



SONOPANT DANDEKAR ARTS, V.S. APTE COMMERCE AND M.H. MEHTA SCIENCE COLLEGE, PALGHAR

DEPARTMENT OF ENGLISH

Certificate Course in Spoken English

Under the Aegis of

Centre for Excellence and Innovation

Academic Year: 2020-2021

Prof. Mahesh Deshmukh
CFEI – Chairman

Dr. Kiran Save
Principal

Department of English
Certificate course in Spoken English
REPORT 2020-2021
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Date: 20th January, 2021

To,

The Principal

Sonopant Dandekar Arts, V.S. Apte Commerce and

M.H. Mehta Science College,

Palghar.

Subject: Proposal for Organizing Online Certificate Course in Spoken English

Respected Sir,

The Department of English plan to organize the Online Certificate Course in Spoke English

I request you to allow us to conduct the Certificate Course from 8th February, 2021

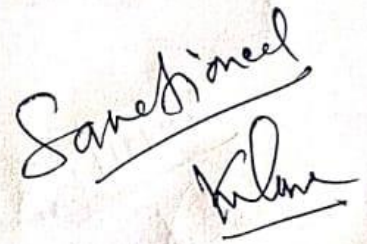
The details are provided along with this letter. I request you to kindly grant the permission to start this course.

Thanking you.

Yours faithfully



Dr. Arundhati Barde
HOD – English



Saneshineel
Kulane



Sonopant Dandekar Shikshan Mandali's

Sonopant Dandekar Arts, V.S. Apte Commerce and M.H. Mehta Science College, Palghar

(Best College – University of Mumbai)

(Amongst Top 100 Colleges in India by 'India Today – MDRA Survey 2019')

**Department of English under the umbrella of
Centre for Excellence and Innovation
presents
40 Hours Online Certificate Course
on
“SPOKEN ENGLISH”**

OBJECTIVES –

- Train students to produce the English speech sounds and sound patterns
- Train students to use word and sentence stress, intonation patterns and the rhythm of the English language.
- Make students select appropriate words and sentences according to the proper social setting, audience, situation and subject matter.
- Make students organize their thoughts in a meaningful and logical sequence.
- Use the language quickly and confidently with few unnatural pauses, which is called as fluency.
- Make students to be independent learners of spoken English

LEARNING OUTCOMES –

- Enable students to select appropriate words and sentences according to the social setting, audience, situation, and subject matter.
- Develop students' ability to use the language quickly and confidently with few unnatural pauses, achieving fluency.
- Encourage students to become independent learners of spoken English.

Duration – 40 Hours

Eligibility – FY / SY/ TYBA English or any students interested in Spoken English who is 12th pass and can be of any stream.

Fees – Rs. 250/-

Intake Capacity – 30 Students

EXAM PATTERN:

- Project Work (Fundamental Analysis of the Company) – 30 Marks
- Viva – Voce – 20 Marks
- Multiple Choice Question Examination – 50 Marks

Proposed Day and Date – 8th February, 2021

COURSE CONTENT:

Grammar Exercises, Vocabulary Exercises, Writing Exercises, Discussions, Role Play, Information Gap, Story Telling, Interviews, Story Completion, Reporting, Picture Describing and Find the Difference

CERTIFICATE COURSE SYLLABUS COMMITTEE:

Sr. No.	Name	Designation
1.	Dr. Kiran J. Save	Principal, Sonopant Dandekar College, Palghar
2.	Prof. Mahesh Deshmukh	CFEI – Chairman, Sonopant Dandekar College, Palghar
3.	Dr. Arundhati Barde	Course Coordinator - Head of Department English, Sonopant Dandekar College, Palghar
4.	Dr. Kirti Nakhre	Department of English, S.I.W.S. College of Commerce, Wadala (W)
5.	Prof. Pranita Kamat	Department of English, J.M. Patel College, Malad
6.	Prof. Prajakta Raut	Head of Department English, Abhinav College, Bhayander

M. Deshmukh

Prof. Mahesh Deshmukh
CFEI - Chairman

K. Save

Dr. Kiran Save

PRINCIPAL
Sonopant Dandekar Arts College,
V.S. Apte Commerce College &
M.H. Mehta Science College
PALGHAR (W.R.)
Dist. Palghar, Pin-401404

SYLLABUS

UNITS	PARTICULARS	NO. OF LECTURES	TOTAL LECTURES IN UNIT
UNIT – I	BASIC LANGUAGE SKILLS		
1.1	Basic sentence patterns	2	10 LECTURES
1.2	Basic sentence patterns	3	
1.3	Vocabulary Exercises	3	
1.4	Writing Exercises	2	
UNIT – II	SPEAKING ACTIVITIES		
2.1	Discussion	2	10 LECTURES
2.2	Role play	2	
2.3	Information gap	3	
2.4	Interviews	3	
UNIT – III	STORY TELLING		
3.1	Story Completion	3	10 LECTURES
3.2	Reporting	3	
3.3	Picture Describing	2	
3.4	Find the Difference	2	
UNIT – IV	ROLE PLAY		
4.1	Discussion	2	10 LECTURES
4.2	Role Play	3	
4.3	Story Completion	2	
4.4	Find the Difference	3	
TOTAL			40 LECTURES

1. Grammar exercises: These exercises aim at strengthening grammar patterns which are used in day-to-day English.

2. Vocabulary exercises: These revise basic vocabulary which are essential for conversational English.

3. Writing exercises: These exercises will help to improve basic writing skills.

4. Discussions: Discussions will be conducted on various topics. The students may aim to arrive at a conclusion, share ideas about an event, or find solutions in their discussion groups. Before the discussion, it is essential that the purpose of the discussion activity is set by the teacher. In this way, the discussion points will be relevant to this purpose.

5. Role Play: One other way of getting students to speak is role-playing. Students pretend they are in various social contexts and have a variety of social roles. In role-play activities, the teacher gives information to the learners such as who they are and what they think or feel. E.g. Shopkeeper and Buyer, Two friends, Employer and the employee.

6. Information Gap: In this activity, students are supposed to be work in pairs. One student will have the information that other partner does not have and the partners will share their information. Information gap activities serve many purposes such as solving a problem or collecting information. Also, each partner plays an important role because the task cannot be completed if the partners do not provide the information the others need.

7. Storytelling: Students can briefly summarize a tale or story they heard from somebody beforehand, or they may create their own stories to tell their classmates. Story telling fosters creative thinking.

8. Interviews: Students can conduct interviews on selected topics with various people. It is a good idea that the teacher provides a rubric to students so that they know what type of questions they can ask or what path to follow, but students should prepare their own interview questions. Conducting interviews with people gives students a chance to practice their speaking ability not only in class but also outside and helps them becoming socialized.

9. Story Completion: This is a very enjoyable, whole-class, free-speaking activity for which students sit in a circle. For this activity, a teacher starts to tell a story, but after a few sentences he or she stops narrating. Then, each student starts to narrate from the point where the previous one stopped. Each student is supposed to add from four to ten sentences. Students can add new characters, events, descriptions and so on.

10. Reporting: Before coming to class, students are asked to read a newspaper or magazine and, in class, they report to their friends what they find as the most interesting news. Students can also talk about whether they have experienced anything worth telling their friends in their daily lives before class.

11. Picture Describing: Another way to make use of pictures in a speaking activity is to give students just one picture and having them describe what it is in the picture. For this activity students can form groups and each group is given a different picture. Students discuss the picture with their groups, then a spokesperson for each

group describes the picture to the whole class. This activity fosters the creativity and imagination of the learners as well as their public speaking skills.

12. Find the Difference: For this activity students can work in pairs and each couple is given two different pictures, for example, picture of boys playing football and another picture of girls playing tennis. Students in pairs discuss the similarities and/or differences in the pictures.

REFERENCES:

Murphy, Raymond. Essential Grammar in Use: A Self-Study Reference and Practice Book for Elementary Students of English: with Answers. Cambridge, U.K: Cambridge University Press, 1997. Print.

Hewings, Martin. Advanced Grammar in Use: A Reference and Practice Book for Advanced Learners of English. Cambridge, England: Cambridge University Press, 2005. Print.

Lewis, Norman. Word Power Made Easy: The Complete Three-Week Vocabulary Builder. Garden City, N.Y: Doubleday, 1949. Print.

Reid, Alison. Spoken English (English Improvement for Success) GOODWILL PUBLISHING HOUSE



Sonopant Dandekar Shikshan Mandali's

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28th January, 2021

DEPARTMENT OF ENGLISH

NOTICE

This is to inform all the students of Senior College that Department of English organizes – **40 Hours Online Certification Course on topic "Spoken English"** from **8th February, 2021**

The fees for the above course is Rs. 250/-

After Successful Completion of the Course and Examination, Participants will get E – Certificate from College.

For further details Contact –

Dr. Arundhati Barde – 9975230836

Dr. Arundhati Barde
Course Convener

Dr. Kiran Save

Principal
Sonopant Dandekar Arts College,
V.S. Apte Commerce College &
M.H. Mehta Science College
PALGHAR (W.R.)
Dist. Palghar, Pin-401404



SONOPANT DANDEKAR SHIKSHAN MANDALI'S
Sonopant Dandekar Arts, V.S Apte Commerce and
M.H Mehta Science College, Palghar

Department of English
launches
Certificate course in spoken English

Eligibility- 12th pass students from any
faculty interested in spoken English

Activity based interactive program
Aims at improving basic grammar accent
and communication skills

English
language
students

Duration-40 hours

ENGLISH

Fees-₹250/- only

Call or whatsapp for admission-9975230836

LIST OF ENROLLED STUDENTS IN THE COURSE

SR. NO.	NAME OF THE STUDENT
1	URVI MUKESH JAIN
2	SHARADA SANTOSH KAKRA
3	AKANSKA SANTOSH BHUYAL
4	POOJA RAMAKANT TARE
5	AMISHA YASHWANT BHUTADE
6	SUVARNA GANPAT LAHANGE
7	DIVAYANI CHANDRAKANT KHEVARE
8	SAYALI TARANATH KARMODE
9	KAVITA SACHIN LAHANGE
10	SHRUTI MANGESH AAGRE
11	URMILA SHANKAR BARGA
12	HRITIK SHANKAR NIMBALA
13	NANDINI RAJU BHOIR
14	ANJALI ARVIND HEMADI
15	TEJAL PANDHRINATH GOVARI
16	ANKITA ANIL MANDAL
17	PRITI SADAN PRASAD
18	DURGA ANTU VAYADA

AMB

Dr. Arundhati Barde
Course Convener

ONLINE ATTENDANCE RECORD

SR. NO.	NAME OF THE STUDENT	8/2/2021	9/2/2021	10/2/2021	13/02/2021	15/02/2021	16/02/2021	22/02/2021	2/3/2021
1	URVI MUKESH JAIN	A	P	P	P	P	P	P	P
2	SHARADA SANTOSH KAKRA	A	P	P	A	P	P	A	P
3	AKANSKA SANTOSH BHUYAL	A	A	P	P	P	P	P	P
4	POOJA RAMAKANT TARE	A	P	A	P	A	P	P	P
5	AMISHA YASHWANT BHUTADE	P	A	P	P	P	P	P	P
6	SUVARNA GANPAT LAHANGE	P	P	P	P	P	A	A	P
7	DIVA YANI CHANDRAKANT KHEVARE	P	P	A	P	P	P	P	P
8	SAYALI TARANATH KARMODE	P	P	P	P	P	P	P	A
9	KAVITA SACHIN LAHANGE	P	P	P	P	A	P	P	P
10	SHRUTI MANGESH AAGRE	A	P	P	P	P	P	P	P
11	URMILA SHANKAR BARGA	P	P	P	A	P	A	P	P
12	HRITIK SHANKAR NIMBALA	P	P	P	P	P	P	P	P
13	NANDINI RAJU BHOIR	P	P	P	P	P	A	P	P
14	ANJALI ARVIND HEMADI	P	A	P	P	P	P	P	P
15	TEJAL PANDHRINATH GOVARI	P	P	P	P	P	P	P	P
16	ANKITA ANIL MANDAL	P	P	P	A	P	P	P	P
17	PRITI SADAN PRASAD	P	P	P	P	P	P	P	P
18	DURGA ANTU VAYADA	P	A	P	P	P	P	P	P

AMB

Dr. Arundhati Barde

Course Convener

SR. NO.	NAME OF THE STUDENT	13/03/2021	15/03/2021	22/03/2021	23/03/2021	24/03/2021	25/03/2021	26/03/2021	27/03/2021
1	URVI MUKESH JAIN	A	P	P	P	P	P	P	P
2	SHARADA SANTOSH KAKRA	A	P	P	A	P	P	A	P
3	AKANSKA SANTOSH BHUYAL	A	A	P	P	P	P	P	P
4	POOJA RAMAKANT TARE	A	P	A	P	A	P	P	P
5	AMISHA YASHWANT BHUTADE	P	A	P	P	P	P	P	P
6	SUVARNA GANPAT LAHANGE	P	P	P	P	P	A	A	P
7	DIVA YANI CHANDRAKANT KHEVARE	P	P	A	P	P	P	P	P
8	SAYALI TARANATH KARMODE	P	P	P	P	P	P	P	A
9	KA VITA SACHIN LAHANGE	P	P	P	P	A	P	P	P
10	SHRUTI MANGESH AAGRE	A	P	P	P	P	P	P	P
11	URMILA SHANKAR BARGA	P	P	P	A	P	A	P	P
12	HRITIK SHANKAR NIMBALA	P	P	P	P	P	P	P	P
13	NANDINI RAJU BHOIR	P	P	P	P	P	A	P	P
14	ANJALI ARVIND HEMADI	P	A	P	P	P	P	P	P
15	TEJAL PANDHRINATH GOVARI	P	P	P	P	P	P	P	P
16	ANKITA ANIL MANDAL	P	P	P	A	P	P	P	P
17	PRITI SADAN PRASAD	P	P	P	P	P	P	P	P
18	DURGA ANTU VA YADA	P	A	P	P	P	P	P	P

AB

Dr. Arundhati Barde

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SR. NO.	NAME OF THE STUDENT	30/03/2021	31/03/2021	1/4/2021	3/4/2021
1	URVI MUKESH JAIN	A	P	P	P
2	SHARADA SANTOSH KAKRA	A	P	P	A
3	AKANSKA SANTOSH BHUYAL	A	A	P	P
4	POOJA RAMAKANT TARE	A	P	A	P
5	AMISHA YASHWANT BHUTADE	P	A	P	P
6	SUVARNA GANPAT LAHANGE	P	P	P	P
7	DIVA YANI CHANDRAKANT KHEVARE	P	P	A	P
8	SAYALI TARANATH KARMODE	P	P	P	P
9	KAVITA SACHIN LAHANGE	P	P	P	P
10	SHRUTI MANGESH AAGRE	A	P	P	P
11	URMILA SHANKAR BARGA	P	P	P	A
12	HRIK SHANKAR NIMBALA	P	P	P	P
13	NANDINI RAJU BHOIR	P	P	P	P
14	ANJALI ARVIND HEMADI	P	A	P	P
15	TEJAL PANDHRINATH GOVARI	P	P	P	P
16	ANKITA ANIL MANDAL	P	P	P	A
17	PRITI SADAN PRASAD	P	P	P	P
18	DURGA ANTU VAYADA	P	A	P	P

AB

Dr. Arundhati Barde

Course Convener

Marks Bifurcation of Certificate Course:

SPOKEN ENGLISH

1. Online MCQs – 50 Marks (50 Questions 1 Mark each)
2. Assignment Work – 20 Marks
3. Presentation – 30 Marks

Grading System:

The breakdown of the grading system used in CBCS:

A+: 100 (Outstanding)

A: 90 (Excellent)

B+: 80 (Very good)

B: 70 (Good)

C+: 60 (Above average)

C: 50 (Average)

P: 40 (Pass)

F: 0 (Fail)

**Sonopant Dandekar Arts V.S. Apte Commerce and M.H. Mehta Science
College, Palghar**

Department of English

Spoken English

SYLLABUS COMPLETION REPORT

SR. NO.	TOPICS COVERED	DATE	TIME	SESSION HOURS
1	Grammar Exercises	8/2/2021	11 am to 1 pm	2 Hours
2	Vocabulary Exercises	9/2/2021	11 am to 1 pm	2 Hours
3	Writing Exercises	10/2/2021	11 am to 1 pm	2 Hours
4	Discussion	13/02/2021	11 am to 1 pm	2 Hours
5	Role play	15/02/2021	11 am to 1 pm	2 Hours
6	Story Telling	16/02/2021	11 am to 1 pm	2 Hours
7	Picture Describing	22/02/2021	11 am to 1 pm	2 Hours
8	Story Completion	2/3/2021	11 am to 1 pm	2 Hours
9	Interviews	13/03/2021	11 am to 1 pm	2 Hours
10	Reporting	15/03/2021	11 am to 1 pm	2 Hours
11	Find the Difference	22/03/2021	11 am to 1 pm	2 Hours
12	Job interview	23/03/2021	11 am to 1 pm	2 Hours
13	Speech	24/03/2021	11 am to 1 pm	2 Hours
14	Anchoring	25/03/2021	11 am to 1 pm	2 Hours
15	Grammar writing	26/03/2021	11 am to 1 pm	2 Hours
16	Vocabulary Games	27/03/2021	11 am to 1 pm	2 Hours
17	Writing Exercises	30/03/2021	11 am to 1 pm	2 Hours
18	Guest lecture	31/03/2021	11 am to 1 pm	2 Hours
19	Writing Exercises	1/4/2021	11 am to 1 pm	2 Hours
20	Test	3/4/2021	11 am to 1 pm	2 Hours

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Dr. Arundhati Barde

Course Convener

STUDENTS GRADE SHEET

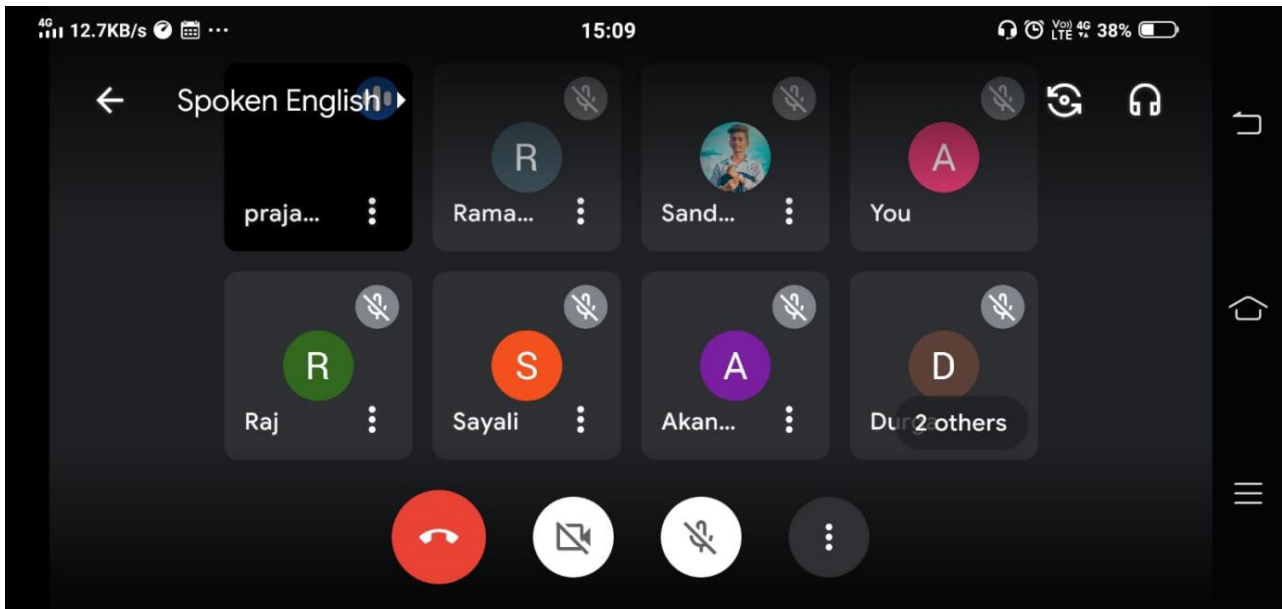
Sr. No.	Full Name	Quiz 50 Marks	Assignment 20 Marks	Presentation 30 Marks	Total	Grade
1	URVI MUKESH JAIN	48	12	27	87	A
2	SHARADA SANTOSH KAKRA	44	13	28	85	A
3	AKANSKA SANTOSH BHUYAL	46	14	27	87	A
4	POOJA RAMAKANT TARE	45	11	27	83	A
5	AMISHA YASHWANT BHUTADE	43	10	28	81	A
6	SUVARNA GANPAT LAHANGE	42	15	26	83	A
7	DIVAYANI CHANDRAKANT KHEVARE	45	14	27	86	A
8	SAYALI TARANATH KARMODE	46	12	28	86	A
9	KAVITA SACHIN LAHANGE	47	14	24	85	A
10	SHRUTI MANGESH AAGRE	48	18	27	93	A+
11	URMILA SHANKAR BARGA	49	15	28	92	A+
12	HRITIK SHANKAR NIMBALA	44	18	29	91	A+
13	NANDINI RAJU BHOIR	45	16	27	88	A
14	ANJALI ARVIND HEMADI	46	12	28	86	A
15	TEJAL PANDHRINATH GOVARI	42	13	27	82	A
16	ANKITA ANIL MANDAL	43	14	27	84	A
17	PRITI SADAN PRASAD	45	11	28	84	A
18	DURGA ANTU VAYADA	46	10	26	82	A

AB

Dr. Arundhati Barde

Course Convener

SCREENSHOTS



ONLINE GUEST LECTURE BY PROF. PRAJAKTA RAUT

SAMPLE CERTIFICATES

CERTIFICATE OF COMPLETION

**CENTRE FOR EXCELLENCE AND INNOVATION AND
DEPARTMENT OF BMS AND BAF**

This Certificate is proudly presented to

URMILA SHANKAR BARGA

for completion of 40 Hours Certification on "Spoken English"
from 8th February, 2021 to 3rd April, 2021 with A grade.

M. Deshmukh

Prof. Mahesh Deshmukh
CFEI - Chairman



K. Save

Dr. Kiran Save
Principal

Seapant Dandekar Arts College,
V.S. Apte Commerce College &
M.H. Mehta Science College
PALGHAR (W.R.)
Dist. Palghar, Pin-401404

CERTIFICATE

OF COMPLETION

**CENTRE FOR EXCELLENCE AND INNOVATION AND
DEPARTMENT OF BMS AND BAF**

This Certificate is proudly presented to

POOJA RAMAKANT TARE

for completion of 40 Hours Certification on "Spoken English"
from 8th February, 2021 to 3rd April, 2021 with A grade.

M. Deshmukh

Prof. Mahesh Deshmukh
CFEI - Chairman



K. Save

Dr. Kiran Save

Principal
Sarojant Dandekar Arts College,
V.S. Apte Commerce College &
M.H. Mehta Science College
PALGHAR (W.R.)
Dist. Palghar, Pin-401404

CERTIFICATE

OF COMPLETION

**CENTRE FOR EXCELLENCE AND INNOVATION AND
DEPARTMENT OF BMS AND BAF**

This Certificate is proudly presented to

URVI MUKESH JAIN

for completion of 40 Hours Certification on "Spoken English"
from 8th February, 2021 to 3rd April, 2021 with A grade.

mDeshmukh

Prof. Mahesh Deshmukh
CFEI - Chairman



K Save

Dr. Kiran Save

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Dist. Palghar, Pin-401404

**Sonopant Dandekar Arts, V.S. Apte Commerce and M.H. Mehta
Science College, Palghar**

DEPARTMENT OF ENGLISH

The course covered fundamental language skills and vocabulary exercises. It provided writing exercises to strengthen participants command of the language. Speaking activities such as discussions, role plays, information gaps and interviews enhanced communication skills. Storytelling techniques such as story completion, reporting, picture describing, and find the difference activities, fostered creativity and narrative skills. The course also included role play scenarios to practice real-life communication, featuring discussions, role plays, story completions, and finding differences, thus ensuring a comprehensive and practical learning experience.

Duration of the Course: 40 Hours

Date of Commencement: 8th February, 2021

Date of Completion: 3rd April, 2021

No. of Students Enrolled: 18

No. of Students Completed Course: 18



Dr. Arundhati Barde

Course Convener