



NIRMALA COLLEGE MUVATTUPUZHA

Muvattupuzha P. O., Ernakulam Dist., Kerala - 686 661

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FOURTH CYCLE NAAC ACCREDITATION 2019

CRITERION 1

CURRICULAR ASPECTS

1.1.2. Number of certificate/diploma program introduced during last five years

FUECC18 CERTIFICATE COURSE-FUNCTIONAL USAGE OF ENGLISH

Submitted to



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

CRITERION 1

CURRICULAR ASPECTS

FUECC18 CERTIFICATE COURSE - FUNCTIONAL USAGE OF ENGLISH

1. SYLLABUS

2. STUDENTS LIST

3. ATTENDANCE REGISTER

4. ASSESSMENT PROCEDURE

5. SUMMARY REPORTS

6. CERTIFICATE

7. BROCHURE

8. MINUTES

9. PHOTOS

Dept. of Communicative English

Nirmala College, Muvattupuzha

Certificate Course

in

FUNCTIONAL USAGE OF ENGLISH



**NIRMALA COLLEGE, MUVATTUPUZHA
DEPARTMENT OF COMMUNICATIVE ENGLISH**

CERTIFICATE COURSE

in

**FUNCTIONAL USAGE OF
ENGLISH**



RESOURCE PERSONS

Mr. AMEESH N. CHAKKUNGAL
(Milwaukee Academy)

Mr. SOJAN
(Milwaukee Academy)

Ms. MARY MURPHY
(Scotland)

**COMMENCES ON
21 JUNE
2018**

Certificate Course in
FUNCTIONAL USAGE OF ENGLISH

Course Summary


The course looks forward to provide performance oriented competency in the language. The students shall be able to internalise the know-how functional usage of language by getting exposed to conversations befitting various life situations. Language is taught with sufficient emphasis given on its suprasegmental features and the students shall be made aware of how the tonality of a sentence could sway the meaning. This way the students of this course will be encouraged to speak 'King's English'

Resource Persons:

1. Mr.Ameesh N.Chakkungal (Milwaukee Academy, Kothamangalam)
2. Mr.Sojan (Milwaukee Academy, Kothamangalam)
3. Ms.Mary Murphy (Scotland)

Date:

1. 21 June 2018 (5 Hours)
2. 22 June 2018 (5 Hours)
3. 6 August 2018 (5 Hours)
4. 7 August 2018 (5 Hours)
5. 24 September 2018 (5 Hours)
6. 25 September 2018 (5 Hours)


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Certificate Course in
FUNCTIONAL USAGE OF ENGLISH

Syllabus

Module 1 (10hrs)

English: Not a 'phonetic language'
Phonemic Symbols: Consonants, Vowels and Diphthongs
Syllables
Word Stress
Sentence Stress
Weak Forms and Strong Forms
Intonation
Awareness of Different Accents
Influence of Mother Tongue

Module 2 (5 hrs)

Listening
Barriers to Listening
Academic Listening

Module 3 (15 hrs)

Art of Small Talk
Participating in Conversation
Making a Short Formal Speech
Describing People, Places, Events and Things
Group Discussion
Interview Skills
Telephone Communication

Certificate Course in
FUNCTIONAL USAGE OF ENGLISH

Assessment Procedure

After the completion of this course, a written examination of forty marks was conducted to analyse whether the students were benefitted. The question paper consisted of 12 questions including both short and long answers. There were questions from grammar, phonetics and functional use of English. The duration of exam was two hours. Students were graded based on their writing skill and thereafter corrective measures were given.

Question Paper

NIRMALA COLLEGE MUVATTUPUZHA

Dept. of Communicative English

Certificate Course in
FUNCTIONAL USAGE OF ENGLISH

Course End Examination

Time: 2 Hrs

Max. marks :40

Part A: Answer any **5** questions. Each carries **2** marks

1. Why English is called an unphonetic language?
2. Identify the consonant sounds in the words: a) schedule b) prestige
3. List out four words carrying /p/ sound.
4. List two opening courtesies while delivering a welcome speech.
5. List four words carrying /t/ sound.
6. Give the phonetic transcription of the following words: a) control b) arrange c) science d) truth

(5x2=10)

Part B: Answer any **3** questions. Each carries **5** marks

7. Describe the three stages involved in making a short formal speech.
8. Give some tips to a friend who is to deliver a welcome speech the next day.
9. Mention some useful phrases that can be used while delivering a vote of thanks.
10. Describe the place where you reside.

(3x5=15)

Part C: Answer any **1** question. Each carries **15** marks

11. Prepare a farewell speech for the manager of your firm.
12. List out the forty-four speech sounds in English RP with an example for each sound.


(1x15=15)

Certificate Course in
FUNCTIONAL USAGE OF ENGLISH

List of Students

Sl.No	Name of the Student	Roll No.	Class
1	AFSAL PS	1901	III CE
2	ANANTHU KANNAN.M	1902	III CE
3	ARUN TOMY	1903	III CE
4	GOKUL RAJAN	1904	III CE
5	JAMES V J	1905	III CE
6	JOYAL SUNIL	1907	III CE
7	MUHAMMAD SHIBILY	1909	III CE
8	NEERAJ UMESH	1910	III CE
9	THOMAS PAUL	1912	III CE
10	TINOY JOY	1913	III CE
11	AFEEFA ABBAS	1914	III CE
12	AJMI M.K	1915	III CE
13	AKHILA JOSEPH	1916	III CE
14	ALIYA HIBATHULLA	1917	III CE
15	ANJALY VISWAMBHARAN	1918	III CE
16	ANJU UPENDRAN	1919	III CE
17	ARYA HARIDAS	1920	III CE
18	ATHIRA BABU	1921	III CE
19	ATHIRA JAMES	1922	III CE
20	CHELKY VARGHESE	1923	III CE
21	ELIZABETH MARIYA K PAUL	1925	III CE
22	HAFZA RASHEED	1926	III CE
23	HAIRA SALIM	1927	III CE
24	HANNA MARIYAM NADACKAL	1928	III CE
25	KARTHIKA SUNIL	1929	III CE
26	REENU ANN ABRAHAM	1930	III CE
27	REJOICE TOM	1931	III CE
28	SAFNA SHAMSUDEEN	1932	III CE
29	SOYA JOLLY	1933	III CE
30	BILAL P BASHEER	1935	III CE
31	AJO BIJU	7001	II CE
32	BITTU P BAJU	7004	II CE
33	JOEL JOMY	7005	II CE
34	MUHAMMED FAZIL	7007	II CE
35	MUHAMMED IJAS C N	7008	II CE
36	MUHAMMED ZOHAIB MP	7009	II CE
37	NITHIN GEORGE	7010	II CE
38	ANNA MARYA JOBY	7013	II CE
39	ANSALNA K M	7014	II CE
40	ASHLY SHAJI	7015	II CE
41	FATHIMA ANZARI	7016	II CE
42	GAYATHRI ASOK	7017	II CE
43	GEETHU MATHEWS	7018	II CE
44	JIFRIYA P JAFFER	7019	II CE
45	JOFFY MARIYA JOSEPH	7020	II CE

46	MARIA PETER	7021	II CE
47	NANDANA PRAKASH	7022	II CE
48	P. SARANYA	7023	II CE
49	PREETHIKA HARI	7024	II CE
50	ROSHNY JOHNS	7025	II CE
51	SARA SUSAN MATHEW	7026	II CE
52	SREELAKSHMI S.	7027	II CE
53	SHINCY SIBI	7028	II CE
54	MACE MAMMAN	7029	II CE
55	ANUJA KUNJUMON	7031	II CE
56	FAIS NOUSHAD	7032	II CE


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Photos



Mr. Ameesh N Chakkungal



Ms. Mary Murphy



Mr. Ameesh N Chakkungal



Mr. Sojan

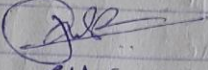
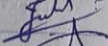



Certificate Course in
FUNCTIONAL USAGE OF ENGLISH

Scanned Staff Meeting Minutes book

2018-2019

A department staff meeting was held on 04 Friday June 2018.

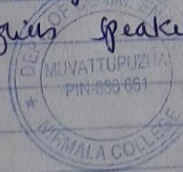
Members Present to the meeting are:

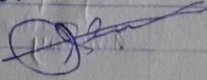
1. Prince Samuel Joseph 
2. Julia Augustine 
3. Arun Neo Augustine 
4. Resmi. P.R. 
5. Poorna Pushkala. A. 

Decisions of the meeting:-

1. Gave warm welcome to Ms. Poorna Pushkala the new teacher of the department.
2. Action Plan of the department for the academic year 2018-19 was discussed and decisions were taken.
3. Class tutorships and other department duties were assigned among the teachers.
4. Dates and months of the submission of Assignments and seminars of the 3rd and 5th Semesters and the submission of the projects of III CE were fixed.
5. Teachers were instructed to request the students to abide by the rules of the college regarding Attendance, Uniform, ID card etc.
6. Decided to start a foundation course in functional usage of English as a Certificate course for II & III CE Students. The course is titled as English Speaking Foundation Course.

04/06/2018
Muvattupuzha




Prince Samuel Joseph
Course Co-ordinator
Dept. of Comm. English
Nirmala College
Muvattupuzha - 686 661

List of Students - 2018-2019

Name of the student	Roll.no	Class	21/08/18	21/09/18	21/10/18	21/11/18	21/12/18	22/01/19	22/02/19	22/03/19	22/04/19	06/05/19	31/05/19	31/06/19	06/07/19	07/08/19	07/09/19	07/10/19	07/11/19	07/12/19	24/01/20	24/02/20	24/03/20	24/04/20	24/05/20	24/06/20	24/07/20	24/08/20	24/09/20	24/10/20	24/11/20	24/12/20
AFSAL PS	1901	III CE	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
ANANTHU KANNAN.M	1902	III CE	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
ARUN TOMY	1903	III CE	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
CHOKUL RAJAN	1904	III CE	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
JAMES VJ	1905	III CE	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
JOYAL SUNIL	1907	III CE	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
MUHAMMED SHIBILY	1909	III CE	x	x	x	x	a	a	a	a	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
NEERAJ UMESH	1910	III CE	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
THOMAS PAUL	1912	III CE	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
TINOY JOY	1913	III CE	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
AFEEFA ABBAS	1914	III CE	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
AJMI M.K	1915	III CE	a	a	a	a	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
AKHILA JOSEPH	1916	III CE	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
ALIYA HIBATHULLA	1917	III CE	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
ANJALY VISWAMBHARAN	1918	III CE	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
ANJU UPENDRAN	1919	III CE	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
ARYA HARIAS	1920	III CE	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
ATHIRA BABU	1921	III CE	x	x	x	x	x	a	a	a	a	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
ATHIRA JAMES	1922	III CE	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
CHENCY VAROHESI	1923	III CE	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
ELIZABETH MARIYA K PAUL	1925	III CE	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
HAFZA RASHEED	1926	III CE	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
HAIRA SALIM	1927	III CE	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
HANNA MARIYAM NAACKAL	1928	III CE	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
KARTHIKA SUNIL	1929	III CE	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
REENU ANN ABRAHAM	1930	III CE	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
REJOICE TOM	1931	III CE	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
SAFNA SHAMSUDEEN	1932	III CE	x	a	x	x	x	a	a	a	a	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
SOYA JOLLY	1933	III CE	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
BILAL P BASHEER	1935	III CE	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
AJA BIJU	7001	III CE	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x



Name of the student	Roll No.	class	21/09/18	21/09/18	21/09/18	21/09/18	21/09/18	21/09/18	21/09/18	21/09/18	21/09/18	21/09/18	21/09/18	21/09/18	21/09/18	21/09/18	21/09/18	21/09/18	21/09/18	21/09/18	21/09/18	21/09/18	21/09/18	21/09/18	21/09/18
DJO BIJU	7001	II CE	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
BITTU P BAJU	7004	II CE	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
JOEL JOMY	7005	II CE	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
MUHAMMED FAZIL	7007	II CE	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
MUHAMMED IJAS CN	7008	II CE	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
MUHAMMED ZOHAB MP	7009	II CE	x	x	x	x	x	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
NITHIN GEORGE	7010	II CE	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
ANNA MARYA JOBY	7013	II CE	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
ANSALNA KM	7014	II CE	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
ASHLY SHAJI	7015	II CE	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
FATHIMA ANZARI	7016	II CE	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
GAYATHRI ASOK	7017	II CE	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
GEEETHU MATHEWS	7018	II CE	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
JIFRIYA P JAFFER	7019	II CE	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
JOFFY MARIYA JOSEPH	7020	II CE	x	x	x	x	x	x	x	x	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
MARIA PETER	7021	II CE	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
NANDANA PRAKASH	7022	II CE	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
P. SARANYA	7023	II CE	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
PREETHIKA HARI	7024	II CE	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
ROSHNY JOHNS	7025	II CE	x	x	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
SARA SUSAN MATHEW	7026	II CE	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
SREELAKSHMI S.	7027	II CE	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
SHINCY SIBI	7028	II CE	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
MACE MAMMAN	7029	II CE	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
ANUJA KUNJUMON	7031	II CE	a	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
FAIS NOUSHAD	7032	II CE	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x



**DEPARTMENT OF COMMUNICATIVE ENGLISH
NIRMALA COLLEGE, MUVATTUPUZHA**

**CERTIFICATE COURSE IN
FUNCTIONAL USAGE OF ENGLISH**

Certificate

This is to certify that *Ms. Athina James*..... has successfully completed

Functional Usage of English Course organised by

Department of Communicative English

Nirmala College, Muvattupuzha, during the academic year 2018-19.

Ms. Poorna Pushkala. A
Coordinator

Mr. Prince Samuel Joseph
HOD



Dr. T.M. Joseph
Principal