

### Online Add-On Course

On

### English Grammar and Writing Skills

# Organized by: Department of English Swarnamoyee Jogendranath Mahavidyalaya A State-Aided General Degree College, Affiliated to Vidyasagar University, West Bengal

Course Duration: 26.11.2021 – 18.12.2021 Platform: Google Meet

For Registration please contact:
Hiya Chatterjee,
Assistant Professor,
Department of English
Swarnamoyee Jogendranath Mahavidyalaya.

Last Date for Registration: 24.11.2021

Chief Patron:

Dr Ratan Kumar Samanta, Principal, Swarnamoyee Jogendranath Mahavidyalaya.

Course Instructors:

Hiya Chatterjee Swagatalakshmi Basu
Course Co-ordinator, State-Aided College Teacher
Assistant Professor Department of English
Department of English





# SWARNAMOYEE JOGENDRANATH MAHAVIDYALAYA

Govt. Aided General Degree College | Estd.: 2014

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# Online Add-On Course Department of English English Grammar and Writing Skills 26.11.2021-18.12.2021

### **Course Contents**

### **Unit I: English Grammar**

Parts of Speech

Tenses

Subject-Verb Agreement

Adjectives; Degrees of Comparison

Sentences: Phrases and Clauses

Nouns and Pronouns

Conjunction and Interjection

The Verb & Adverb

Sentences: Simple, Compound and Complex

Prepositions & Articles

Synonyms and Antonyms

Voice

Reported Speech

### **Unit II: Academic Writing Skills**

Vocabulary & Syntax

Academic Writing: How to Make Coherent Notes

Academic Writing: The Argumentative Essay

Academic Writing: Citations and Bibliography



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### **Objectives of the Course**

The Course is designed for Undergraduate students to advance their knowledge of English grammar and writing skills. Although they are students English Honours, it is often noticed that most of the learners, who are first generation college goers, lack a strong grammatical foundation which also significantly weakens their writing skills. The Course was developed especially to address the problem areas of the students of English Honours in order to revise their basic grammar while also teaching them some advanced language skills that would enhance their communicative abilities. The course instructors will ensure that the sessions will be interactive and the students participate without hesitation in the classes. The objectives of the course are as follows:

- To improve the grammatical knowledge and application of the learners
- To enhance their vocabulary
- To ensure effective verbal communication
- To build confidence for interviews and professional situations



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### **NOTICE**

### SWARNAMOYEE JOGENDRANATH MAHAVIDYALAYA

At+P.O.: Amdabad, P.S.: Nandigram, Dist.: Purba Medinipur, PIN:- 721650 99328734, 847501133806, e-mail :- sjmahavidyalaya@gmail.com

No:58/21



Date: 20.11.2021

NOTICE

It is hereby notified that the Department of English, Swarnamoyee Jogendranath Mahavidyalaya will be organizing an Online Add-On Course on English Grammar and Writing Skills from 26.11.2021-18.12.2021. Those interested are advised to contact the Course Coordinator Hiya Chatterjee, Assistant Professor, Department of English, by 24.11.2021.

20.11.2021

**Principal** 

Swanamoyee Jogendranath Mahavidyalaya Amdabad :: Purbe Medinipur :: Pin-721650



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### STUDENTS' REGISTRATION LIST



Phone: 7908040652/7501133806

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ONLINE ADD-ON COURSE
DEPARTMENT OF ENGLISH
SWARNAMOYEE JOGENDRANATH MAHAVIDYALAYA
TOPIC: ENGLISH GRAMMAR AND WRITING SKILLS
26.11.2021-18.12.2021
STUDENT REGISTRATION LIST

Sl no.	Name	Roll no	Gender	Caste	Dept	Sem	Mobile no:	Email id	Signature			
1	Durga Mondal	25	F	sc	ENGLISH HONS	I	86174829 67	mondaldurga 129@gmail.co m	Динда Mandal			
2	Moumita Patra	41	F	General	ENGLISH HONS		62979751 51	moumitapatra 7896@gmail.c om	Moumita Patroa			
3	Soumen Dinda	88	М	General	ENGLISH HONS	I	85097899 03	soumendinda 587@gmail.co m	Soumen Dinda			
4	Soumitra Jana	90	М	General	ENGLISH HONS	I	85974456 75	soumitrajana 624@gmail.co m	Bournitra Jana			
5	Suvajit Maity	116	М	General	ENGLISH HONS	I	93391543 56	maitysubhajit 778@gmail.co m	Swajif waity			
6	Bratati Maity	28	F	General	ENGLISH HONS	ш	89275307 96	bratatimaity1 59@gmail.co m	Brailati Maity Bolon Mal			
7	Dolon Mal	29	F	General	ENGLISH HONS	ш	79087553 76	dolonmal853 @gmail.com	Bolon Mal			
8	Anwesha Mondal	30	F	General	ENGLISH HONS	Ш	81169292 81	mondalanwes ha81@gmail.c om	Anwesha Mondal			
9	Supriya Pradhan	31	F	General	ENGLISH HONS	Ш	98835896 75	supriyapradh an729@gmail. com	Supriyer			
10	Debika Acharya	34	f	General	ENGLISH HONS	Ш	90645600 29	debikaachary a26082002@g mail.com	Debika Achariza			
11	Shyamashri Barik	36	F	General	ENGLISH HONS	ш	75011333 74	barikshyamas hri1@gmail.c om	Achariza Shyamashsii Basiik			

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2-9	Suman Bera	29	М	General	ENGLISH HONS	v	97328564 79	berasuman58 3@gmail.com	Suman Вепа
34	Sujan Kumar khatua	39	M	General	ENGLISH HONS	v	93826686 59	khatuasujan1 999@gmail.co m	Sujan Kumar Khatta
5	Sumitra mondal	55	F	SC	ENGLISH HONS	v	78668696 38	mondalsumitr a41@gmail.co m	Sumitra Mondal
б	Pradipta Das	68	M	SC	ENGLISH HONS	v	96093059 59	daspradipta06 @gmail.com	Amaipa Das
7	Shampa Giri	69	F	General	ENGLISH HONS	v	83486910 43		
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Sarche	sanchitagiri82 11@gmail.co m	96418425 31	V	ENGLISH HONS	General	F	73	Sanchita Giri	31
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### **SCHEDULE**

Add-On Course on English Grammar and Writing Skills
Organized by Department of English
Swarnamoyee Jogendranath Mahavidyalaya
Session- 2021-2022
Duration: - 26.11.2021 – 18.12.2021
(1st, 3rd & 5th Semesters)
Google meet link: ubu-leak-jdz
Programme Schedule

	Day	Date	Time	Title of Lecture	Name of the Instructor	Remarks				
	Friday (Inauguration)	26.11.2021	6.00PM- 8.00 PM	Welcome address	Principal Dr Ratan Kumar Samanta					
				Importance of this Certificate Course	Dr Prasad Ranjan Chakrabarti, IQAC Coordinator					
Sessi	10000	F as been		Parts of Speech	Hiya Chatterjee, Assistant Professor, Dept. of English, Swarnamoyee Jogendranath Mahavidyalaya					
Session 2021-2022	Monday	29.11.2021	6.00PM  8.00PM	Tenses	Hiya Chatterjee, Assistant Professor, Dept. o English, Swarnamoyee Jogendranath Mahavidyalaya	ept. of n, oyee nath				
	Tuesday	30.11.2021	6.00PM- 8.00PM	Subject-Verb Agreement	Swagatalakshm Basu SACT-1, Dept. o English Swarnamoyee Jogendranath Mahavidyalay	i of				
	Wednesday	01.12.2021	6.00PM - 8.00PM	Adjectives; Degrees of Comparison	Swagatalakshn Basu SACT-1, Dept. English Swarnamoyet Jogendranath Mahavidyalay	of				



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Thursday	02.12.2021	6.00PM- 8.00 PM	Nouns and Pronouns	Hiya Chatterjee Assistant Professor, Department of English Swarnamoyee Jogendranath Mahavidyalaya
Friday	03.12.2021	6.00PM- 8.00 PM	Conjunction & Interjection	Swagatalakshmi Basu SACT-1, Dept. of English Swarnamoyee Jogendranath Mahavidyalaya
Monday	06.12.2021	6.00PM- 8.00 PM	Verbs and Adverbs	Hiya Chatterjee Assistant Professor, Dept. of English, Swarnamoyee Jogendranath Mahavidyalaya
Tuesday	07.12.2021	6.00PM- 8.00 PM	Sentences: Simple, Compound and Complex	Swagatalakshmi Basu SACT-1, Dept. of English Swarnamoyee Jogendranath Mahavidyalaya
Wednesday	08.12.2021	6.00PM- 8.00 PM	Prepositions & Articles	Hiya Chatterjee Assistant Professor, Dept. of English Swarnamoyee Jogendranath Mahavidyalaya
Thursday	09.12.2021	6.00PM- 8.00 PM	Synonyms and Antonyms	Swagatalakshmi Basu SACT, Dept. of English Swarnamoyee Jogendranath Mahavidyalaya
Friday	10.12.2021	6.00PM- 8.00 PM	Voice	Hiya Chatterjee Assistant



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Monday	13.12.2021	6.00	PM- PM	Rep	ported Speech	Sw S.	English, warnamoyee ogendranath lahavidyalaya wagatalakshmi Basu ACT, Dept. of English Swarnamoyee Jogendranath Mahavidyalaya
Tuesday	14.12.2021	0.0	0PM- 00 PM	Voc	abulary & Syntax	1	Swagatalakshmi Basu ACT, Department of English Swarnamoyee Jogendranath Mahavidyalaya
Wednesday	15.12.202		.00PM- 3.00 PM		Academic Writing ow to make cohere notes		Hiya Chatterjee Assistant Professor, Department of English Swarnamoyee Jogendranath Mahavidyalaya
Thursday	16.12.20	021	6.00PM 8.00 PM	50 N	Academic Writing Argumentative Est		Swagatalakhsmi
Friday	17.12.2	6.00P 8.00 F		Academic Wri Citations ar Bibliograph	nd	Hiya Chatterjeee Assistant Professor, Department of English Swarnamoyee Jogendranath Mahavidyalaya	
Saturda	.2021	6.0 PM Pl		Concluding S	Speed	ch Prasad Ranjan Chakrabarti, IQAC Co-ordinator, Swarnamoyee	



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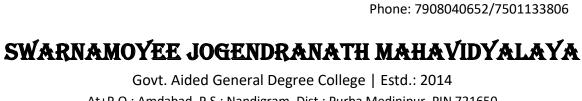
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		Jogendranath Mahavidyalaya
	Vote of thanks	Swagatalakhsmi Basu
		SACT-1, Dept. of English
 		Swarnamoyee Jogendranath
		Mahavidyalaya
	Valedictory Session	Dr Anindya Kishor Bhaumik,
		President of the Governing Body,
	en la sala decar	Swarnamoyee Jogendranath
		Mahavidyalaya

Francipal Principal

Swamamoyee Jogendranath Mahavidyalaya Amdabad :: Purba Medinipur :: Pin-7216 Course Coordinator Swamamoyee Jogendranath Mahavidyalaya



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### STUDENTS' ATTENDANCE REGISTER

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### COURSE REPORT AND OUTCOMES

The Add-On Course on English Grammar and Writing Skills was a 32 hour long course which commenced on 26.11.2021 and ended on 18.12.2021. 31 students attended this course which was organized by the Department of English, Swarnamoyee Jogendranath Mahavidyalaya, and the Course Co-ordinator was Hiya Chatterjee, Assistant Professor, Department of English. The Course began on 26.11.2021 with a Welcome Address from the Principal who inaugurated the programme with his insightful speech on the importance of learning a language for effective communication. The IQAC Coordinator Dr Prasad Ranjan Chakrabarti underlined the importance of such a course in today's world where English remains one of the primary languages of official communication, and the need for students from rural areas to learn the language to compete with the more privileged urban counterparts.

The classes began on 27.11.2021 and the course instructors were Hiya Chatterjee, Assistant Professor and Swagatalakshmi Basu, State-Aided Contractual Teacher, Department of English. The Course took place online on Google Meet from 6 pm to 8 pm and 31 students from the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Semesters of the Department of English registered for the course. It focused on English grammar, vocabulary and writing skills primarily aimed at proper application and utilization in day-to-day as well as professional situations. The classes took place in the evening from 6 pm to 8 pm in online mode on Google Meet (via Google Meet link **ubu-ieak-jdz**) in order to maintain the ongoing Covid-19 restrictions in the country at the time. Each session was divided into two parts: a lecture and presentation by the instructor followed by a question answer session from the students. The students were also given worksheets to complete which were evaluated in class by the instructors.

The Course ended on 18.12.2021 with a Vote of Thanks from Swagatalakshmi Basu and a closing speech from the Principal who hoped that more such beneficial courses would be organized by the Department in the future. The Valedictory speech was delivered by the President of the Governing Body, Dr Anindya Kishor Bhaumik. Certificates were awarded to all the students who attended the course.

**Outcome**: The students admittedly benefitted from the course which was apparent in their verbal feedback and their improved performance at the end of the course.

- Students felt more confident to appear for interviews which required formal communication.
- The course provided an elementary knowledge of English language skills required for competitive examinations.

03.01.2022

Principal

Ramano

Swarnamoyee Jogendranath Mahavidyalaya Amdabad :: Purba Medinipur :: Pin-721650 Course Coordinator Swarmamoyee Jogendranath Mahavidyelin

Hiya Chatteryee



# SWARNAMOYEE JOGENDRANATH MAHAVIDYALAYA

Govt. Aided General Degree College | Estd.: 2014

At+P.O.: Amdabad, P.S.: Nandigram, Dist.: Purba Medinipur, PIN 721650

www.sjmahavidyalaya.in Email: sjmahavidyalaya@gmail.com

### SAMPLE CERTIFICATES



### Swarnamoyee Jogendranath Mahavidyalaya

(A Govt. Aided General Degree College::Affiliated to Vidyasagar University)
At+P.O.: Amdabad, P.S.: Nandigram, Dist.: Purba Medinipur, PIN 721650

# Certificate of Participation

This is to certify that $\_$	Supriya Pradhan	of	<u>3rd</u> Semester,
Department of English has s	successfully completed the Ado	d on course on Engli	sh Grammar and
Writing Skills' organized by the	he Department of English, <u>Swa</u>	rnamoyee Jogendrana	th Mahavidyalaya
held from 26.11.202118.12.20	021.		

Hiya Chatteyee

Course Coordinator Swarmarmoyee Jogendranath Mahavidyahye Ramano

Principal
Swannamoyee Jogendranath Mahavidyalaya
Amdabad :: Purba Medinipur :: Pin-721650



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### Certificate of Participation

This is to certify that <u>Suman Bera</u> of <u>5th</u> Semester, Department of English has successfully completed the Add on course on 'English Grammar and Writing Skills' organized by the Department of English, <u>Swarnamoyee Jogendranath Mahavidyalaya</u> held from 26.11.2021–18.12.2021.

Higa Chatteree

Course Coordinator Swarmamoyee Jogendranath Mahavidyeleye Ramants

Principal
Swainamoyee Jogendranath Mahavidyalaya
Amdabad :: Purba Medinipur :: Pin-721650



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# Certificate of Participation

This is to certify that <u>Moumita Patra</u> of <u>1st</u> Semester, Department of English, has successfully completed the Add on course on English Grammar and Writing Skills' organized by the Department of English, <u>Swarnamoyee</u> <u>Jogendranath</u> <u>Mahavidyalaya</u> held from 26.11.2021-18.12.2021.

Course Coordinator

Higa Chatteree

Principal Swarnamoyee Jogendranath Mahavidyalaya

Bamanle

Amdabad :: Purba Medinipur :: Pin-721650