

ADD - ON COURSE

PG DEPARTMENT OF ENGLISH

English Language Enrichment

2022-2023

Naipunnya[®]

To reach the unreachable



Addon course 22-23

Pongam, Koratty East, Thrissur District, Kerala State, India. Pin-680308.

Phone +91 9605001987, 04802730340, 2730341, 2733573

www.naipunnya.ac.in, mail@naipunnya.ac.in

**NAIPUNNYA INSTITUTE OF MANAGEMENT AND INFORMATION TECHNOLOGY,
PONGAM, KORATTY EAST**

No: NLA/ AOP /01/2022-23

Date: 12-09-2022

Circular

The Add-on Program NLA 1AOP01 English Language Enrichment for the students of 1 Semester B Com Finance A, BCA A and BA English will commence from 19-09-2022.

Add on Course Code : NLA1AOP01
Name of the Add on Course : English Language Enrichment
Name of the provider : STED Council
Venue: : Class rooms

All students are expected to participate in the Add-on program without fail.


Fr. Dr. Paulachan K.J

Principal



REPORT ON THE ADD ON COURSE OFFERED BY THE
PG DEPARTMENT OF ENGLISH
English Language Enrichment

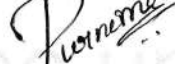
Add-on courses provide students with supplemental knowledge and skills beyond their regular curriculum. An English language enrichment skill add-on course aims to enhance proficiency in grammar, vocabulary, and communication. The course often focuses on refining writing skills, fostering critical thinking, and improving overall language fluency. By incorporating practical exercises and real-world scenarios, such courses contribute to a comprehensive language development experience, empowering individuals to express themselves more effectively in both professional and personal settings. English Language Enrichment course (NLA1AOP01) was offered to the students of I Semester B. Com Finance A, BCA-A and BA English this academic year (2022-23). The sessions were held offline in the respective classes from September 19- October 19. Theory and Practical sessions were held on the four basic skills of communication: Reading, Writing, Listening and Speaking. The course proved to be very informative and Effective beyond their curriculum

Prepared by,


Ms. Vandana Martin

(Asst.Professor)

Verified by,


Ms. Grace Benny

(HOD, PG Dpt of English)

Approved by,


Rev. Fr. Dr. Paulachan K. J.

(Principal)



Brochure



**NAIPUNNYA INSTITUTE OF MANAGEMENT
AND INFORMATION TECHNOLOGY (NIMIT)**

(Affiliated to the University of Calicut, Accredited by NAAC with B++, ISO 9001-2015 Certified)
Pongam Koratty East, Thrissur District, Kerala State, India, Pincode 680 308

**PG DEPARTMENT OF ENGLISH
(STED COUNCIL CERTIFIED)**

Presents

Add On Course

**ENGLISH LANGUAGE
ENRICHMENT**

2022 - 23

FOR

1st B.COM FINANCE A, BCA A, B.A ENGLISH

STARTS

September 19



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Addon course 22-23

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Syllabus

Code- ENGLISH LANGUAGE ENRICHMENT COURSE (NLA1AOP01)

No. of sessions: 30

Eligibility: Plus 2/ Grade 12

Course Objectives
1. To educate the students about the relevance of the English language in the contemporary society and how this language acts as a lingua franca in a multilingual context
2. To help students develop language and vocabulary skills relevant to a professional level.
3. To enable the students to interpret, summaries and analyze different sorts of textual content.
4. To improve the basic aspects of LSRW skills of students so as to help them to use it accordingly.
5. To teach them to create technical and professional documents that are precise and vivid.
Course Outcomes
CO1: Students will educate about the relevance of the English language in the contemporary society and how this language acts as a lingua franca in a multilingual context
CO2: Students will develop their language and vocabulary skills relevant to a professional level.
CO3: Students will be equipped to interpret, summaries and analyze different sorts of textual content
CO4: Students will develop the basic aspects of LSRW skills which will enable them to use it accordingly.
CO5: Students will be capable to create technical and professional documents that are precise and vivid

CO-PO/PSO Mapping

PO →	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	PSO 6
CO ↓														
CO1	2	3	1	3	0	1	0	3	3	0	0	1	1	1
CO2	2	3	1	2	0	1	0	3	3	0	0	1	0	3
CO3	1	3	2	2	0	1	0	3	3	0	1	3	2	3
CO4	2	3	2	2	0	1	0	3	3	0	1	3	2	1
CO5	2	3	2	3	0	1	0	3	3	0	0	1	1	3

COURSE DESCRIPTION:

A. COURSE SUMMARY:

Module 1: 2 hrs

Module 2: 4 hrs

Module 3: 10 hrs

Module 4: 5 hrs

Module 5: 9 hrs

Total: 30 hrs

COURSE DETAILS:

Module 1 (2 hrs.)

Introduction to the English Language: English as the lingua franca: The relevance of using English in multilingual contexts and communication.

English as a non-phonetic language, change in the meaning of words with respect to pronunciation, loan words from other languages such as French, German, Chinese etc.

Module 2 (4 hrs.)

Grammar: Basic Verb forms, pragmatic usage in sentences, auxiliary verbs, Subject-Verb agreement, common errors in the usage of the English language.

Module 3 (10 hrs.)

Tenses: Present Tense, Past Tense and Future Tense; Sentences: declarative sentences, imperative sentences, interrogative sentences, exclamatory sentences; using different sentence types in your writing, dependent clause, independent clause

Module 4 (5 hrs.)

Sentence types: Simple Sentences, Compound Sentences, Complex Sentences and Compound-Complex Sentences; Practice Questions; Conjunctions, linkers, connectors; degrees of comparison; idioms, onomatopoeic words, acronyms, homophones, Punctuation marks and its uses, the differences that punctuation marks make in a sentence

Module 5 (9 hrs.)

Introduction to LSRW: listening, speaking, reading and writing; Verbal communication, Non-verbal communication, Barriers to effective communication, fluency and accuracy, skimming, scanning, summarizing, paraphrasing

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Reference Books

1. Raman Sharma, "Technical Communications", Oxford Publication, London, 2004.
2. Meenakshi Raman and Sangeetha Sharma, "Technical Communication: Principles and Practice", 2nd Edition, Oxford University Press, 2011
- English for Engineers and Technologists (Combined edition, Vol. 1 and 2), Orient Blackswan 2010.
3. Stephen E. Lucas, "The Art of Public Speaking", 10th Edition; McGraw Hill Education, 2012. 4. Ashraf Rizvi, "Effective Technical Communication", 2nd Edition, McGraw Hill Education, 2017.
5. The Ace of Soft Skills: Attitude, Communication and Etiquette for Success, Pearson Education; 1 edition, 2013.
- William Strunk Jr. & E.B. White, "The Elements of Style", 4th Edition, Pearson, 1999.
7. Goodheart-Willcox, "Professional Communication", First Edition, 2017.
8. Training in Interpersonal Skills: Tips for Managing People at Work, Pearson Education, India, 6 editions, 2015.
10. Anand Ganguly, "Success in Interview", RPH, 5th Edition, 2016.

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Add-on Time Table 2022-2023

English Language Enrichment

Monday - 8: 15 a.m. – 9: 15 a. m.

Class	Faculty
I Sem B.COM F (A)	Mr. Anu Rahim
I Sem BCA A	Mr. Sebastian Poonolly
I Sem BA ENGLISH	Ms. Gigy Johnson

Tuesday- 8: 15 a.m. – 9: 15 a. m.

Class	Faculty
I Sem B.COM F (A)	Mr. Anu Rahim
I Sem BCA A	Mr. Sebastian Poonolly
I Sem BA ENGLISH	Ms. Gigy Johnson

Wednesday- 8: 15 a.m. – 9: 15 a. m.

Class	Faculty
I Sem B.COM F (A)	Mr. Anu Rahim
I Sem BCA A	Mr. Sebastian Poonolly
I Sem BA ENGLISH	Ms. Gigy Johnson



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Thursday- 8: 15 a.m. – 9: 15 a. m.

Class	Faculty
I Sem B.COM F (A)	Mr. Anu Rahim
I Sem BCA A	Mr. Sebastian Poonolly
I Sem BA ENGLISH	Ms. Gigy Johnson

Friday- 8: 15 a.m. – 9: 15 a. m.

Class	Faculty
I Sem B.COM F (A)	Mr. Anu Rahim
I Sem BCA A	Mr. Sebastian Poonolly
I Sem BA ENGLISH	Ms. Gigy Johnson



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PHOTOGRAPHS



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Syllabus Setting



Attendance

PUPILS ATTENDANCE REGISTER OF		SCHOOL																				
		B.C.A. 2022-23																				
Adm. No.	Sl No.	NAME	Days																			
			Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
	1	Aiswarya T B	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	2	Ayith K S	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	3	Aleena Dominic	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	4	Alan Johnson	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	5	Alex Jose	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	6	Alfred Titus	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	7	Albin Binu	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	8	Anjana Divyesh	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	9	Ana Sibi	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	10	Annamaya Jay	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	11	Anura Jose	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	12	Atul Jay	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	13	Delwin Daima	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	14	Don Davis	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	15	Eric Mathew	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	16	Iran Rishi	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	17	Jeevan CR	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	18	Jisman Sony	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	19	Jithin Domyve	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	20	Jithin P J	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	21	Joseph Antony	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	22	John Rajesh	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	23	Miana Maria Thomas	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	24	Nayal Jose	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	25	Paul J Katturil	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	26	Paul Jose	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	27	Paul Joseph	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	28	Prisha Palachan	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	29	Rasmi Rea	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	30	Saranya S	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	31	Shivanand M	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	32	Sneha Santhosh	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	33	Mehin Palachan	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A

FOR THE MONTH OF		20											STD		
Sl No.	Date	No. of Days Present	No. of Days Absent	No. of Days Excused	No. of Days Suspended	No. of Days Not Reported	No. of Days on Leave	No. of Days on Medical Leave	Tuition Fee					Date of Payment	Remarks
									Pay	Recd	Due	Wa	Re		
1	21	A	A	A	A	A	A	A	A	A	A	A	A	A	
2	22	A	A	A	A	A	A	A	A	A	A	A	A	A	
3	23	A	A	A	A	A	A	A	A	A	A	A	A	A	
4	24	A	A	A	A	A	A	A	A	A	A	A	A	A	
5	25	A	A	A	A	A	A	A	A	A	A	A	A	A	
6	26	A	A	A	A	A	A	A	A	A	A	A	A	A	
7	27	A	A	A	A	A	A	A	A	A	A	A	A	A	
8	28	A	A	A	A	A	A	A	A	A	A	A	A	A	
9	29	A	A	A	A	A	A	A	A	A	A	A	A	A	
10	30	A	A	A	A	A	A	A	A	A	A	A	A	A	
11	31	A	A	A	A	A	A	A	A	A	A	A	A	A	
12	1	A	A	A	A	A	A	A	A	A	A	A	A	A	
13	2	A	A	A	A	A	A	A	A	A	A	A	A	A	
14	3	A	A	A	A	A	A	A	A	A	A	A	A	A	
15	4	A	A	A	A	A	A	A	A	A	A	A	A	A	
16	5	A	A	A	A	A	A	A	A	A	A	A	A	A	
17	6	A	A	A	A	A	A	A	A	A	A	A	A	A	
18	7	A	A	A	A	A	A	A	A	A	A	A	A	A	
19	8	A	A	A	A	A	A	A	A	A	A	A	A	A	
20	9	A	A	A	A	A	A	A	A	A	A	A	A	A	
21	10	A	A	A	A	A	A	A	A	A	A	A	A	A	
22	11	A	A	A	A	A	A	A	A	A	A	A	A	A	
23	12	A	A	A	A	A	A	A	A	A	A	A	A	A	
24	13	A	A	A	A	A	A	A	A	A	A	A	A	A	
25	14	A	A	A	A	A	A	A	A	A	A	A	A	A	
26	15	A	A	A	A	A	A	A	A	A	A	A	A	A	
27	16	A	A	A	A	A	A	A	A	A	A	A	A	A	
28	17	A	A	A	A	A	A	A	A	A	A	A	A	A	
29	18	A	A	A	A	A	A	A	A	A	A	A	A	A	
30	19	A	A	A	A	A	A	A	A	A	A	A	A	A	
31	20	A	A	A	A	A	A	A	A	A	A	A	A	A	
32	21	A	A	A	A	A	A	A	A	A	A	A	A	A	
33	22	A	A	A	A	A	A	A	A	A	A	A	A	A	
34	23	A	A	A	A	A	A	A	A	A	A	A	A	A	
35	24	A	A	A	A	A	A	A	A	A	A	A	A	A	
36	25	A	A	A	A	A	A	A	A	A	A	A	A	A	
37	26	A	A	A	A	A	A	A	A	A	A	A	A	A	
38	27	A	A	A	A	A	A	A	A	A	A	A	A	A	
39	28	A	A	A	A	A	A	A	A	A	A	A	A	A	
40	29	A	A	A	A	A	A	A	A	A	A	A	A	A	
41	30	A	A	A	A	A	A	A	A	A	A	A	A	A	
42	31	A	A	A	A	A	A	A	A	A	A	A	A	A	
43	1	A	A	A	A	A	A	A	A	A	A	A	A	A	
44	2	A	A	A	A	A	A	A	A	A	A	A	A	A	
45	3	A	A	A	A	A	A	A	A	A	A	A	A	A	
46	4	A	A	A	A	A	A	A	A	A	A	A	A	A	
47	5	A	A	A	A	A	A	A	A	A	A	A	A	A	
48	6	A	A	A	A	A	A	A	A	A	A	A	A	A	
49	7	A	A	A	A	A	A	A	A	A	A	A	A	A	



PUPILS ATTENDANCE REGISTER OF *AA 2022-23* SCHOOL

Admission Sl. No.	SI No.	NAME	Date	Days																			
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1		<i>Abhishek...</i>																					
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FOR THE MONTH OF *20* STD

Sl. No.	Date	Present	Absent	Total	Total Fees				Total	Remarks
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To reach the unreachable



PUPILS ATTENDANCE REGISTER OF B.Com I A 2022-23 SCHOOL

Sl No.	NAME	Date	Days																		
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
1	Abhinav K																				
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FOR THE MONTH OF 20 STD

Sl No.	NAME	21	22	23	24	25	26	27	28	29	30	31	Present	Absent	Remarks	
1	Abhinav K															
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Add on course Feedback form
NLA1AOP-01 English Skills Enrichment 2022-23

Name : *Aruna Jax*

Programme: *BA English*

1. How has the course helped you to improve your communication skills?

The course helped me to improve my communication skills by adding new words to my vocabulary. It gave me opportunities to speak in front of an audience.

2. Were the instructional materials useful to you?

Yes. They were useful.

3. Do you think the course will help you to develop professionally?

Yes. It will help me with interviews.

4. Has it helped you to solidify the concepts of English grammar?

Yes. It did.

5. Rate your overall experience of the course.

9/10

6. Suggestions, if any

None



Add on course Feedback form
NLA1AOP-01 English Skills Enrichment 2022-23

Name : Atul Joy

Programme: BBA-A

1. How has the course helped you to improve your communication skills?

It help me improve communication skill

2. Were the instructional materials useful to you?

Yes, it useful to me

3. Do you think the course will help you to develop professionally?

Yes

4. Has it helped you to solidify the concepts of English grammar?

Yes, it helped to solidify the concepts of English grammar

5. Rate your overall experience of the course.

7.5

6. Suggestions, if any

wonderfull



Add on course Feedback form
NLA1AOP-01 English Skills Enrichment 2022-23

Name : Anjana Dinesh

Programme: BCA - A

1. How has the course helped you to improve your communication skills?

It helped me to improve my communication skills very well

2. Were the instructional materials useful to you?

It was very helpful for me

3. Do you think the course will help you to develop professionally?

Yes, definitely the course will ^{help} in the help me in the future

4. Has it helped you to solidify the concepts of English grammar?

Yes, the concepts of English grammar

5. Rate your overall experience of the course.

9.5

6. Suggestions, if any

fantastic



Add on course Feedback form

NLA1AOP-01 English Skills Enrichment 2022-23

Name: Akhil Willson

Programme: Bcom F(A)

1. How has the course helped you to improve your communication skills?

yes it is useful for improving our communication skill

2. Were the instructional materials useful to you?

yes, they gave us some booklets and notes to understand Basic English.

3. Do you think the course will help you to develop professionally?

yes, every professional needs a person who are good at communication.

4. Has it helped you to solidify the concepts of English grammar?

yes. the concepts are simple now

5. Rate your overall experience of the course.

8.5

6. Suggestions, if any

Super



Add on course Feedback form
NLA1AOP-01 English Skills Enrichment 2022-23

Name : *Sinta Benny*

Programme: *Bcom F(A)*

1. How has the course helped you to improve your communication skills?

Add on course helps to improve my English communication

2. Were the instructional materials useful to you?

Yes, it useful to me.

3. Do you think the course will help you to develop professionally?

Yes, it helped to me.

4. Has it helped you to solidify the concepts of English grammar?

Yes

5. Rate your overall experience of the course.

7.5

6. Suggestions, if any

no





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EDWIN VARGHESE *has successfully completed the course on*

CERTIFICATE IN ENGLISH LANGUAGE ENRICHMENT

of 30 hours duration at NAIPUNNYA INSTITUTE OF MANAGEMENT & INFORMATION

TECHNOLOGY, THRISSUR, KERALA and has been placed in A+ Grade

at the examination held in the 8th day of June year 2023

Given under the stamp of Sted Council dated 01:08:2023



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ID No. S15865-1330465504059



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Grade A - 60% above
Grade B - 50% above
Grade C - 40% above

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JOSEPH JOSE

has successfully completed the course on

CERTIFICATE IN ENGLISH LANGUAGE ENRICHMENT

of 30 hours duration at NAIPUNNYA INSTITUTE OF MANAGEMENT & INFORMATION

TECHNOLOGY, THRISSUR, KERALA and has been placed in -A- Grade

at the examination held in the 8th day of June year 2023

Given under the stamp of Sted Council dated 05:08:2023



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Grade A - 60% above
Grade B - 50% above
Grade C - 40% above

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