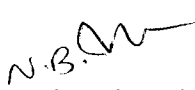


## Rules & Regulations for Certificate Courses :

- (1) Certificate Course in Entrepreneurship Development
  - (2) Certificate Course in Insurance
  - (3) Certificate Course in English Speaking
- 
- i. Certificate Course Time Period : 3 months
  - ii. Eligibility : Any student doing his/her graduation or post graduation
  - iii. Intake : English Medium 70 students  
Gujarati Medium 70 students
  - iv. Fees : Rs. 1000 per certificate course
  - v. Faculties : Internally 4 faculties as well as Guest lecturer and concerned subjects experts from open will call for the same.
  - vi. Remuneration : Rs. 250 per session and coordinator have Rs. 1500 per course.
  - vii. Examination : Assignment, Project work, Quiz, Written test, Group Discussion, Presentation.
  - viii. Issue of Certificate : Candidate who pass the examination and complete the classroom training will be awarded a certificate jointly by Shri V. Z. Patel Commerce College and Sardar Patel University.
  - ix. Hours of Course : Daily 2 hours / or weekly 9 hours / or total 100 hours in 3 month.
  - x. Attendance : 75% for completing the certificate course
  - xi. Coordinator : Principal, Shri V. Z. Patel Commerce College, Anand.

  
**Dr. Narendrasinn B. Raj**  
I/C. PRINCIPAL  
Shri V.Z. Patel Com. College,  
ANAND.



## Certificate Course in English Speaking

### Course Objective:

- To familiarize the learner with the basic concepts of English language.
- To develop the skill of independent reading with comprehension.
- To equip the students with language proficiency and skills necessary for business communication.

### Learning Outcomes:

On successful completion of this course, student should be able to:

- Develop their listening, speaking, reading and writing skills.
- Develop their communication skills.

Unit	Description of Detail	Weighting (%)
Unit-1	<b>Basic Grammar</b> -Tenses -Active and Passive Voice -Parts of Speech	25%
Unit-2	<b>Reading Skill</b> -Vocabulary -Suffix, Prefix -Synonyms, Antonyms -Reading Comprehension	25%
Unit-3	<b>Speaking Skill</b> -Presentation Skills -Interview Skills -Group Discussion	25%
Unit-4	<b>Listening and Writing</b> -Practical keep your English (Audio) -Formal and Informal letters -Drafting of E-mails -On we Go BBC(Video)	25%

### Basic Reference Books:-

- Oxford Practice Grammar –by John Eastwood
- English Grammar in US –by Raymond Murphy
- Reading with Meaning –by Debbie Miller
- On we Go (BBC) Video
- Keep up your English (Audio)



*H.M.C.*

*N.B.R.*  
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