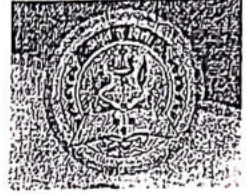


The M.L.Gandhi Higher Education  
Society, Modasa



Shri S.K.Shah & Shrikrishna O.M. Arts College,  
Modasa-383315

Add on Course on  
Expertise Training Course in  
Functional English Grammar

Prepared by  
(English Department)

Year - 2023 - 2024




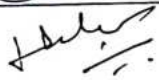

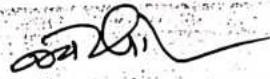


The M.L.Gandhi Higher Education Society, Modasa

Shri S.K.Shah & SHriKrishna O.M.Arts College,  
Modasa- 383315

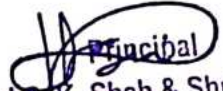
MINUTES

A Meeting of the Committee consisting by the following members was held on Dt. 25/11/2024 At 03.00pm to prepare the syllabus of add on courses by English Department to be started in the College. The following members were present in this meeting.

The attached syllabus of 30 hrs add on course on Experties Training Course In <sup>Functional English</sup> <sub>Grammar</sub> is approved by this committee after intensive Discussion.

Sr.No	Name of Members	Designation	Signature
1	Dr D.H.Joshi	Principal	
2	Dr J.J.Desai	Vice Principal	
3	Dr P.R.Sinh	IQAC Co-Ordinator	
4	Shri J.B.Patel	Administrator Co-Ordinator	
5	Prof. D. R. Mehta	Hod	
6	Prof R. B. Patel	Assistant Professor	



  
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**Department of English**  
**Add-on Course**  
**On**  
**FUNCTIONAL ENGLISH GRAMMAR**

**Unit I** Introduction to grammar (what is grammar, its importance etc); different approaches to grammar: traditional, generative, transformative, and communicative.

**Unit II** Articles & determiners. Forms & functions of nouns, pronouns, prepositions.

**Unit III** Verbs (transitive & intransitive, regular & irregular), tense & aspect, auxiliaries (primary & modal), negatives, questions, agreement & concord.

**Unit IV** Forms & functions of adjectives, adverbs, agreement & concord

**Unit : V** Academic Writing / Technical Writing / Content Writing



  
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Shri S. K. Shah & Shrikrishna O. M. Arts College, Modasa

Add-on Course

Expertise Training Course in

Day 1 – Session 1

Functional English Grammar

Time	Expert	Subject
9:00 to 11:00	Prof. D.R. Mehta	Introduction to Grammar

Day 2 – Session 2

Time	Expert	Subject
9:00 to 11:00	Dr. R.B. Patel	Importance of Grammar

Day 3 – Session 3

Time	Expert	Subject
9:00 to 11:00	Dr. Mayur M Solanki	Different approaches to Grammar; traditional, generative

Day 4 – Session 4

Time	Expert	Subject
9:00 to 11:00	Prof. Palak Vyas	Different approaches to Grammar generative, transformative communicative



  
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Day 5 – Session 5

Time	Expert	Subject
9:00 to 11:00	Prof. D.R. Mehta	Articles & Determiners

Day 6 – Session 6

Time	Expert	Subject
9:00 to 11:00	Dr. R. B. Patel	Forms & Functions of nouns, Pronouns, Prepositions


Day 7 – Session 7

Time	Expert	Subject
9:00 to 11:00	Dr. M. M. Solanki	Verbs: Transitive & Intransitive regular & Irregular tense

Day 8 – Session 8

Time	Expert	Subject
9:00 to 11:00	Prof. Palak Vyas	Auxilliaries Primary & Modal, Negative, Questions agreement & concord



  
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Day 9 – Session 9

Time	Expert	Subject
9:00 to 11:00	Prof. D.R. mehta	Forms & Functions of adjectives, adverbs

Day 10 – Session 10

Time	Expert	Subject
9:00 to 11:00	Dr. R. B. Patel	Agreement & Concord.

Day 11 – Session 11

Time	Expert	Subject
9:00 to 11:00	Dr. M. M. Solanki	Adverbs & Adjectives

Day 12 – Session 12

Time	Expert	Subject
9:00 to 11:00	Prof. Palak Was	Academic Writing



  
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Day 13 – Session 13

Time	Expert	Subject
9:00 to 11:00	Prof. D. R. Mehta	Technical Writing.

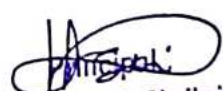
Day 14 – Session 14

Time	Expert	Subject
9:00 to 11:00	Dr. R. B. Patel	content writing

Day 15 – Session 15

Time	Expert	Subject
9:00 to 11:00	Dr. M. M. Solanki	Literary Writing



  
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2023-24

Shri S.K.Shah & Shrikrishna O.M. Arts College, Modasa

Short term Course,

Department

List of Students

Date :

No.	Name Of Students	Roll No.	M/ F	Class	Session- 1	Session- 2	Session- 3	Session- 4	Session- 5	Session- 6	Session- 7	Session- 8	Session- 9	Session- 10	Session- 11	Session- 12	Session- 13	Session- 14	Session- 15
1	Arisari Farhana	7095	F	V	L	L	X	L	L	L	L	L	L	X	L	L	L	L	L
2	Ansaari Khushi	7096	F	II	X	L	L	L	X	L	L	L	L	L	L	L	X	L	L
3	Bakoliya Anjali	7097	F	II	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L
4	Bakoliya Pabiy	7098	F	II	L	L	X	L	L	L	L	X	L	L	L	X	L	L	L
5	Baloch Mahabani	7099	F	II	L	L	L	L	L	L	L	L	L	L	X	L	L	L	L
6	Bandi Admani	7100	F	II	L	L	X	L	L	X	L	L	L	L	L	L	L	L	L
7	Bandi Nasir	7101	F	II	L	X	L	L	L	L	L	X	L	L	L	L	X	L	L
8	Bandi Nasir	7102	F	II	L	L	L	X	L	L	L	L	L	L	L	L	L	L	L
9	Bandi Shoaib M	7103	F	II	X	L	L	L	L	L	L	L	L	L	L	L	L	L	L
10	Bariwala Tanvi	7104	F	II	L	L	L	L	X	L	L	L	L	X	L	L	L	L	L
11	Bayalida Pabiy	7105	F	II	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L
12	Belem Mohammad	7106	M	II	L	X	L	L	L	L	L	X	L	L	L	L	L	X	L
13	Belem Farhida	7107	F	II	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L
14	Belem Tarannum	7108	F	II	X	L	L	X	L	L	L	L	L	X	L	L	L	L	L
15	Bhanu Binal	7109	F	II	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L
16	Kadiya P. N	7132	M	II	L	X	L	L	L	X	L	L	X	L	L	L	L	L	L
17	Patel Dax V	7172	M	II	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L
18	Patel Poochi N	7187	F	II	L	L	X	L	L	L	X	L	L	L	L	L	L	L	L
19	Patel Dav A	7206	M	II	L	L	L	L	L	L	L	L	L	X	L	L	L	L	L
20	Patel Jis B	7251	M	II	X	L	X	L	X	L	X	L	L	L	X	L	L	L	L



*[Signature]*  
Principal

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O. M. Arts College, Modasa (Gul.)



2023-24

Shri S.K.Shah & Shrikrishna O.M. Arts College, Modasa

Short term Course,

Department

List of Students

Date :

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1	Makwana Anjana A	6101	F	III	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	Makwad Anay B	6103	M	II	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3	Machi Khushi L	6105	F	II	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓
4	Pandhal Rinit H	6107	M	II	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓
5	Parmar Priya B	6109	F	II	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6	Patel Ashvi B	6111	F	II	✗	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓
7	Patel Davi S	6113	F	II	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
8	Prajapati Siddhi A	6116	F	II	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
9	Tankar Mayur M	6123	M	II	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓
10	Vadi Sumil K	6124	M	II	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
11	Zala Priya S	6126	F	II	✓	✓	✗	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓
12	Bandi Mahammad Z	6128	M	II	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
13	Bhavsar Bhartiya Savarab B	6130	M	II	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
14	Charhan Kashish J	6131	F	II	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
15	Solanki Anvita M	6119	F	II	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
16																			
17																			
18																			
19																			
20																			



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**Question Paper**  
***Functional English Grammar***

1. The Sun \_\_\_\_\_ in the East. (rise, rises)
2. Rohan \_\_\_\_\_ hard. (work, works)
3. Roma runs \_\_\_\_\_ (fast, fastly)
4. Seema is a \_\_\_\_\_ girl. (handsome, beautiful)
5. Riya \_\_\_\_\_ a nice dress yesterday. (wear, wore)
6. Kinjal \_\_\_\_\_ the news paper daily. (reads, read)
7. You \_\_\_\_\_ when I came. (were sleeping, slept)
8. Rajesh \_\_\_\_\_ his assignment last night. (completed, complete)
9. Megha is an \_\_\_\_\_ girl. (honest, honestly)
10. \_\_\_\_\_ Himalaya is the biggest mountain in India. (The, A)



  
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**Report of Add on Course  
(2023-2024)**

**Course Name: Functional English Grammar**

**Department: English**

During the academic year 2023-2024, department of English conducted add on course on Functional English Grammar. Functional English is usage of the English language required to perform a specific function. This is typically taught as a foundation subject when a good command of English is required for academic study and career progression. In some cases, a particular form of technical English, such as Aviation English, may be required for a particular vocation. Such specialised usage is known and taught as English for Specific purposes.

Prof.D.R.Mehta, HOD of English department explained the importance of functional English Grammar in day today life and motivated the students to learn specific use of Grammar in conversation. Dr.R.B.Patel emphasized the same thing during his lectures. Dr.Mayur Solanki talked about the different approaches to English Grammar. Prof.Palak Vyas taught the communicative approach of the language. Prof.D.R.Mehta drew students' attention on the usage of articles and determiners, forms and functions of adjectives and adverbs and technical writing. Dr.R.B.Patel taught forms and functions of nouns, pronouns and prepositions, agreement etc. On the whole, add on course was a great success for the department.



  
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## Add on Course

Organized by



Department of English

Shri S.K. Shah & Shri Krishna O.M. Arts College, Modasa

### CERTIFICATE OF COMPLETION

This is to certify that Makwana Anjanabem Vasantbhai  
has successfully completed the Certificate Course on "Functional English Grammar"  
organized by the Department of English at college campus, Modasa, held from  
January 29, 2023 to February 12, 2024. We wish her/him all the luck for her/his  
future.

Head  
Department of English

Principal  
Dr. Deepak H Joshi