

**K. M. AGRAWAL COLLEGE OF ARTS, COMMERCE AND SCEIENCE, KALYAN.**

**DEPARTMENT OF ENGLISH**

**FUNCTIONAL ENGLISH CERTIFICATE COURSE 2021-22**

**Objectives of the Course:**

- 1) To enhance language proficiency by providing adequate exposure to reading and writing skills
- 2) To orient the learners towards the functional aspects of language
- 3) To enhance reading, writing, listening and speaking skills
- 4) To enhance vocabulary

**Duration of the course: One Month**

**Time: 50 MINUTES per day**

**VENUE: LANGUAGE LABORATORY**

**CORDINATOR: Ms. Sujata R. Tiwale**

**Curriculum of the Functional English Certificate course:**

**1. Basic Language Skills: Grammar and Vocabulary building**

- a. Part of speech
- b. Transformation of Sentences (Simple, Compound, Complex)
- c. Tenses
- d. Subject-Verb agreement
- e. Question Tags
- f. Direct and Indirect Speech
- g. Change the Voice
- h. Change the degree
  - Antonyms, Synonyms
  - Suffixes, Prefixes, Root words
  - Homophones, homonyms

**2. Creative writing:**

- Story writing
- Paragraph writing
- Blogging: fashion, travel, food, culture, personal blogs

### 3. Writing Skills (Formal Correspondence): Letters

- a. Job Application Letter (without Resume)
- b. Request for information under Right to Information Act (RTI)

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Sujal B.  
CONVENOR

Art