

DR. AMBEDKAR COLLEGE, DEEKSHABHOOMI, NAGPUR

DEPARTMENT OF ENGLISH

ADD-ON COURSE

ENGLISH LANGUAGE SKILLS: GRAMMAR, CORRESPONDENCE & LSRW

Duration: 7 Days | Conducted By: Mr. Manoj Andraskar

Academic Year: 2025-26

(Date: 03rd October 2025-onwards)

COURSE OBJECTIVES

- Develop English grammar skills and correct usage
- Enhance LSRW (Listening, Speaking, Reading, Writing) abilities
- Train in professional correspondence writing
- Build confidence in English communication

7-DAY COURSE SCHEDULE

Day 1: Grammar Basics & Reading (Parts of Speech, Sentence Structure, Comprehension)

Day 2: Advanced Grammar & Writing (Tenses, Active-Passive Voice, Paragraph Writing)

Day 3: Listening Skills (Audio Comprehension, Note-taking, Dictation)

Day 4: Correspondence - I (Formal Letters, Emails, Resume Writing)

Day 5: Correspondence - II & Speaking (Reports, Notices, Presentation Skills)

Day 6: LSRW Integration (Mock Interviews, Group Discussion, Situational Communication)

Day 7: Review & Test

Daily Duration: 1 Hours per Day



MODULE SUMMARY

Module	Topics	Hours	Outcome
Grammar	Word Classes, Sentence Structure, Tenses	1	Error-free writing
Reading	Comprehension, Vocabulary	1	Better reading skills
Writing	Paragraphs, Essays, Clarity	1	Improved expression
Listening	Audio Comprehension, Note-taking	1	Active listening
Speaking	Pronunciation, Presentations	1	Confident speaking
Correspondence	Letters, Emails, Reports	3	Professional writing

ASSESSMENT

Continuous Evaluation (40%): Participation + Speaking

Final Test (60%): Grammar, Reading, Correspondence

Total Marks: 100 | **Pass Marks:** 40

Google Certificate: Awarded on successful completion

FINAL REPORT

The 7-day Add-on Certificate Course successfully enhanced students' English language proficiency. Participants showed marked improvement in grammar, LSRW skills, and professional correspondence. The intensive format with practical activities proved highly effective.


Mr. Manoj Andraskar
Course Coordinator
Department of English

Date: _____

Approved By:
Head of Department

Signature: 

PHOTOS - ADD ON COURSE



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Babbar

ATTENDANCE REGISTER

	NAME OF STUDENTS	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7	TEST ATTENDANCE	OBTAINED MARKS
1.	Harsh B Sahu	HS								
2.	Vijay D. Bhurke	VB								
3.	Anushka zade	AZ								
4.	Nandini Ramtekkar	NR								
5.	Sumbodhi Kumbhar	SK								
6.	Bitu Jaichya	BJ								
7.	Swarnima Sakhare	SS								
8.	Bhagyashri Suvankar	BS								
9.	Diya Patne	DP								
10.	Prerona Narnaware	PN								
11.	Prochi Nanwatskar	PN								
12.	Aachal Khare	AK								
13.	Nandini Kulkarni	NK								
14.	Deekumar Sahy	DS								
15.										
16.										
17.										
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20.										
21.										
22.										
23.										
24.										
25.										

COURSE: ADD-ON COURSE - ENGLISH LANGUAGE SKILLS
SUBJECT-MAJOR ENGLISH
SUBJECT TEACHER - MANOJ S. ANDRASKAR
DEPARTMENT OF ENGLISH
ACADEMIC YEAR: 2025-26

Bahar

Manoj S. Andraskar

STUDENT FEEDBACK FORM

Add-on Course - English Language Skills: Grammar, Correspondence & LSRW

Academic Year: 2025-26

Student Name: Swarnima Sakhare Class: BA 1st year (English)

Date: 17-10-2025

1. Was the course content relevant and useful for improving your English language skills?

Yes, the course content was very relevant and helpful for improving my English skills.

2. How effective was the teaching methodology and instructor's delivery?

The teaching methodology was effective, and the instructor explained everything clearly.

3. Was the 7-day duration and daily timing appropriate for learning?

Yes, the duration and timing were appropriate and manageable.

4. Did you get sufficient practice in Grammar, Correspondence, and LSRW skills?

Yes, I received enough practice in all the required skills.

5. Would you recommend this course to other students? Why or why not?

Yes, I would recommend it because the course is useful, easy to understand, and improves language skills.

Student's Signature: 

Thank you for your valuable feedback!



STUDENT FEEDBACK FORM

Add-on Course - English Language Skills: Grammar, Correspondence & LSRW

Academic Year: 2025-26

Student Name: Diya. P. Patne Class: BA 1stst (English)

Date: 17-10-2025

1. Was the course content relevant and useful for improving your English language skills?

Yes, the Course Content was very relevant and helpful for improving my English skills.

2. How effective was the teaching methodology and instructor's delivery?

The teaching methodology was effective, and the instructor explained everything clearly.

3. Was the 7-day duration and daily timing appropriate for learning?

Yes, the duration and timing were appropriate and manageable.

4. Did you get sufficient practice in Grammar, Correspondence, and LSRW skills?

Yes, I received enough practice in all the required skills.

5. Would you recommend this course to other students? Why or why not?

Yes, I would recommend it because the Course is useful, easy to understand, and improves language skills.

Student's Signature: Diya P. Patne

Thank you for your valuable feedback!



Date
17/11/2025

Name: Deekumar Sahu

TEST

Time: 1 Hour | Total Marks: 50

Instructions: All questions are compulsory. Each question carries 2 marks.

38
-
50

SKILL FOCUSED (NON-TEXTUAL) - 5 Questions

1. A key improvement noted in the revision process, aiming for a more direct message, is:

- a) Formatting
- b) Flow
- c) Clarity
- d) Word Choice

2. The revision aim of Conciseness is achieved by:

- a) Organizing information logically
- b) Using bullet points
- c) Selecting more appropriate vocabulary
- d) Removing redundant words and phrases

3. The concept of Flow in revision involves:

- a) Removing redundant words
- b) Using clearer language
- c) Organizing information logically with better transitions
- d) Selecting appropriate vocabulary

4. The skill area of Situational Communication primarily involves the practical application of language in:

- a) Formal essay writing
- b) Literary analysis
- c) Real-life conversations and interactions
- d) Identifying poetic devices

5. Which aspect of writing focuses on expressing ideas in the fewest possible words without losing meaning?

- a) Clarity
- b) Coherence

- c) Conciseness
- d) Creativity

LANGUAGE SKILLS - 5 Questions

6. A word that is used to connect words, phrases, or clauses is known as a/an:

- a) Adverb
- b) Interjection
- c) Conjunction
- d) Preposition

7. In the sentence, "The teacher gave the students a task," the word "students" functions as the:

- a) Subject
- b) Indirect Object
- c) Direct Object
- d) Complement

8. Which component of Sentence Structure refers to the part containing the verb and its modifiers?

- a) Noun Clause
- b) Subject
- c) Predicate
- d) Direct Object

9. In the sentence "She bought him a gift," the word "gift" is the:

- a) Subject
- b) Direct Object
- c) Indirect Object
- d) Predicate

10. Which word class describes or modifies a noun or pronoun?

- a) Verb
- b) Adjective
- c) Adverb
- d) Conjunction

POETIC DEVICES - 5 Questions

11. Which poetic device is characterized by the repetition of initial consonant sounds?

- a) Repetition
- b) Assonance
- c) Enjambment
- d) Alliteration

12. The technique where a line of poetry continues onto the next line without punctuation or pause is called:

- a) Assonance
- b) Alliteration
- c) Enjambment
- d) Rhyme

13. The poetic device focusing on the recurrence of similar vowel sounds in close proximity is:

- a) Alliteration
- b) Assonance
- c) Repetition
- d) Consonance

14. Repetition as a poetic device is used primarily to:

- a) Create visual imagery
- b) Emphasize ideas and create rhythm
- c) End lines with similar sounds
- d) Compare two unlike things

15. Which poetic device is demonstrated in the phrase "Peter Piper picked a peck of pickled peppers"?

- a) Assonance
- b) Enjambment
- c) Alliteration
- d) Repetition

LIFE SKILLS - 5 Questions

16. As a life skill, the practice of Decision Making primarily requires:

- a) Following the crowd
- b) Acting without hesitation

c) Analyzing choices and consequences

- d) Avoiding all risk

17. What does the life skill of Contentment foster?

- a) Materialistic pursuits
- b) Continuous dissatisfaction

c) A state of satisfaction and inner peace

- d) Excessive ambition

18. The life skill of Environment Consciousness encourages:

- a) Industrial expansion at any cost
- b) Awareness of and responsibility toward the natural world
- c) Exploitation of non-renewable resources
- d) Focus solely on urban development

19. The life skill of Equality promotes:

- a) Discrimination based on merit
- b) Fair treatment and opportunities for all individuals
- c) Hierarchical social structures
- d) Competition over collaboration

20. Which life skill helps individuals maintain a balanced perspective during challenging times?

- a) Ambition
- b) Contentment
- c) Competition
- d) Dominance

INTERPERSONAL SKILLS - 5 Questions

21. The interpersonal skill of Time-management is most crucial for:

- a) Ignoring deadlines
- b) Focusing on non-essential activities
- c) Prioritizing tasks and meeting commitments
- d) Multitasking constantly

22. Concentration is an Interpersonal Skill that directly improves:

- a) Physical strength

- ~~b) Listening and comprehension ability~~
- ~~c) Public speaking fluency~~
- ~~d) Financial stability~~

23. Patience helps in interpersonal relationships by enabling one to:

- a) Demand instant results
- ~~b) Tolerate delays, difficulties, or provocation without becoming angry~~
- c) Avoid all social conflict
- d) Dominate conversations

24. Which skill is explicitly important alongside Time-management, Patience, and Concentration?

- a) Leadership
- b) Negotiation
- c) Conflict Resolution
- ~~d) Self-Discipline~~

25. Self-Discipline as an interpersonal skill helps in:

- ~~a) Controlling one's actions and maintaining focus on goals~~
- ~~b) Avoiding all responsibilities~~
- ~~c) Delegating tasks to others~~
- ~~d) Working without planning~~

