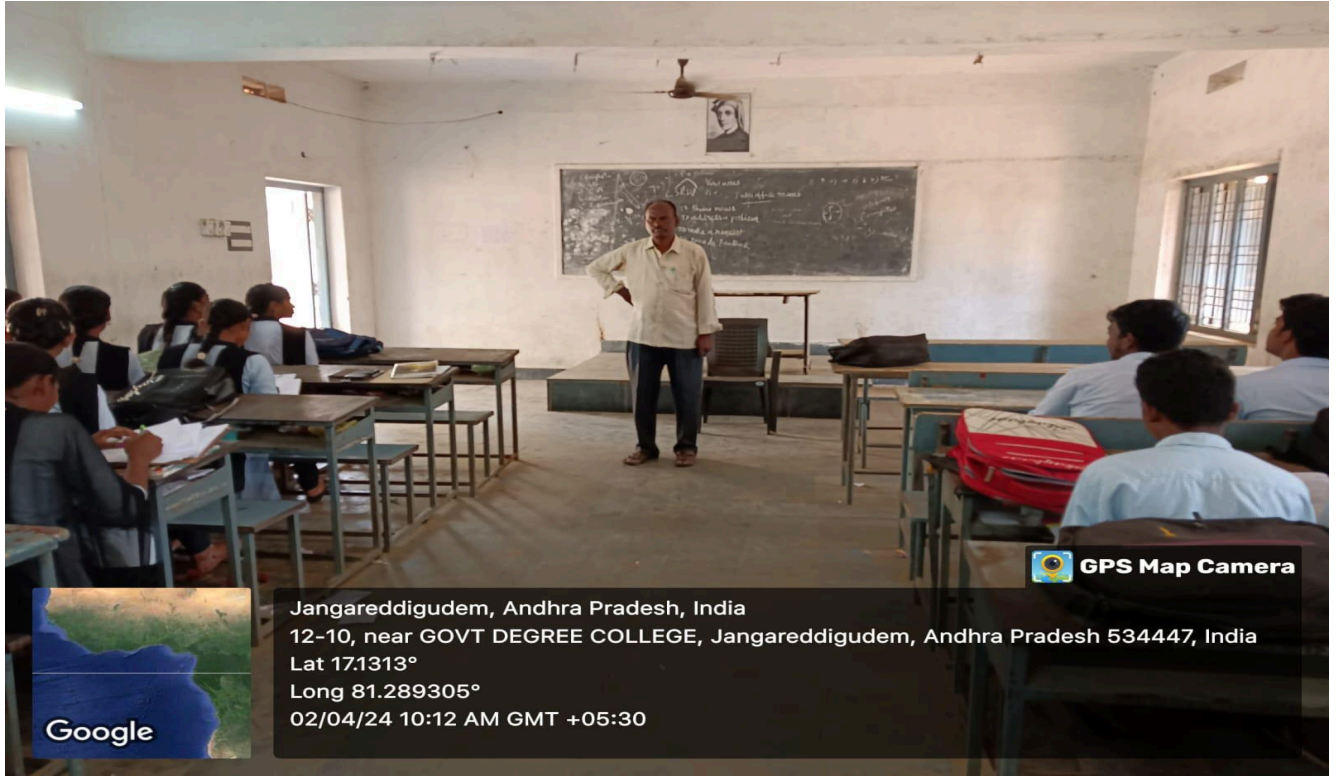




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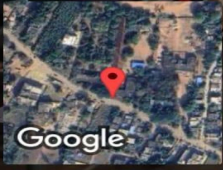
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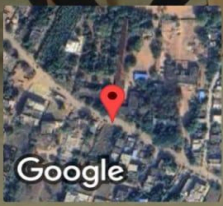
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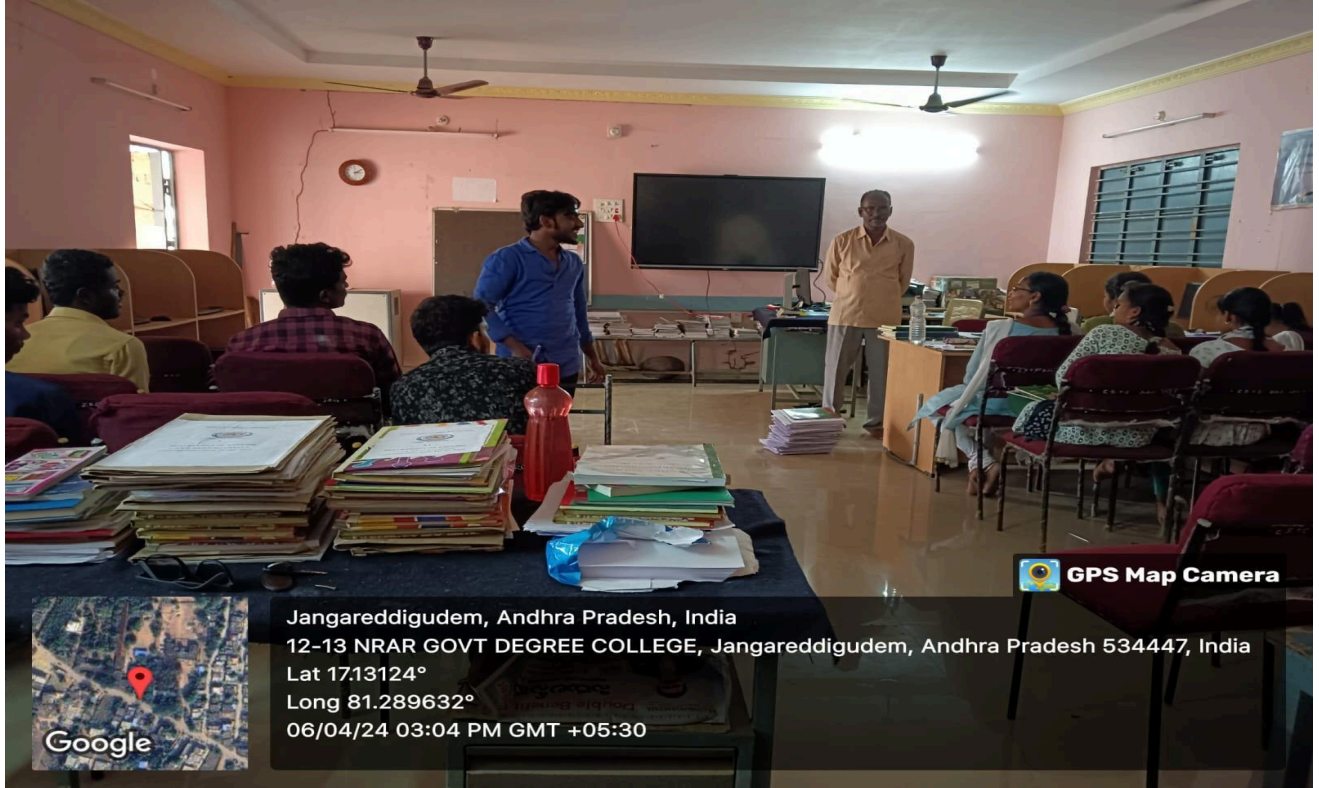
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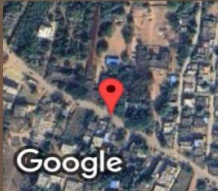
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CSITS GOVT DEGREE COLLEGE
JANGAREDDIGUDEM, ELURU
ONE-DAY INTERNATIONAL CONFERENCE
(HYBRID MODE)
ON
TEACHING METHODS: LATEST TRENDS IN ENGLISH LITERATURE AND ENGLISH LANGUAGE TEACHING IN THE DIGITAL ERA
21-03-2024 (Thursday)
ORGANIZED BY:
DEPARTMENT OF ENGLISH, CSITS GOVERNMENT DEGREE COLLEGE
JANGAREDDIGUDEM

ABSTRACT

ABSTRACT : 45-DAY FUNCTIONAL ENGLISH GRAMMAR CERTIFICATE COURSE

The Functional English Grammar Certificate Course offered by CSTS Government Degree College in Jangareddigudem is a comprehensive program designed to enhance students' proficiency in English language skills essential for practical use. Over a span of 45 days, the course focuses on improving communication abilities through intensive training in grammar, vocabulary development, and functional language use. Emphasis is placed on building a strong foundation in English grammar, enabling students to articulate thoughts accurately and confidently. The curriculum also addresses career readiness by preparing students for professional communication and fostering cultural awareness through language proficiency. By the course's conclusion, participants gain vital skills to excel in academic pursuits and succeed in diverse professional environments, positioning them for future success in the global arena.

The summarized importance of the course is cited as viewed in the lines are 10 important points to add to the abstract of the 45-day Functional English Grammar Certificate Course offered by CSTS Government Degree College in Jangareddigudem:

1. **Structured Curriculum:** The course follows a well-organized curriculum that covers foundational grammar principles, practical vocabulary usage, and effective communication strategies.
2. **Interactive Learning:** Engages students through interactive sessions, group activities, and practical exercises to reinforce learning and application of language skills.
3. **Qualified Instructors:** Taught by experienced faculty members with expertise in English language teaching and proficiency in guiding students through comprehensive language learning.
4. **Personalized Attention:** Provides individualized attention to address specific learning needs, ensuring each student progresses at their own pace and maximizes learning outcomes.
5. **Assessment and Feedback:** Regular assessments and constructive feedback sessions to monitor
6. **Progress, identify areas for improvement, and support continuous learning.**
7. **Certification:** Upon successful completion, students receive a certificate from CSTS Government Degree College, validating their proficiency in functional English grammar.
8. **Practical Application:** Focuses on real-world applications of English language skills, preparing students for everyday communication scenarios and professional environments.

9. Enhanced Employability: Equips students with language skills that enhance their employability prospects, improving their chances in job interviews and career advancement opportunities.
9. Networking Opportunities: Facilitates networking among peers and professionals, encouraging collaboration and exchange of ideas in an English-speaking environment.
10. Community Engagement: Encourages participation in community activities and events where English language proficiency is beneficial, promoting integration and cultural understanding.

These points highlight the comprehensive nature of the course and its impact on students' language proficiency, personal development, and career readiness.

Designed syllabus
Syllabus: 45-day Functional English Grammar Certificate Course

Week 1: Foundation of English Grammar

- Introduction to Parts of Speech
- Sentence Structure and Types
- Subject-Verb Agreement
- Tenses: Present, Past, and Future

Week 2: Advanced Grammar Concepts

- Continuous and Perfect Tenses
- Modal Verbs and Their Usage
- Conditional Sentences
- Passive Voice and Active Voice

Week 3: Vocabulary Development

- Word Formation and Derivatives
- Synonyms, Antonyms, and Homonyms
- Idioms and Phrases
- Collocations and Word Associations

Week 4: Functional Language Use

- Formal and Informal Language
- Writing Emails and Letters
- Telephonic Conversations
- Giving Presentations and Describing Graphs

Week 5: Practical Applications

- Job Interview Skills and Resume Writing
- Group Discussions and Debates
- Role-playing Scenarios
- Writing Reports and Summaries

Week 6: Cultural Awareness and Communication

- Understanding Cultural Nuances
- Cross-cultural Communication Skills
- Reading Comprehension Strategies
- Listening and Speaking Practice

Week 7: Oral Group Practice

- Oral Individual Practice

Department of English
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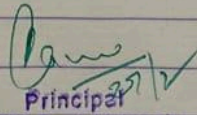
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1. CSM
27/2/2024

2. Me
27/2/24



Principal

CSTS Govt. Kalasala
Jangareddigudem-534447
Eluru Dist., A.P

As we conclude the 45-day certificate course in Functional English Grammar here at CSTS Government Degree College, Jangareddigudem, I am filled with immense pride and satisfaction. Over the past seven weeks and three days, we have journeyed together through the nuances of English grammar, honing our skills and expanding our linguistic horizons.

This course was designed not just to teach grammar but to empower you with the tools needed to communicate effectively in various contexts. We explored the intricacies of sentence structure, the subtleties of tense usage, and the beauty of vocabulary in enhancing our expressiveness. Each of you has shown remarkable dedication, enthusiasm, and a keen willingness to learn, making this program a resounding success.

We want to take this moment to acknowledge your hard work, your perseverance, and the spirit of camaraderie that you have brought to every class. Your participation, insightful questions, and collaborative spirit have enriched our sessions and have contributed significantly to the vibrant learning environment we have enjoyed.

As you move forward, we encourage you to continue practicing and applying what you have learned. Whether in academics, professional settings, or everyday conversations, the skills you have developed here will undoubtedly serve you well. Remember, effective communication is a bridge to opportunities, and the foundation you have built in this course is a solid one.

On behalf of the faculty of CSTS Government Degree College, we extend my heartfelt congratulations to each of you for successfully completing this course. We are confident that you will carry forward the knowledge and skills you have gained here with pride and distinction.

Thank you all for your hard work, your enthusiasm, and for making this course a memorable and enriching experience. Wishing you all the very best in your future endeavors.

Thank you and congratulations once again!

Sd/-

1. Dr. Galla Srinivasa rao

Lecturer in English

Sd/-

2. Mr. P. Sanyasi Rao

Lecturer in English
CSTS Government Degree College,
Jangareddigudem