

DR. V.S. KRISHNA GOVT. DEGREE & P.G. COLLEGE (A)



(NAAC REACCREDITED 'A' GRADE INSTITUTION) &
NODAL RESOURCE CENTRE & AU CENTRE FOR RESEARCH
MADDILAPALEAM, VISAKHAPATNAM 530 013, ANDHRA PRADESH
www.drsvkrishnagdc.edu.in



DEPARTMENT OF ENGLISH

Value Added Course In

ESSENTIAL GRAMMAR FOR

EFFECTIVE COMMUNICATION

2022-2023

OBJECTIVES :

1. Identify the components of effective communications
2. Organize information needed to complete a task
3. Compare communication skills needed in different health care professions
4. Develop verbal communication skills
5. Adapt communication to the needs of the individual.
6. Reading Comprehension
7. Writing Skills
8. Grammar Fundamentals



Communication Skills
Benefits



Duration : 40 Days

Course Coordinator

Dr. S. V. Rama Rao
Head of the Department

Faculty

Dr. G. Raja Sekhar
Lecturer in English

Course Convenor

Dr. V. Sudheer
Head of the Department

Faculty

Smt. K. Usha Jyothi
Lecturer in English

Course Director

Dr. I. Vijaya Babu
Principal

Faculty

Dr. P. Padma Priya
Lecturer in English



Dr. V.S. KRISHNA GOVT. DEGREE COLLEGE
(An Autonomous Institution Affiliated to Andhra University)
Reaccredited by NAAC with 'A' Grade(3rd Cycle)

District Resource Centre & Center for Research Studies
Madhiboipalem, VISAKHAPATNAM 530 011, Andhra Pradesh



DEPARTMENT OF ENGLISH

Add on Course: 2022 - 2023

Course Details :

**Essential Grammar for Effective
Communication**

DURATION : 40 Days

Commencement Date : 01-08_2022

For Enrollement contact :

Dr.S.V.Rama Rao

**Course Coordinator
8374403355**

Dr.V.Sudheer

HoD Dept of English

Dr.I.Vijay Babu

Principal



Dr. V.S. KRISHNA GOVT. DEGREE COLLEGE

(AUTONOMOUS)

NODAL RESOURCE CENTRE & AU CENTRE FOR RESEARCH

Maddilapalem, Visakhapatnam - 530013, Andhra Pradesh.

0891-2553262, <https://www.drskrishnagdc.edu.in>



Department of English

The Department of English has organised a meeting on 23-07-2022 in Dept of English under the headship of Dr.V. Sudheer to discuss the following agenda.

Agenda:

- To start the Add-on Course in Essential Grammar for Effective Communication for the year 2022-2023.
- To maintain attendance, register for the classes.
- To ensure award of credits in the extracurricular activities category.
- To issue certificate after the completion of the course.

After a brief discussion on the agenda the following resolutions have been passed by the committee.

1. To seek permission from the principal to resume the Addon Course in for the academic year 2022-2023.
2. To prepare a circular for circulation to all the classes.
3. To maintain attendance, register for the classes.
4. To award credits in the extracurricular activities category.
5. To issue certificate after the completion of the course

Signatures: -

S. Sudheer
Suj
GR
Ur

S. Sudheer

PRINCIPAL
Dr. V.S. Krishna Govt. Degree College (A)
VISAKHAPATNAM



Dr. V.S. KRISHNA GOVT. DEGREE COLLEGE

(AUTONOMOUS)

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Request Letter

PRINCIPAL

Dr. V.S. Krishna Govt. Degree College (A)
VISAKHAPATNAM

Course Coordinator,

Dr. V. S. Krishna Govt. Degree and PG College (Autonomous),
Visakhapatnam.

To

The Principal,
Dr. V. S. Krishna Govt. Degree and PG College (Autonomous),
Visakhapatnam.

Sir,

The Department of English in its meeting held on 23-07-2022 and passed a resolution to start an Add- on -Course titled Essential Grammar for Effective Communication for the academic year 2022-23. Hence, we request you to kindly grant the permission to start the course from 1st Aug 2022.

Thanking you Sir,

[Handwritten signature]

[Handwritten signature]
Yours Faithfully,
25.7.22
(Dr. S.V. Ramakrishna)
Lecturer in English
& Coordinator



Dr. V.S. KRISHNA GOVT. DEGREE COLLEGE

(AUTONOMOUS)

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Circular

This is to inform all the students & staff of the College that the Department of English is going to start an Add- on -Course titled Essential Grammar for Effective Communication for the academic year 2022-23 So, interested students are hereby instructed to contact Dr.S.V. Rama Rao Course Coordinator for enrolment and further details



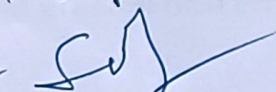
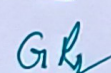

Principal

PRINCIPAL
Dr. V.S. Krishna Govt. Degree College (A)
VISAKHAPATNAM

Date:25-07-2022

Station: Visakhapatnam.

Signatures:

1. 
2. 
3. 
4. 



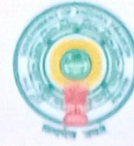
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Dept of English

Teaching objectives of Add- on Course for 2022-23

Essential Grammar for Effective Communication

Grammar Fundamentals:

Provide a reasonable foundation in English grammar, covering essential topics such as verbs, tenses, articles, prepositions, and error corrections.

Reading Comprehension:

Improve students' ability to read and understand a variety of texts, while reinforcing grammar concepts in context.

Writing Skills: Develop writing proficiency by guiding students in composing clear and coherent messages, emails, reports, and other practical documents, using correct grammar and usage.

Correction of Common Errors: Help students identify and correct common grammatical errors in their spoken and written communication.



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SYLLABUS

Section –A (Descriptive)

1. Expansion of Proverb/Sayings
2. Writing a Paragraph using the given words/phrases
3. Précis Writing
4. Essay writing
5. Letter writing (Informal)
6. Letter writing (Formal)
7. Note Making
8. Report Writing

Section –B (Objective)

1. Parts of Speech
2. Articles
3. Prepositions
4. Tenses
5. Subject-Verb Agreement
6. Question Tags
7. Active and Passive voice
8. Reported Speech
9. Degrees of Comparison
10. Simple, Complex, and Compound
11. Error Identification in a sentence
12. Spelling
13. Punctuation
14. Synonyms
15. Antonyms
16. One Word Substitutes
17. Idioms and Phrases
18. Words often confused.
19. Re arrangement of Sentences
20. Comprehension

MODEL PAPER
ADD-ON COURSE

Essential Grammar for Effective Communication 2022-23

Time: 3 Hours

Marks: 60

SECTION-A

I. Answer any FIVE questions.

5X6=30M

1. 'NO PAINS NO GAINS. Expand the proverb into a passage.
2. Write a paragraph using the hints given below.

A Young boy on bike - crossing the road – speeding vehicles – fell down- no one bothers – you offer help – his parents express gratitude – your feelings

3. Read the following passage and make a précis.

Meditation is a practice that focuses the mind on a specific object, thought or activity to train attention and awareness. It has been shown to have many benefits for physical and mental health, including reducing stress and anxiety, improving sleep, and increasing feelings of calmness and relaxation.

Studies have also shown that meditation can have positive effects on the brain, including increasing grey matter density in areas associated with learning and memory and decreasing grey matter density in the amygdala, an area of the brain involved in processing stress. Despite the many benefits of meditation, it can be intimidating for those who have never tried it before.

However, there are many easy and accessible ways to get started, such as finding a guided meditation app or joining a meditation group. (320 words)

4. Write a letter to your father requesting him to send you Rs 5000/- as you are planning to go to Hyderabad along with your friends.
5. Write a letter to the Editor of a newspaper complaining about the menace of Street Dogs in your locality.
6. Read the following passage and make notes.

A vast blanket of pollution stretching across South Asia is cutting down sunlight by 10 percent over India, damaging agriculture, modifying rainfall patterns, and putting hundreds of thousands of people at risk, according to a new study. The startling findings of scientists working with the United Nations Environment Program indicate that the spectacular economic growth seen in this part of the world in the past decade may soon falter because of pollution. Research carried out in India indicates that the haze caused by pollution might be reducing winter rice harvests by as much as 10 percent, the report said. "Acids in the haze may, by falling as acid rain, have the potential to damage crops and trees. Ash falling on leaves can aggravate the impact of reduced sunlight on earth's surface. The pollution that is forming the haze could be leading to several hundreds of thousands of premature deaths because of higher level of respiratory diseases," it said. Results from seven cities in India alone, including Delhi, Mumbai, Ahmedabad, and Kolkata, estimate that air pollution was annually responsible for 24000 premature births.

7. Prepare news report on the issue of bad drainage conditions in your locality.

SECTION-B

II. Choose the correct option.

30X1=30M

1. Walking is good for your health. (The underlined word is a/an___)
 1. Verb
 2. Noun
 3. Adjective
 4. Adverb
2. She is ___ American. (Choose the correct ARTICLE. If no article is necessary, choose option '4')
 1. An
 2. A
 3. The
 4. No article
3. The Manager was angry ___ the receptionist . (Choose the appropriate PREPOSITION)
 1. for
 2. with
 3. about
 4. at

4. In those days, I ----- every day TV. (Choose the appropriate TENSE form)
1. was watching.
 2. watched
 3. had watched.
 4. watch
5. Choose the sentence that has NO errors regarding the usage of SUBJECT-VERB AGREEMENT
1. The mother along with her two daughters is walking down the street.
 2. The trousers is very loose.
 3. Both Rohit and Kesav is going to the exhibition
 4. Neither the Headmaster nor the teachers has shown any interest in the activity.
6. Rani sang well, _____ (Choose the appropriate QUESTION TAG to the above sentence)
1. Was she?
 2. Wasn't she?
 3. Did she?
 4. Didn't she?
7. Sachin scored the first double century in one day cricket. (Choose the correct PASSIVE VOICE of the sentence)
1. Sachin scored the first double century in one day cricket.
 2. Sachin scored by the first double century in one day cricket.
 3. The first double century in one day cricket had been scored by Sachin.
 4. The first double century in one day cricket was scored by Sachin.
8. I said to her, "Is your father in?" (Choose the correct INDIRECT SPEECH)
1. I told her that her father was in.
 2. I asked her if her father was in.
 3. I enquired if her father is in.
 4. I asked her father to be in.
9. Sindhu is one of the best badminton players in the world. (Change into COMPARATIVE DEGREE)
1. Sindhu is better than any badminton player in the world.
 2. No other badminton player is better than Sindhu.
 3. Other badminton players in the world are not better than Sindhu.
 4. Sindhu is better than most other badminton players in the world.
10. In spite of his hard work, he failed. (Convert into a COMPOUND SENTENCE)
1. He worked hard but failed.
 2. Although he worked hard, he failed.
 3. Despite his hard work he failed
 4. His hard work failed.
11. Mr. Rao will write (1)/ a science-fiction novel for his grandchildren (2) /by the end of next year.(3)/ No Error (4)
(Identify the number of the part that has an error. If there is no error, the answer is '4' i.e. 'No Error'.)
12. Identify the WRONGLY SPELT word.
1. Grammar

2. Twelfth
 3. Calendar
 4. Governor
13. Choose the correctly punctuated sentence.
1. My niece is called pinky and she was born in may.
 2. My niece is called pinky and she was born in May.
 3. My niece is called Pinky and she was born in may.
 4. My niece is called Pinky and she was born in May.
14. It's a prudent decision. (Choose the correct SYNONYM of the underlined word)
1. sensible
 2. careless
 3. cruel
 4. silly
15. There is a dearth of honest politicians now.
(Choose the correct ANTONYM of the underlined word)
1. Possibility
 2. Necessity
 3. Scarcity
 4. Plenty
16. Knowing/using more than one language
(Choose the appropriate ONE- WORD SUBSTITUTE to the given expression)
1. Polyandry
 2. Polygamy
 3. Polytheism
 4. Polyglot
17. Their servant is a snake in the grass. (Choose the alternative which best expresses the meaning of the underlined IDIOM)
1. Harmless fellow
 2. Faithfull person
 3. Ignorant fool
 4. Secret enemy
18. I write _____ everyday (Choose the alternative that best completes the sentence)
1. dairy
 2. dowry
 3. diary
 4. None of these
19. Find out the phrase which can correctly substitute the underlined part of the sentence. If the given sentence doesn't require any correction, choose the option (4) i.e. No improvement
- If I was a bird, I would fly
1. were
 2. am
 3. will be
 4. No improvement
20. Read the following six jumbled sentences (A), (B), (C), (D), (E) and (F)
- A. He was unhappy as the other two didn't turn up

B. Rusty, Somi and Anil were good friends

~~E. Rusty told them that they were the best people on the island.~~

What will be the proper sequence of the above sentences to form a meaningful paragraph?

1. BFDAEC
2. BDFEAC
3. BFDECA
4. BDECAF

Directions: In the following passages there are blanks (Q. 21–25), each of which has been numbered. These numbers are printed below the passage and against each, four words are suggested, one of which fits the blank appropriately. Find out the appropriate word in each case.

Christopher Columbus is _____(21) to have discovered Guyana in 1498. The Dutch landed there in the late 16th century and the local Amerindians welcomed them as trading partners. _____(22) the Dutch became permanent settlers and began ruling the country. Britain took _____ (23) the country in 1796, and ceded the country with Great Britain and named it British Guiana in 1831. In 1834, (24) was abolished, and thousands of indentured labourers were brought from India, Portugal and China to _____(25)the slaves working in sugar cane plantations.

- | | | | |
|---------------------|---------------|---------------|----------------|
| 21. (1) believing | (2) believed | (3) believer | (4) believably |
| 22. (1) Although | (2) So | (3) But | (4) As |
| 23. (1) on | (2) off | (3) by | (4) over |
| 24. (1) slavish | (2) slavishly | (3) slavery | (4) slaving |
| 25. (1) replacement | (2) replaced | (3) replacing | (4) replace |

Question No's (26-30): Read the following passage answer the questions that follow.

Long ago men spent most of their time looking for food. They ate anything they could find. Some lived mostly on plants. They ate the fruit, stems, and leaves of some plants and the roots of others. When food was scarce, they ate the bark of trees. If they were lucky, they would find a bird's nest with eggs. People who lived near the water ate fish or anything that washed ashore, even rotten whales. Some people also ate insects and small animals like lizards that were easy to kill.

Later, men learned to make weapons. With weapons, they could kill larger animals for meat. These early people had big appetites. If they killed an animal, they would drink the blood, eat the meat, and chew the bones. When they finished the meal, there was nothing left.

At first men wandered from place to place to find their food. But when they began to grow plants, they stayed in one place and ate what they could grow. They tamed animals, trained them to work, and killed them for meat. Life was a little better then, but there was still not much variety in their meals. Day after day people ate the same foods.

Gradually men began to travel greater distances. The explorers who sailed unknown seas found new lands, and in these lands they found new foods and spices and took them back home.

The Portuguese who sailed around the stormy Cape of Good Hope to reach China took back "Chinese apples the fruit we call oranges today. Later, Portuguese colonists carried orange seeds to Brazil. From Brazil oranges were brought to California, the first place to grow oranges in the United States. Peaches and melons also came from China. So did a new drink, tea.

26 Question. What did men eat if there was shortage of food?

- (1) Rotten whales
- (1) The bark of trees
- (iii) The root of trees
- (iv) A bird's nest with eggs

27. Question. If men tamed animals, they made the animals for them.

- (i) Race
- (ii) Search
- (iii) Work
- (iv) Hunt

28. Question. Where did oranges come from?

- (i) Brazil
- (ii) China
- (iii) USA
- (iv) Portugal

29. Question. What difference did weapons make in the kinds of food?

- (i) with weapons, they could kill animals
- (ii) With weapons, they could kill both birds and animals for meat
- (iii) With weapon, they could kill all kinds of animals for meat
- (iv) With weapons they could kill larger animals for meat

30. Question. Which of the following statements is not true?

- (i) The Portuguese colonists carried orange seeds to Brazil.
- (ii) Oranges grow in California, in the United States.
- (iii) Explorers took back home new foods and spices.
- (iv) Peaches, melons, oranges, tea and spices came from China

- B. Rusty, Somi and Anil were good friends
- C. He stood there for a long time waiting for his friends
- D. One day they made a pledge to meet after ten years at the pool.
- E. After ten years, Rusty went to the pool on the scheduled day.
- F. They regularly played at a pool

What will be the proper sequence of the above sentences to form a meaningful paragraph?

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Directions: In the following passages there are blanks (Q. 21–25), each of which has been numbered. These numbers are printed below the passage and against each, four words are suggested, one of which fits the blank appropriately. Find out the appropriate word in each case.

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S.No	Name Of The Student	GROUP	ID.No
1	B. Leela Kumari	BSc BCBTC	21208004
2	D. Bhavani	B.Com Gen	21312033
3	E. Kumari	B.Com Gen	21312038
4	S. Kusuma latha	B.Com Gen	21312117
5	K. Nirosha	B.Com Gen	21312059
6	Ch. Sai	B.Com Gen	21312030
7	T. Ganesh	B.Com Gen	21312147
8	B. Bhaskar Rao	B.Com Gen	21312011
9	P. Raju Kumar	B.Com Gen	21312104
10	M. Ganesh	B.Com Gen	21312078
11	M. Devi	BSc Phy (H)	21105014
12	G. Devi Vara Prasad	BSc Phy (H)	21105008
13	M. Sathish	BSc Phy (H)	21105016
14	Ch. Pushpa Latha	BSc MBBCC	21210006
15	K. Sai Archana	BSc MBBTC	21209020
16	C. Sri Vidya	B.Com (CA)	21314009
17	D. Sidhu	B.Com (CA)	21314012
18	V. Vinod	B.Com (CA)	21314055
19	N. Rani	B.Com (CA)	21314032
20	S. Pravallika	B.Com (CA)	21314042
21	S. Sanjeev Kumar	B.Com (CA)	21314044
22	SK. Nazeer	B.Com (CA)	21314047
23	T. Bhavani	B.Com (CA)	21314052
24	T. Anitha Jyothi	B.Com (CA)	21314054
25	V. Abhishek	B.Com (CA)	21314057
26	G. Lokesh	B.Com (CA)	21314059
27	B. Sai SOWJANYA	Bsc MPCs	21102005
28	K. Gayathri Devi	Bsc MPCs	21102053
29	K. Rajasekar	Bsc MPCs	21102059
30	P. Anuradha	Bsc MPCs	21102091
31	R. Tejaswar Rao	Bsc MPCs	21102098
32	A. Harsha	BA HEP	21415001
33	B. Babi	BA HEP	21415005
34	B. Sailaja	BA HEP	21415011
35	G. Durga	BA HEP	21415022
36	SK. Ali Munni	BA HEP	21415086
37	S. Venkata Ramana	BA HEP	21415087
38	B. Prem Kumar	BA HEP	21415096
39	B. Nandini	BA SEHP	21416002
40	H. V Ramaraju	BA SEHP	21416014



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Essential Grammar for Effective Communication

S.No	Name of Student	Group	ID Number	Grade	Result
1	B. Leela Kumari	BSc BCBTC	21208004	O	PASS
2	D. BHAVANI	Bcom Gen	21312033	O	PASS
3	E. Kumari	Bcom Gen	21312038	A	PASS
4	S. Kusuma Latha	Bcom Gen	21312117	O	PASS
5	K. Nitrosha	Bcom Gen	21312059	A	PASS
6	Ch. Sai	Bcom Gen	21312030	A	PASS
7	T. Ganesh	Bcom Gen	21312147	A	PASS
8	B. Bhaskara Rao	Bcom Gen	21312011	O	PASS
9	P. Raju Kumar	Bcom Gen	21312104	A	PASS
10	M. Ganesh	Bcom Gen	21312078	A	PASS
11	M. Devi	BSc Phy H	21105014	A	PASS
12	G. Devi Vara Prasad	BSc Phy H	21105008	A	PASS
13	M. Sathish	BSc Phy H	21105016	A	PASS
14	Ch. Pushpalatha	BSc MBBC	21210006	O	PASS
15	K. Sai Archana	BSc MBBC	21209020	O	PASS
16	C. Sri Vidya	Bcom CA	21314009	O	PASS
17	D. Siddhu	Bcom CA	21314012	O	PASS
18	V. Vinodh	Bcom CA	21314055	O	PASS
19	N. Rani	Bcom CA	21314032	A	PASS
20	S. Pravalika	Bcom CA	21314042	O	PASS
21	S. Sanjeev Kumar	Bcom CA	21314044	O	PASS
22	Sk. Nazeer	Bcom CA	21314047	A	PASS
23	T. Bhavani	Bcom CA	21314052	O	PASS
24	T. Anitha Jyothi	Bcom CA	21314054	O	PASS
25	V. Abhishek	Bcom CA	21314057	O	PASS
26	G. Lokesh	Bcom CA	21314059	A	PASS
27	B. Sai Sowjanya	B.Sc MPCS	21102005	O	PASS
28	K. Gayathri Devi	B.Sc MPCS	21102053	O	PASS
29	K. Rajasekhar	B.Sc MPCS	21102059	A	PASS
30	P. Anuradha	B.Sc MPCS	21102091	A	PASS
31	R. Tejeswara Rao	B.Sc MPCS	21102098	A	PASS
32	A. Harsha	B.A HEP	21415001	O	PASS
33	B. Babi	B.A HEP	21415005	O	PASS
34	B. Sailatha	B.A HEP	21415011	A	PASS
35	G. Durga	B.A HEP	21415022	O	PASS
36	Sk. Alimunni	B.A HEP	21415086	O	PASS
37	S. Venkata Ramana	B.A HEP	21415087	A	PASS
38	B. Prem Kumar	B.A HEP	21415096	A	PASS
39	B. Nandini	B.A SEHP	21416002	A	PASS
40	H.V. Rama Raju	B.A SEHP	21416014	O	PASS

Signature

Signature

PRINCIPAL
Dr. V.S. Krishna Govt. Degree College (A)
VISAKHAPATNAM



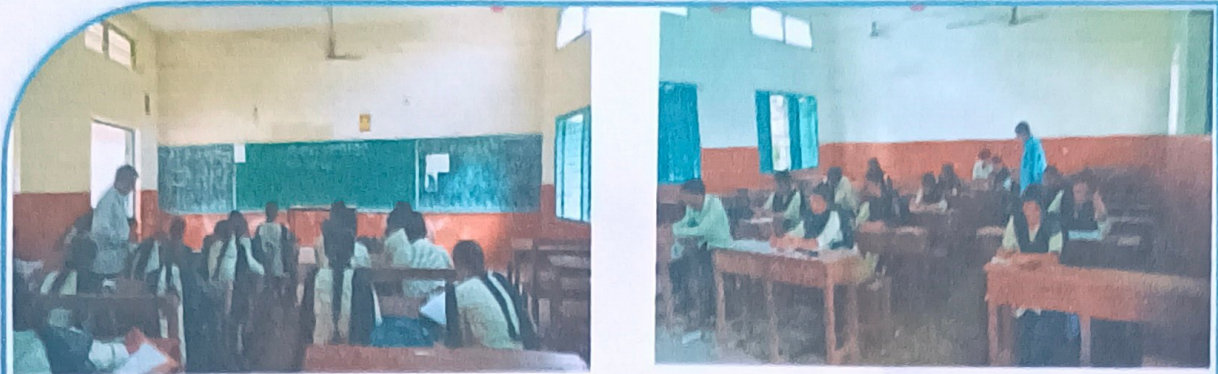
Dr. V.S. KRISHNA GOVT. DEGREE COLLEGE

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NODAL RESOURCE CENTRE & AU CENTRE FOR RESEARCH

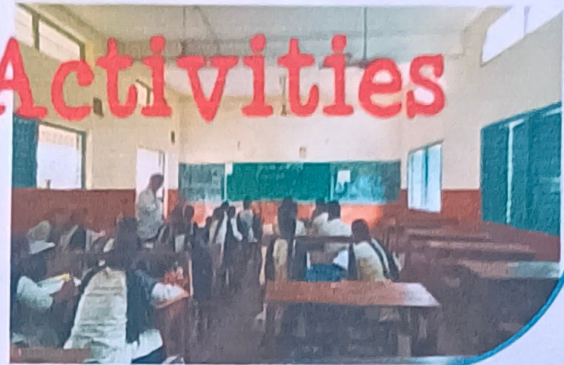
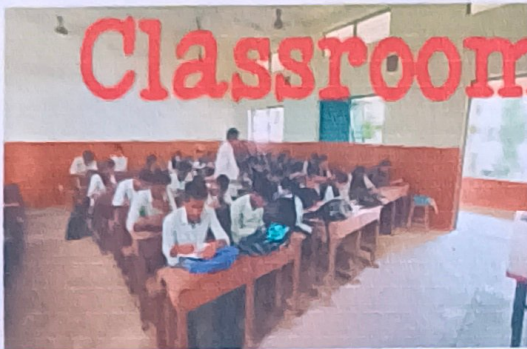
Maddilapalem, Visakhapatnam - 530013, Andhra Pradesh.

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Add on Course

Classroom Activities





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ADD-ON COURSE CERTIFICATE

2022 - 2023

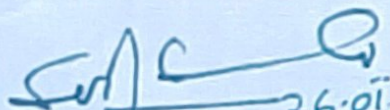
This is to certify that Mr. / Miss K. SAI ARCHANA of

II...B.S.C. MBBTC.....has successfully completed the Add - on Course in ESSENTIAL GRAMMAR FOR EFFECTIVE COMMUNICATION

with Regd No...21209020.....Organized by the Department of ENGLISH..... in

collaboration with.....during year 2022 - 2023 . He / She has passed the course with

'O'.....grade.


26.01.2023
Course Coordinator


26/1/2023
PRINCIPAL
PRINCIPAL
Dr. V.S. Krishna Govt. Degree College(A)
Dr. V.S. Krishna Govt. Degree College (A)
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0891-2559262, <http://www.drskrishnagovt.edu.in>



PRESENTATION OF CERTIFICATES By Principal

Dr. I. Vijaya Babu Garu

Vice Principal Dr. P. Jaya Madam, IQAC Coordinator

**Dr.K. Ravi Babu Dr. P. Padma Priya and Course
Coordinator Dr.S.V. Rama Rao are seen.**

