



*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*

*Course Co-ordinator,*

*Assistant Professor*

*Department of English*

*Swagatalakshmi Basu*

*State-Aided College Teacher*

*Department of English*



Phone: 7908040652/7501133806

# SWARNAMOYEE JOGENDRANATH MAHAVIDYALAYA

Govt. Aided General Degree College | Estd.: 2014

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

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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](mailto: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.

*Banad*  
20.11.2021  
Principal  
Swarnamoyee Jogendranath Mahavidyalaya  
Amdabad :: Purba Medinipur :: Pin-721650



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## STUDENTS' 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	8617482967	mondaldurga129@gmail.com	Durga Mandal
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8	Anwasha Mondal	30	F	General	ENGLISH HONS	III	8116929281	mondalanwasha81@gmail.com	Anwasha Mondal
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15	Soumita Pramanik	85	F	General	ENGLISH HONS	III	7797308812	ramaniksoumita2002a@gmail.com	Soumita Pramanik
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								m	
30	Sonali Manna	72	F	OBC -B	ENGLISH HONS	V	8337896015	mannasonali2020@gmail.com	Sonali Manna
31	Sanchita Giri	73	F	General	ENGLISH HONS	V	9641842531	sanchitagiri8211@gmail.com	Sanchita Giri

*Shriya Chatterjee* 24/11/21  
 Course Coordinator  
 Swamamoyee Jogendranath Mahavidyalaya

*Banani* 26.11.2021

Principal  
 Swamamoyee Jogendranath Mahavidyalaya  
 Amdabad :: Purba Medinipur :: Pin-7210



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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**  
**(1<sup>st</sup>, 3<sup>rd</sup> & 5<sup>th</sup> 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	
			Parts of Speech	Hiya Chatterjee, Assistant Professor, Dept. of English, Swarnamoyee Jogendranath Mahavidyalaya	
Monday	29.11.2021	6.00PM – 8.00PM	Tenses	Hiya Chatterjee, Assistant Professor, Dept. of English, Swarnamoyee Jogendranath Mahavidyalaya	
Tuesday	30.11.2021	6.00PM- 8.00PM	Subject-Verb Agreement	Swagatalakshmi Basu SACT-1, Dept. of English Swarnamoyee Jogendranath Mahavidyalaya	
Wednesday	01.12.2021	6.00PM – 8.00PM	Adjectives; Degrees of Comparison	Swagatalakshmi Basu SACT-1, Dept. of English Swarnamoyee Jogendranath Mahavidyalaya	







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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 Professor, Dept. of	





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Monday	13.12.2021	6.00PM-8.00 PM	Reported Speech	English, Swarnamoyee Jogendranath Mahavidyalaya Swagatalakshmi Basu SACT, Dept. of English Swarnamoyee Jogendranath Mahavidyalaya
Tuesday	14.12.2021	6.00PM-8.00 PM	Vocabulary & Syntax	Swagatalakshmi Basu SACT, Department of English Swarnamoyee Jogendranath Mahavidyalaya
Wednesday	15.12.2021	6.00PM-8.00 PM	Academic Writing: how to make coherent notes	Hiya Chatterjee Assistant Professor, Department of English Swarnamoyee Jogendranath Mahavidyalaya
Thursday	16.12.2021	6.00PM-8.00 PM	Academic Writing: Argumentative Essay	Swagatalakshmi Basu SACT, Dept. of English Swarnamoyee Jogendranath Mahavidyalaya
Friday	17.12.2021	6.00PM-8.00 PM	Academic Writing: Citations and Bibliography	Hiya Chatterjee Assistant Professor, Department of English Swarnamoyee Jogendranath Mahavidyalaya
Saturday	18.12.2021	6.00 PM-7 PM	Concluding Speech	Prasad Ranjan Chakrabarti, IQAC Co-ordinator, Swarnamoyee





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

*Ramank* ১০/১১/২১  
Principal  
Swarnamoyee Jogendranath Mahavidyalaya  
Amdabad :: Purba Medinipur :: Pin-721650

*Keiya Chattopadhyay*  
18/11/21  
Course Coordinator  
Swarnamoyee Jogendranath Mahavidyalaya





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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*  
Swarnamoyee Jogendranath Mahavidyalaya  
Amdabad :: Purba Medinipur :: Pin-721650

*Course Coordinator*  
Swarnamoyee Jogendranath Mahavidyalaya



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## SAMPLE CERTIFICATES



**Swarnamoyee Jogendranath Mahavidyalaya**  
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At+P.O.: Amdabad, P.S.: Nandigram, Dist.: Purba Medinipur, PIN 721650

*Certificate of Participation*

This is to certify that Supriya Pradhan of 3rd Semester,  
Department of English has successfully completed the Add on course on 'English Grammar and Writing Skills' organized by the Department of English, Swarnamoyee Jogendranath Mahavidyalaya held from 26.11.2021--18.12.2021.

*Hiya Chatterjee*  
Course Coordinator  
Swarnamoyee Jogendranath Mahavidyalaya

*Raman*  
Principal  
Swarnamoyee Jogendranath Mahavidyalaya  
Amdabad :: Purba Medinipur :: Pin-721650



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## **Swarnamoyee Jogendranath Mahavidyalaya**

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### *Certificate of Participation*

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

*Hiya Chatterjee*

Course Coordinator  
Swarnamoyee Jogendranath Mahavidyalaya

*Raman*

Principal  
Swarnamoyee Jogendranath Mahavidyalaya  
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### *Certificate of Participation*

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

*Hija Chatterjee*

Course Coordinator  
Swarnamoyee Jogendranath Mahavidyalaya

*Ramanb*

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

