



**NAIPUNNYA**  
**SCHOOL OF MANAGEMENT**

**A Project of the Archdiocese of Ernakulam - Angamaly**  
**Affiliated to the University of Kerala**  
**Accredited by NAAC with A Grade**  
**An ISO Certified Institute**

**ADD ON COURSE 2022-23**

**ADD-PGDE-01**

**CERTIFICATE IN  
GRAMMAR AND  
VOCABULARY**

**POSTGRADUATE DEPARTMENT OF ENGLISH**

# **ADD-PGDE-01 CERTIFICATE IN GRAMMAR AND** **VOCABULARY**

**Hours:30**

## **Objectives:**

- To develop mastery of grammar rules: The course aims to provide a comprehensive understanding of the fundamental rules of grammar in English, enabling students to recognize and use them correctly in their writing.
- To enhance vocabulary skills: The course intends to expand students' vocabulary and help them use a range of words appropriately, based on context and meaning.
- To improve writing fluency: The course aims to improve writing skills, enabling students to produce clear, concise, and effective sentences, paragraphs, and essays.
- To develop editing and proofreading skills: The course will enable students to edit and proofread their writing to correct errors in grammar, punctuation, and spelling, and to refine the style, tone, and coherence of their work.
- To enhance critical thinking and analytical skills: The course intends to foster critical thinking and analytical skills by engaging students in various writing assignments, such as essays, reports, and critiques, and providing feedback and guidance on how to improve their writing.

## **Outcomes:**

- Improved writing skills: Students will have improved their writing skills, including their ability to write clear, concise, and effective sentences, paragraphs, and essays.
- Enhanced grammar knowledge: Students will have acquired a comprehensive understanding of fundamental grammar rules in English, including parts of speech, sentence structure, and punctuation, and will be able to apply this knowledge in their writing.
- Expanded vocabulary: Students will have expanded their vocabulary and will be able to use a range of words appropriately based on context and meaning.
- Developed editing and proofreading skills: Students will have developed their editing and proofreading skills and will be able to identify and correct errors in grammar, punctuation, and spelling, and refine the style, tone, and coherence of their work.
- Improved critical thinking and analytical skills: Students will have improved their critical thinking and analytical skills by engaging in various writing assignments, such as essays, reports, and critiques, and receiving feedback and guidance on how to improve their writing.

## Syllabus

### MODULE I:

Words: A.

- a. Noun: Types, Number, Gender,
- b. Verb: Types, Forms,
- c. Adjective: Types, Degrees
- d. Adverb: Types,

Words: B.

- a. Articles: Definite, Indefinite
- b. Pronoun: Types, Cases
- c. Preposition: Types,
- d. Conjunction: Types,
- e. Interjection:

### MODULE II:

A. Subject-Verb Agreement

B. Tenses. A: Simple (Present, Past & Future Time) Structures (V/Vs/Ves, Ved, Shall/Will V)

B: Continuous (Present, Past & Future Time) Structures (to be Ving)

C: Perfect (Present, Past & Future Time) Structures (hv Ven) d. Tenses

D: Perfect Continuous (Present, Past, Future Time) Structures (hv been Ving)

### MODULE III:

A. Clauses: Types (Coordination, Subordination and Conditionals) Structures

B. Sentences A: Types (Declarative, Interrogative, Imperative, Exclamatory) Structures

C. Sentences B: Types (Direct, Indirect, Active, Passive, Affirmative, Negative) Structures

### MODULE IV:

A. Vocabulary: Word Formation: Prefix, Suffix, Conversion, Compounding, abbreviation.

B. Punctuation: Comma, colon, semi-colon, hyphen, full-stop, parenthesis, exclamation mark, slash, apostrophe etc.

### Reference Books:

- Word Power Made Easy by Norman Lewis
- The Elements of Style by William Strunk Jr. and E.B. White