

St. Michael's College, Cherthala

Alappuzha, Kerala-688 539
Affiliated to University of Kerala
and Re-accredited by NAAC with 'A' Grade



Name of the Programme: REMEDIAL GRAMMAR AND PUBLIC SPEAKING

Name of the Department: ENGLISH

Course Code : CEN1902



St. Michael's College

MAYITHARA P.O., CHERTHALA, ALAPPUZHA-688539

An institution with Minority Status Affiliated to the University of Kerala and Re-accredited by NAAC with 'A' Grade

Add on Course - 2019-20

COMMERCE

Basic Corporate Accountant Program

PHYSICS

Robotics

TOURISM STUDIES

Customer Service Management

SOFTWARE DEVELOPMENT

Basics of AI

ENGLISH

Certificate Course

Remedial Grammar and Public Speaking

MATHEMATICS

Introduction to Mathematical thinking

ENGLISH

Business Benchmark

CHEMISTRY

Green Chemistry and Environmental Sustainability



Phone: 0478-2822387, 2810387

Email: michaelscherthala@gmail.com, Web: www.stmc.ac.in

NAME OF COURSE : Remedial Grammar and Public Speaking

COURSE CODE : CEN 1902

NO OF STUDENTS ENROLLED : 306

CONTENTS

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- CLASS SCHEDULES
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- QUESTION PAPER
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- REPORT

ADD-ON CELL

ST. MICHAEL'S COLLEGE, CHERTHALA **CERTIFICATE COURSE 2019-20**

Department: English

Course Code: CEN 1902

Title: Remedial Grammar and Public Speaking

Duration: 30 Hours

Course Description:

The Remedial Grammar and Public Speaking certificate course is designed for individuals seeking to enhance their grammar proficiency and develop effective public speaking skills. This 30-hour program addresses common grammar pitfalls, refines language usage, and provides practical strategies for confident and impactful public speaking. Participants will gain a comprehensive understanding of grammar rules and techniques to express themselves eloquently, coupled with the ability to present ideas persuasively through public speaking.

Course Outcome

- CO 1: Identify and rectify common grammatical errors.
- CO 2: Enhance writing skills through proper grammar usage.
- CO 3: Build a solid foundation for effective verbal communication.
- CO 4: Develop confidence and composure in public speaking.
- CO 5: Master the art of engaging and persuasive speech delivery.
- CO 6: Overcome anxiety and refine non-verbal communication skills.
- CO 7: Apply grammar principles to improve oral communication.
- CO 8: Craft speeches with grammatical precision and clarity.
- CO 9: Receive constructive feedback for continuous improvement.

Course Syllabus:

Module 1: Grammar Fundamentals

Understanding Parts of Speech-Sentence Structure and Syntax-Common Grammatical Errors and their Corrections-Punctuation and Sentence Mechanics-Building a Strong Vocabulary for Effective Communication- Vocabulary Exercises- Remedial Grammar

Module 2: Public Speaking Essentials

Overcoming Public Speaking Anxiety-Voice Modulation and Projection-Body Language and Non-Verbal Communication-Structuring Effective Speeches-Engaging the Audience and Handling Q&A Sessions- Conducting sessions and Handling Q&A sessions online

Module 3: Integrating Grammar into Public Speaking

Applying Grammar in Speech Preparation-Delivering Grammatically Correct Speeches-Receiving and Providing Constructive Feedback-Practicing Impromptu Speaking with Grammar Precision-Final Presentation: Applying Grammar and Public Speaking Skills-Practical training for Public Speaking and Speech Extempore

The course combines theoretical knowledge with practical exercises, including speech delivery and grammar-focused activities. By the end of the program, participants will not only have a solid understanding of grammar rules but also the ability to express themselves confidently and persuasively in various public speaking situations.

Certificate Course - Batch 1 - BA English - Class Schedule 2018-19

Dept :	English		Course: CEN 1902 Remedial Public Speaking	Grammar and
Sl No	Date	Time	Name of Teacher	Class Room No
1	10/5/2019	9.30-10.30	Mr. Sam Johnson	B30
2		10.30-11.30	Fr. Titus Augustine	B30
3		11.30-12.30	Ms. Raheal Mariam Kurian	B30
4	10/19/2019	9.30-10.30	Fr. Titus Augustine	B30
5		10.30-11.30	Ms. Raheal Mariam Kurian	B30
6		11.30-12.30	Mr. Sam Johnson	B30
7	10/26/2019	9.30-10.30	Ms. Raheal Mariam Kurian	B30
8		10.30-11.30	Mr. Sam Johnson	B30
9		11.30-12.30	Fr. Titus Augustine	B30
10	11/2/2019	9.30-10.30	Fr. Titus Augustine	B30
11		10.30-11.30	Fr. Titus Augustine	B30
12		11.30-12.30	Mr. Sam Johnson	B30
13	11/16/2019	9.30-10.30	Ms. Raheal Mariam Kurian	B30
14		10.30-11.30	Fr. Titus Augustine	B30
15		11.30-12.30	Mr. Sam Johnson	B30
16	11/23/2019	9.30-10.30	Mr. Sam Johnson	B30
17		10.30-11.30	Fr. Titus Augustine	B30
18		11.30-12.30	Ms. Raheal Mariam Kurian	B30
19	11/30/2019	9.30-10.30	Fr. Titus Augustine	B30
20		10.30-11.30	Mr. Sam Johnson	B30
21		11.30-12.30	Ms. Raheal Mariam Kurian	B30
22	12/7/2019	9.30-10.30	Mr. Sam Johnson	B30
23		10.30-11.30	Mr. Sam Johnson	B30
24		11.30-12.30	Ms. Raheal Mariam Kurian	B30
25	1/18/2020	9.30-10.30	Ms. Raheal Mariam Kurian	B30
26		10.30-11.30	Ms. Raheal Mariam Kurian	B30
27		11.30-12.30	Fr. Titus Augustine	B30
28	1/25/2020	9.30-10.30	Mr. Sam Johnson	B30

29	10.30-11.30	Ms. Raheal Mariam Kurian	B30
30	11.30-12.30	Mr. Sam Johnson	В30

Certificate Course - Batch 2 - BSc (Phy+Chem+Zoo)- Class Schedule 2019-20

Dept: English Date Time Name of Teacher Class Room	and
1 10/5/2019 9.30-10.30 Fr. Titus Augustine Library F 2 10.30-11.30 Ms. Raheal Mariam Kurian Library F 3 11.30-12.30 Mr. Sam Johnson Library F 4 10/19/2019 9.30-10.30 Ms. Raheal Mariam Kurian Library F 5 10.30-11.30 Mr. Sam Johnson Library F 6 11.30-12.30 Fr. Titus Augustine Library F 7 10/26/2019 9.30-10.30 Fr. Titus Augustine Library F 8 10.30-11.30 Ms. Raheal Mariam Kurian Library F 9 11.30-12.30 Mr. Sam Johnson Library F 10 11/2/2019 9.30-10.30 Ms. Raheal Mariam Kurian Library F 11 10.30-11.30 Ms. Raheal Mariam Kurian Library F 12 11.30-12.30 Fr. Titus Augustine Library F 13 11/16/2019 9.30-10.30 Ms. Raheal Mariam Kurian Library F 14 10.30-11.30 Ms. Raheal Mariam Kurian Library F 15 11.30-12	
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20 10.30-11.30 Ms. Raheal Mariam Kurian Library F 21 11.30-12.30 Fr. Titus Augustine Library F 22 12/7/2019 9.30-10.30 Ms. Raheal Mariam Kurian Library F 23 10.30-11.30 Ms. Raheal Mariam Kurian Library F 24 11.30-12.30 Fr. Titus Augustine Library F	Hall
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25 1/18/2020 9.30-10.30 Mr. Sam Johnson Library F	
26 10.30-11.30 Mr. Sam Johnson Library F	
27 11.30-12.30 Ms. Raheal Mariam Kurian Library F	
28 1/25/2020 9.30-10.30 Fr. Titus Augustine Library F	
29 10.30-11.30 Fr. Titus Augustine Library F	
30 11.30-12.30 Ms. Raheal Mariam Kurian Library F	

Certificate Course - Batch 3 - BA Economics - Class Schedule 2019-20

			2019-20	
			Course: CEN 1902 Remedi	al Grammar and
Dept:	English		Public Speaking	
Sl No	Date	Time	Name of Teacher	Class Room No
1	10/5/2019	9.30-10.30	Ms.Achu John	A22
2		10.30-11.30	Ms. Arya Balachandran	A22
3		11.30-12.30	Ms. Arya Jose	A22
4	10/19/2019	9.30-10.30	Ms.Achu John	A22
5		10.30-11.30	Ms. Arya Balachandran	A22
6		11.30-12.30	Ms. Arya Jose	A22
7	10/26/2019	9.30-10.30	Ms.Achu John	A22
8		10.30-11.30	Ms. Arya Balachandran	A22
9		11.30-12.30	Ms. Arya Jose	A22
10	11/2/2019	9.30-10.30	Ms.Achu John	A22
11		10.30-11.30	Ms. Arya Balachandran	A22
12		11.30-12.30	Ms. Arya Jose	A22
13	11/16/2019	9.30-10.30	Ms.Achu John	A22
14		10.30-11.30	Ms. Arya Balachandran	A22
15		11.30-12.30	Ms. Arya Jose	A22
16	11/23/2019	9.30-10.30	Ms. Arya Balachandran	A22
17		10.30-11.30	Ms. Arya Jose	A22
18		11.30-12.30	Ms.Achu John	A22
19	11/30/2019	9.30-10.30	Ms.Achu John	A22
20		10.30-11.30	Ms. Arya Balachandran	A22
21		11.30-12.30	Ms. Arya Jose	A22
22	12/7/2019	9.30-10.30	Ms.Achu John	A22
23		10.30-11.30	Ms. Arya Balachandran	A22
24		11.30-12.30	Ms. Arya Jose	A22
25	1/18/2020	9.30-10.30	Ms.Achu John	A22
26		10.30-11.30	Ms. Arya Balachandran	A22
27		11.30-12.30	Ms. Arya Jose	A22
28	1/25/2020	9.30-10.30	Ms.Achu John	A22
29		10.30-11.30	Ms. Arya Balachandran	A22
30		11.30-12.30	Ms. Arya Jose	A22
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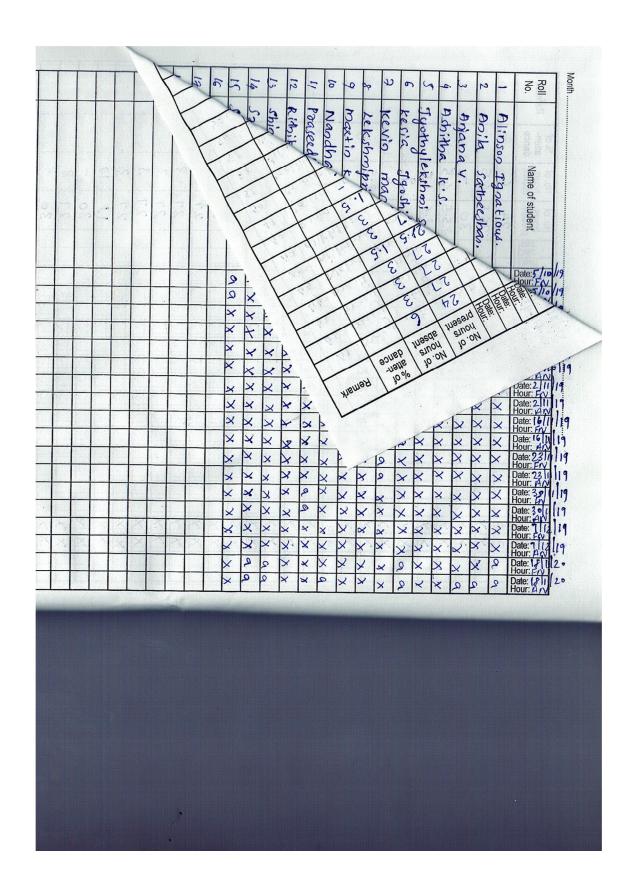
Dept:	English		Course: CEN 1902 Remedia Public Speaking	al Grammar and				
Sl No	Date	Time	Name of Teacher	Class Room No				
1	10/5/2019	9.30-10.30	Ms. Arya Jose	В3				
2		10.30-11.30	Ms. Achu John	В3				
3		11.30-12.30	Ms.Arya Balachandran	В3				
4	10/19/2019	9.30-10.30	Ms. Arya Jose	В3				
5		10.30-11.30	Ms. Achu John	В3				
6		11.30-12.30	Ms.Arya Balachandran	В3				
7	10/26/2019	9.30-10.30	Ms. Arya Jose	В3				
8		10.30-11.30	Ms. Achu John	В3				
9		11.30-12.30	Ms.Arya Balachandran	В3				
10	11/2/2019	9.30-10.30	Ms. Arya Jose	В3				
11		10.30-11.30	Ms. Achu John	В3				
12		11.30-12.30	Ms.Arya Balachandran	В3				
13	11/16/2019	9.30-10.30	Ms. Arya Jose	В3				
14		10.30-11.30	Ms. Achu John	В3				
15		11.30-12.30	Ms.Arya Balachandran	В3				
16	11/23/2019	9.30-10.30	Ms. Arya Jose	В3				
17		10.30-11.30	Ms. Achu John	В3				
18		11.30-12.30	Ms.Arya Balachandran	В3				
19	11/30/2019	9.30-10.30	Ms. Arya Jose	В3				
20		10.30-11.30	Ms. Achu John	В3				
21		11.30-12.30	Ms.Arya Balachandran	В3				
22	12/7/2019	9.30-10.30	Ms. Arya Jose	В3				
23		10.30-11.30	Ms. Achu John	В3				
24		11.30-12.30	Ms.Arya Balachandran	В3				
25	1/18/2020	9.30-10.30	Ms. Arya Jose	В3				
26		10.30-11.30	Ms. Achu John	В3				
27		11.30-12.30	Ms.Arya Balachandran	В3				
28	1/25/2020	9.30-10.30	Ms. Arya Jose	В3				
29		10.30-11.30	Ms. Achu John	В3				
30		11.30-12.30	Ms.Arya Balachandran	В3				

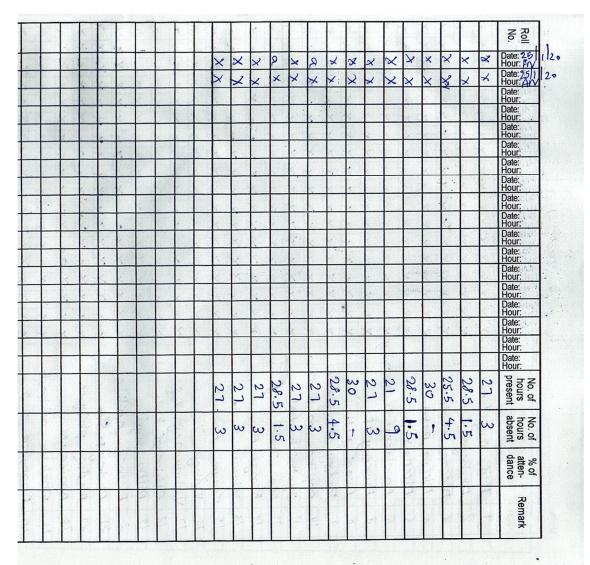
D 4 -	T121-		Course: CEN 1902 Rem	edial Grammar and
Sl No	English	Time	Public Speaking	Class Doom No
	Date	+	Name of Teacher	Class Room No
1	10/5/2019	9.30-10.30	Dr.Patricia Robin	Bvoc Hall
2		10.30-11.30	Ms.Arya Jose	Bvoc Hall
3	1011010010	11.30-12.30	Dr.Patricia Robin	Bvoc Hall
4	10/19/2019	9.30-10.30	Dr.Patricia Robin	Bvoc Hall
5		10.30-11.30	Ms.Arya Jose	Bvoc Hall
6	10/06/00/10	11.30-12.30	Dr.Patricia Robin	Bvoc Hall
7	10/26/2019	9.30-10.30	Dr.Patricia Robin	Bvoc Hall
8		10.30-11.30	Ms.Arya Jose	Bvoc Hall
9		11.30-12.30	Dr.Patricia Robin	Bvoc Hall
10	11/2/2019	9.30-10.30	Dr.Patricia Robin	Bvoc Hall
11		10.30-11.30	Ms.Arya Jose	Bvoc Hall
12		11.30-12.30	Dr.Patricia Robin	Bvoc Hall
13	11/16/2019	9.30-10.30	Dr.Patricia Robin	Bvoc Hall
14		10.30-11.30	Ms.Arya Jose	Bvoc Hall
15		11.30-12.30	Dr.Patricia Robin	Bvoc Hall
16	11/23/2019	9.30-10.30	Dr.Patricia Robin	Bvoc Hall
17		10.30-11.30	Ms.Arya Jose	Bvoc Hall
18		11.30-12.30	Dr.Patricia Robin	Bvoc Hall
19	11/30/2019	9.30-10.30	Dr.Patricia Robin	Bvoc Hall
20		10.30-11.30	Ms.Arya Jose	Bvoc Hall
21		11.30-12.30	Dr.Patricia Robin	Bvoc Hall
22	12/7/2019	9.30-10.30	Dr.Patricia Robin	Bvoc Hall
23		10.30-11.30	Ms.Arya Jose	Bvoc Hall
24		11.30-12.30	Dr.Patricia Robin	Bvoc Hall
25	1/18/2020	9.30-10.30	Dr.Patricia Robin	Byoc Hall
26	1/10/2020	10.30-11.30	Ms.Arya Jose	Bvoc Hall
27		11.30-12.30	Dr.Patricia Robin	Bvoc Hall
28	1/25/2020	9.30-10.30	Dr.Patricia Robin	Bvoc Hall
29	114314040	10.30-10.30		
+			Ms.Arya Jose	Bvoc Hall
30		11.30-12.30	Dr.Patricia Robin	Bvoc Hall

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ST. MICHAEL'S COLLEGE, CHERTHALA CERTIFICATE COURSE 2019-20

Department: English

Course Code: CEN 1902

Title: Remedial Grammar and Public Speaking

Time: 1 Hour Marks: 30

Answer all the questions. Each question carries 1 weight.

- 1. What is the purpose of understanding sentence structure and syntax in grammar?
- a. To confuse the reader
- b. To create complex sentences for sophistication
- c. To ensure clarity and effective communication
- d. To increase word count
- 2. Which of the following is a common grammatical error in the sentence: "He don't like ice cream"?
- a. Subject-verb agreement
- b. Pronoun usage
- c. Verb tense
- d. Punctuation
- 3. What is the role of punctuation in grammar?
- a. To complicate sentences
- b. To add unnecessary details
- c. To indicate pauses and clarify meaning
- d. To confuse the reader
- 4. What is a common technique to overcome public speaking anxiety?
- a. Avoiding eye contact with the audience
- b. Focusing solely on memorizing the speech
- c. Practicing deep breathing and visualization
- d. Ignoring the importance of body language
- 5. Why is voice modulation important in public speaking?
- a. To speak loudly at all times
- b. To maintain a monotone voice for consistency
- c. To emphasize key points and maintain audience interest

- d. To speak as quickly as possible to save time
- 6. What does body language contribute to effective public speaking?
- a. It has no impact on the audience
- b. It adds unnecessary complexity to the speech
- c. It enhances the speaker's credibility and engagement
- d. It distracts the audience from the message
- 7. How can grammar be applied in speech preparation?
- a. By using as many complex words as possible
- b. By ignoring grammar rules for creativity
- c. By ensuring grammatical correctness for clarity and impact
- d. By avoiding the use of punctuation
- 8. What is the purpose of providing constructive feedback in public speaking?
- a. To criticize the speaker without offering solutions
- b. To discourage the speaker from further improvement
- c. To identify areas of strength and areas for improvement
- d. To avoid giving feedback altogether
- 9. In impromptu speaking, why is it important to maintain grammar precision?
- a. It is not important in impromptu speaking
- b. To showcase linguistic skills without clarity
- c. To ensure the audience remains confused
- d. To convey ideas clearly and persuasively
- 10. Why is it essential to integrate grammar and public speaking skills?
- a. To make the course content more challenging
- b. To demonstrate expertise in both areas
- c. To confuse the audience
- d. To showcase grammar knowledge only
- 11. What is the final step in the process of applying grammar and public speaking skills?
- a. Revising the speech for more complex sentences
- b. Ignoring feedback received during the course
- c. Delivering a final presentation with improved skills
- d. Avoiding the integration of grammar in public speaking

- 12. How can participants continue to improve their public speaking skills after completing the course?
- a. By avoiding further practice
- b. By disregarding feedback from others
- c. By regularly practicing and seeking constructive feedback
- d. By memorizing speeches without any changes
- 13. What is the primary purpose of an introduction in a speech?
- a. To confuse the audience with complex information
- b. To provide a summary of the entire speech
- c. To grab the audience's attention and introduce the topic
- d. To save time by skipping unnecessary details
- 14. Why is it important to have a clear and logical structure in a speech?
- a. To overwhelm the audience with information
- b. To make the speech more complex
- c. To ensure the audience can follow and understand the message
- d. To avoid using supporting details in the speech
- 15. What role does the conclusion play in a well-structured speech?
- a. To introduce new ideas and concepts
- b. To summarize key points and leave a lasting impression
- c. To confuse the audience with contradictory information
- d. To skip the conclusion for brevity
- 16. How can a speaker effectively transition between different sections of a speech?
- a. Abruptly change the topic to keep the audience engaged
- b. Use clear signposts and transitional phrases
- c. Avoid providing a roadmap for the speech
- d. Skip transitions altogether for spontaneity
- 17. What is the purpose of incorporating examples and anecdotes in a speech?
- a. To overwhelm the audience with unnecessary details
- b. To demonstrate key points and make the speech more relatable
- c. To confuse the audience with conflicting information

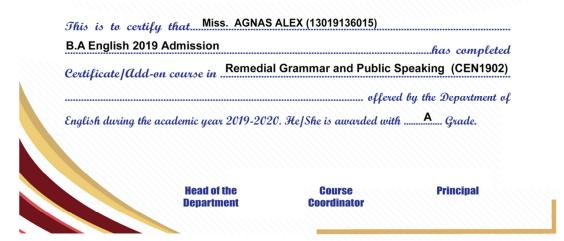
- d. To exclude any supporting details for brevity
- 18. What is a common error in subject-verb agreement?
- a. Using consistent verb forms
- b. Matching singular subjects with plural verbs
- c. Using only singular or only plural verbs regardless of the subject
- d. Ignoring subject-verb agreement for creative expression
- 19. When is it appropriate to use a semicolon in a sentence?
- a. To separate independent clauses
- b. To join unrelated ideas
- c. To replace commas in a list
- d. To emphasize a point with exclamation
- 20. What is the correct use of the possessive form in the sentence: "The book belongs to Mary"?
- a. The book's Mary
- b. Mary's book
- c. Marys' book
- d. The book of Mary
- 21. Which sentence demonstrates correct parallel structure?
- a. She enjoys reading, hiking, and to cook.
- b. She enjoys reading, hiking, and cooking.
- c. She enjoys reading, and hiking, and cooking.
- d. She enjoys reading and hiking and to cook.
- 22. What is the purpose of using the active voice in writing and public speaking?
- a. To create a passive and distant tone
- b. To emphasize the action and make the writing more direct
- c. To confuse the audience with complex sentence structures
- d. To eliminate clarity and impact in communication
- 23. Which sentence is grammatically correct?
- a. She don't like ice cream.
- b. He doesn't likes pizza.
- c. They isn't coming to the party.
- d. We haven't seen him yesterday.

2	4. Identify the correctly punctuated sentence:
a	. The cat sat on the mat and, stared at me.
b	. Despite the rain, the soccer game continued.
c	. Running late, the car wouldn't start.
d	. My brother said, that he'll be here soon.
2	5. Choose the sentence with the correct use of the apostrophe:
a	. The students' project was due tomorrow.
b	. The student's project was due tomorrow.
c	. The students project was due tomorrow.
d	. The student project's were due tomorrow.
2	6. Which of the following is an example of a dangling modifier?
a	. Tired and hungry, dinner was prepared.
b	. Walking in the park, the flowers were beautiful.
c	. Having finished my homework, a movie was watched.
d	. Running down the street, my keys were found.
2	7. What is a crucial aspect of effective vocal variety in public speaking?
a	. Speaking in a monotone voice.
b	. Using complex vocabulary.
c	. Maintaining a constant pace.
d	. Varying pitch, tone, and pace.
2	8. What does "gestures" refer to in the context of public speaking?
a	. Written notes used during a speech.
b	. Physical movements and expressions.
c	. A form of vocalization.

29. Whic	ch of the following is a key component of nonverbal communication in public
a. Vocabı	ulary selection.
b. Handsl	nakes.
c. Eye co	ntact.
d. Spellin	g and grammar.
30. What	is the purpose of a rhetorical question in a speech?
a. To gatl	ner information from the audience.
b. To emp	phasize a point without expecting an answer.
c. To test	the audience's knowledge.
d. To soli	cit opinions from the audience



ADD-ON COURSE CERTIFICATE



Department: English
Course Code: CEN 1902

Title: Remedial Grammar and Public Speaking

COURSE REPORT

In the academic year 2019-20, the Department of English at St. Michael's College, Cherthala, organized and conducted the "Remedial Grammar and Public Speaking" certificate course. This initiative targeted first-year undergraduate students from various disciplines, aiming to tackle language incompetency, particularly emphasizing grammar. The 30-hour program was tailored to provide students with fundamental language skills, recognizing their restricted exposure to English-speaking environments.

The primary objective of the course was two-fold: to enhance students' grammar proficiency and to develop effective public speaking skills. Recognizing the foundational importance of grammar, the department sought to empower students to communicate more confidently and

articulately, preparing them for academic success and future professional endeavours. The course was open to all first-year undergraduate students, irrespective of their academic discipline. This inclusivity ensured that students from various backgrounds could benefit from the program, addressing language incompetency issues prevalent among those with limited exposure to English-speaking environments.

Enthusiastic testimonials from students highlighted the transformative impact of the course. They expressed gratitude for the practical and comprehensive approach, emphasizing the course's role in breaking down language barriers and fostering personal and academic growth. The course, in effect, emerged as a valuable initiative. It successfully addressed language incompetency issues, providing students with essential grammar skills and instilling confidence in public speaking. The positive outcomes observed underscore the significance of such courses in equipping students with the communication skills necessary for academic and professional success.



Principal St. Michael's College Cherthala