

DEPARTMENT OF ENGLISH
HENRY BAKER COLLEGE, MELUKAVU
CERTIFICATE PROGRAMME

Programme Code: **HBC/ENG/CP03/2022-23**
Title of the Programme: **COMMUNICATIONS SKILLS IN ENGLISH**

Name of the Faculty in Charge: **Mrs. Dona Sebastian**
Instructional Hours: **30**

SYLLABUS

Objective: To enhance the Communication Skills in English and to make students use English confidently in everyday situations

Outcome: Students of the First Year B. A. English could acquire the basic skills for communicating in English and the fundamentals of English phonetics

❖ **Module 1 Phonetics** (15 hours)

The sounds of RP- the English vowels, consonants, diphthongs – Word stress – sentence stress – Intonation

❖ **Module 2 English in Everyday Life** (15 hours)

Greeting people – Asking questions – Making clarifications – Polite requests- Requesting and granting permission – expressing gratitude- Apologizing - Self introduction – Introducing people – Telephone conversations

References:

1. Peter Roach *English Phonetics and Phonology*
2. Daniel Jones *The English Pronouncing Dictionary*
3. T. Balasubrahmanian *A Textbook of English Phonetics for Indian Students*
4. Grant Taylor *English Conversation Practice*
5. A. J. Hoge *Effortless English*

Communication Skills in English

List of Participants

| Sl No | Class No | Name of the Candidate | Class |
|-------|----------|-----------------------|-----------------|
| 1 | 301 | Adhlya Michael | I B. A. English |
| 2 | 302 | Aleeta Antu | I B. A. English |
| 3 | 303 | Ann Mariya Kurian | I B. A. English |
| 4 | 304 | Bismi M.S | I B. A. English |
| 5 | 305 | Dinse Joseph | I B. A. English |
| 6 | 306 | Firoz Thaha | I B. A. English |
| 7 | 307 | Gayathri Premkumar | I B. A. English |
| 8 | 308 | Gouri Krishna | I B. A. English |
| 9 | 309 | Imran Amanulla | I B. A. English |
| 10 | 310 | Hiba Fathima | I B. A. English |
| 11 | 311 | Jimmy Azhathinkal | I B. A. English |
| 12 | 312 | Sneha Justin | I B. A. English |
| 13 | 313 | Shiyas Ibrahim | I B. A. English |



HENRY BAKER COLLEGE, MELUKAVU

SUMMARY REPORT

Programme Code: **HBC/ENG/CP03/2022-23**

Summary report of the program along with the outcome and assessment procedure:

DEPARTMENT OF ENGLISH

Certificate Programme: **COMMUNICATION SKILLS IN ENGLISH**

Teacher in Charge: **Ms. Dona Sebastian**

A certificate programme on Communication Skills in English, having the duration of 30 hours was conducted by the Department of English. It started on the third of January 2023. The programme was offered to the first year B. A. English students. All the thirteen students of the batch completed the programme successfully. An examination was conducted at the end of the programme and grades were awarded. Of the thirteen participants one student secured A+ grade, four got Grade A, two got Grade B four had Grade C and two participants got D grade.

Outcome: The participants overcame their diffidence to speak in English and their communication skills showed remarkable improvement after the course. The English accent too was enhanced.

Assessment Procedure:

A written examination was conducted at the end of the programme to assess the knowledge of the students in the course and grades were awarded. Of the thirteen participants one student secured A+ grade, four got Grade A, two got Grade B four had Grade C and two participants got D grade

Certificate Programme - 2022-23
Communication Skills in English.

| | 3/1/23 | 4/1/23 | 5/1/23 | 16/1/23 |
|---------------------|------------------|------------------|-------------------|------------------|
| 1 Adhya Michael | x | x | Adhya | Adhya |
| 2 Aletta Antu | x | x | Aletta | Aletta |
| 3 Ann Marya Kurien | x | x | Ann Marya | Ann Marya |
| 4 Bismi M S | Bismi | Bismi | Bismi | Bismi |
| 5 Dinse Joseph | Dinse | x | Dinse | Dinse |
| 6 Feroz Thaha | Feroz | x | Feroz | Feroz |
| 7 Gayatri Premkumar | x | Gayatri | Gayatri | x |
| 8 Gouri Krishna | x | Gouri | Gouri | x |
| 9 Hiba Fathima | x | Hiba | Hiba | x |
| 10 Imran Amajulla | x | x | Imran | x |
| 11 Jimmy Azhathinal | Jimmy | x | x | Jimmy |
| 12 Snehd Justin | Snehd | Snehd | Snehd | Snehd |
| 13 Shiyas Ibrahim | x | x | Shiyas | x |

Dona
Dona Sebastian



| | 17/1/23 | 18/1/23 | 19/1/23 | 20/1/23 | 23/1/23 | 25/1/23 | 27/1/23 | 30/1/23 | 31/1/23 |
|---------------------|------------------|------------------|-------------------|------------------|------------------|--------------------|--------------------|--------------------|------------------|
| 1 Adhya Michael | Adhya | Adhya | Adhya | Adhya | Adhya | Adhya | Adhya | Adhya | Adhya |
| 2 Aletta Antu | Aletta | Aletta | Aletta | Aletta | Aletta | Aletta | Aletta | Aletta | Aletta |
| 3 Ann Marya Kurien | Ann Marya | Ann Marya | Ann Marya | Ann Marya | Ann Marya | Ann Marya | Ann Marya | Ann Marya | Ann Marya |
| 4 Bismi M S | Bismi | Bismi | Bismi | Bismi | Bismi | Bismi | Bismi | Bismi | Bismi |
| 5 Dinse Joseph | Dinse | Dinse | Dinse | Dinse | Dinse | Dinse | Dinse | Dinse | Dinse |
| 6 Feroz Thaha | Feroz | Feroz | Feroz | Feroz | Feroz | Feroz | Feroz | Feroz | Feroz |
| 7 Gayatri Premkumar | Gayatri | Gayatri | Gayatri | x | x | Gayatri | Gayatri | Gayatri | x |
| 8 Gouri Krishna | Gouri | Gouri | Gouri | Gouri | Gouri | Gouri | Gouri | Gouri | Gouri |
| 9 Hiba Fathima | Hiba | Hiba | Hiba | Hiba | Hiba | Hiba | Hiba | Hiba | Hiba |
| 10 Imran Amajulla | Imran | Imran | Imran | Imran | Imran | Imran | Imran | Imran | Imran |
| 11 Jimmy Azhathinal | x | x | x | x | x | x | x | x | x |
| 12 Snehd Justin | Snehd | Snehd | Snehd | Snehd | Snehd | Snehd | Snehd | Snehd | Snehd |
| 13 Shiyas Ibrahim | x | x | Shiyas | x | x | x | x | x | x |

Certificate Program Communication Skills in English
2022-23

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| | 1/2/23 | 7/2/23 | 8/2/23 | 9/2/23 | 10/2/23 | 14/2/23 | 15/2/23 | 16/2/23 | 17/2/23 | 13/3/23 | 4/3/23 | 15/3/23 | 16/3/23 | 17/3/23 |
|---------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| 1 Adhitya Michael | Adhitya | Adhitya | Adhitya | Adhitya | x | Adhitya | Adhitya | Adhitya | Adhitya | Adhitya | Adhitya | Adhitya | Adhitya | Adhitya |
| 2 Abhika Anita | Abhika | Abhika | Abhika | Abhika | Abhika | Abhika | Abhika | Abhika | Abhika | Abhika | Abhika | Abhika | Abhika | Abhika |
| 3 Ann Mariya Kusiya | Ann Mariya | Ann Mariya | Ann Mariya | Ann Mariya | Ann Mariya | Ann Mariya | Ann Mariya | Ann Mariya | Ann Mariya | Ann Mariya | Ann Mariya | Ann Mariya | Ann Mariya | Ann Mariya |
| 4 Bisnu M S | Bisnu | Bisnu | Bisnu | Bisnu | Bisnu | Bisnu | Bisnu | Bisnu | Bisnu | Bisnu | Bisnu | Bisnu | Bisnu | Bisnu |
| 5 Dinesh Joseph | Dinesh | Dinesh | Dinesh | Dinesh | Dinesh | x | x | Dinesh | x | Dinesh | x | x | x | Dinesh |
| 6 Firoz Thaha | Firoz | Firoz | Firoz | Firoz | Firoz | Firoz | Firoz | Firoz | Firoz | Firoz | Firoz | Firoz | Firoz | Firoz |
| 7 Gayatri Prunkim | Gayatri | Gayatri | Gayatri | Gayatri | Gayatri | Gayatri | Gayatri | Gayatri | Gayatri | Gayatri | Gayatri | Gayatri | Gayatri | Gayatri |
| 8 Gowri Krishna | x | x | Gowri | Gowri | Gowri | x | Gowri | Gowri | Gowri | x | x | Gowri | Gowri | Gowri |
| 9 Hiba Fatima | Hiba | Hiba | Hiba | Hiba | Hiba | x | Hiba | Hiba | Hiba | Hiba | Hiba | Hiba | Hiba | Hiba |
| 10 Imran Amajulla | x | x | Imran | Imran | Imran | Imran | x | Imran | Imran | Imran | Imran | Imran | Imran | Imran |
| 11 Jimmy Athankal | Jimmy | Jimmy | Jimmy | Jimmy | Jimmy | Jimmy | Jimmy | Jimmy | x | Jimmy | Jimmy | Jimmy | Jimmy | Jimmy |
| 12 Sacha Justin | Sacha | Sacha | Sacha | Sacha | Sacha | x | Sacha | Sacha | x | Sacha | Sacha | Sacha | Sacha | Sacha |
| 13 Shyams Ibrahim | x | Shyams | x | x | Shyams | Shyams | Shyams | Shyams | x | Shyams | x | x | x | Shyams |

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| | | 20/3/23 | 22/3/23 | 24/3/23 |
|----|-------------------|-----------------------|-----------------------|-----------------------|
| 1 | Adhitya Michael | Adhitya | Adhitya | Adhitya |
| 2 | Aleeta Antu | Aleeta | Aleeta | Aleeta |
| 3 | Ann Mariya Kurian | Ann Mariya | Ann Mariya | Ann Mariya |
| 4 | Bismi M.S. | Bismi | Bismi | Bismi |
| 5 | Dinse Joseph | Dinse | Dinse | Dinse |
| 6 | Firoz Thaha | Firoz | Firoz | Firoz |
| 7 | Gayatri Premkumar | Gayatri | Gayatri | Gayatri |
| 8 | Gowri Krishna | Gowri | Gowri | Gowri |
| 9 | Hiba Fathima | Hiba | Hiba | Hiba |
| 10 | Imran Amajilla | Imran | Imran | Imran |
| 11 | Jimmy Azka Miskal | Jimmy | Jimmy | Jimmy |
| 12 | Sneha Justin | Sneha | Sneha | Sneha |
| 13 | Shiyas Ibrahim | Shiyas | Shiyas | Shiyas |

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CERTIFICATE PROGRAMME 2022-2023

CERTIFICATE

This is to certify that Mr./Ms. *Shiyas Ibrahim* of

1st B.A. English has successfully completed the certificate programme

in *Communication Skills in English* conducted by the Department of

English with *B* Grade in the examination held in


Head of the Department


IQAC Co-ordinator




Principal

Place: Melukavu
Date of issue:



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This is to certify that Mr./Ms. *Adhlya Michael*of.....
Ist B.A. Englishhas successfully completed the certificate programme
in *Communication Skills in English*conducted by the Department of
Englishwith *A*Grade in the examination held in

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IQAC Co-ordinator



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This is to certify that Mr./Ms. Alata Antuof.....
1st B.A Englishhas successfully completed the certificate programme
in Communication Skills in Englishconducted by the Department of
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IQAC Co-ordinator



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This is to certify that Mr./Ms. Ann Mariya Kurian of

1st B.A English has successfully completed the certificate programme
in Communication Skills in English conducted by the Department of
English with B Grade in the examination held in


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This is to certify that Mr./Ms. *Bisnu M.S.* of

1st B.A English has successfully completed the certificate programme
in *Communication Skills in English* conducted by the Department of
English with *C* Grade in the examination held in


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This is to certify that Mr./Ms. Dinse Joseph of

1st B.A English has successfully completed the certificate programme
in Communication Skills in English conducted by the Department of

English with C Grade in the examination held in


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This is to certify that Mr./Ms. Finoy Thaha of

1st B.A. English has successfully completed the certificate programme
in Communication Skills in English conducted by the Department of
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
This is to certify that Mr./Ms. Gayathri Premkumar of.....

1st B.A. English has successfully completed the certificate programme

in Communication Skills in English conducted by the Department of

English with C Grade in the examination held in.....


Head of the Department


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This is to certify that Mr./Ms. Gauri Krishna of

1st B.A. English has successfully completed the certificate programme
in Communication Skills in English conducted by the Department of

English with A+ Grade in the examination held in


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Date of issue:



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This is to certify that Mr./Ms. Imran Amanulla of
1st B.A. English has successfully completed the certificate programme
in Communication Skills in English conducted by the Department of
English with D Grade in the examination held in


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This is to certify that Mr./Ms. *Hiba Fathima* of
1st B.A. Englishhas successfully completed the certificate programme
in *Communication Skills in English*conducted by the Department of
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This is to certify that Mr./Ms. *Jinny Aghathinkal* of
1st B.A English has successfully completed the certificate programme
in *Communication Skills in English* conducted by the Department of
English with *C* Grade in the examination held in

[Signature]
Head of the Department

[Signature]
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[Signature]
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CERTIFICATE PROGRAMME 2022-2023

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This is to certify that Mr./Ms. *Sneha Justin* of
Ist B.A. Englishhas successfully completed the certificate programme
in *Communication Skills in English*conducted by the Department of
English with *A* Grade in the examination held in

[Signature]
Head of the Department

[Signature]
IQAC Co-ordinator



[Signature]
Principal

Place: Melukavu
Date of issue: