

University of Mumbai



No. UG/ 76 of 2021

CIRCULAR:-

Attention of the Principals of the Affiliated Colleges and Directors of the recognized Institutions in Faculty of Humanities.

They are hereby informed that the recommendations made by the Board of Studies in English at its online meeting held on 30th May, 2020 vide item No. 2 and subsequently approved by the Board of Deans at its meeting held on 26th June, 2020 vide item No. 11(11) have been accepted by the Academic Council at its meeting held on 23rd July, 2020 vide item No. 4.31 and subsequently approved by the Management Council at its online meeting held on 28th August, 2020 vide item No. 2 and that in accordance therewith, in exercise of the powers conferred upon the Management Council under Section 74(4) of the Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017) the Ordinance 6584 & 6585 Regulations 9330 & 9331 and the syllabus of Certificate Course in Basic English Grammar has been introduced and the same have been brought into force with effect from the academic year 2020-21. (The said course might be introduced from the academic year 2021-2022 in the wake of prolonged Covid-19 pandemic situation in the country and subsequent delay in the commencement of the new academic year) accordingly. (The same is available on the University's website www.mu.ac.in).

MUMBAI - 400 032
25th January, 2021
To,

(Dr. B.N. Gaikwad)
I/c. REGISTRAR

The Principals of the affiliated Colleges and Directors of the recognized Institutions in Faculty of Humanities. (Circular No. UG/334 of 2017-18 dated 9th January, 2018.)

A.C/4.31/23/07/2020
M.C/2/28/08/2020

No. UG/ 76A of 2021

MUMBAI-400 032

25th January, 2021

Copy forwarded with Compliments for information to:-

- 1) The Dean Faculty of Humanities,
- 2) The Chairman, Board of Studies in English,
- 3) The Director, Board of Examinations and Evaluation,
- 4) The Director, Board of Students Development,
- 5) The Co-ordinator, University Computerization Centre.

(Dr. B.N. Gaikwad)
I/c. REGISTRAR

Copy to :-

- 1. The Deputy Registrar, Academic Authorities Meetings and Services (AAMS),**
- 2. The Deputy Registrar, College Affiliations & Development Department (CAD),**
- 3. The Deputy Registrar, (Admissions, Enrolment, Eligibility and Migration Department (AEM),**
- 4. The Deputy Registrar, Research Administration & Promotion Cell (RAPC),**
- 5. The Deputy Registrar, Executive Authorities Section (EA),**
- 6. The Deputy Registrar, PRO, Fort, (Publication Section),**
- 7. The Deputy Registrar, (Special Cell),**
- 8. The Deputy Registrar, Fort/ Vidyanagari Administration Department (FAD) (VAD), Record Section,**
- 9. The Director, Institute of Distance and Open Learning (IDOL Admin), Vidyanagari,**

They are requested to treat this as action taken report on the concerned resolution adopted by the Academic Council referred to in the above circular and that on separate Action Taken Report will be sent in this connection.

- 1. P.A to Hon'ble Vice-Chancellor,**
- 2. P.A Pro-Vice-Chancellor,**
- 3. P.A to Registrar,**
- 4. All Deans of all Faculties,**
- 5. P.A to Finance & Account Officers, (F.& A.O),**
- 6. P.A to Director, Board of Examinations and Evaluation,**
- 7. P.A to Director, Innovation, Incubation and Linkages,**
- 8. P.A to Director, Board of Lifelong Learning and Extension (BLLE),**
- 9. The Director, Dept. of Information and Communication Technology (DICT) (CCF & UCC), Vidyanagari,**
- 10. The Director of Board of Student Development,**
- 11. The Director, Department of Students Welfare (DSD),**
- 12. All Deputy Registrar, Examination House,**
- 13. The Deputy Registrars, Finance & Accounts Section,**
- 14. The Assistant Registrar, Administrative sub-Campus Thane,**
- 15. The Assistant Registrar, School of Engg. & Applied Sciences, Kalyan,**
- 16. The Assistant Registrar, Ratnagiri sub-centre, Ratnagiri,**
- 17. The Assistant Registrar, Constituent Colleges Unit,**
- 18. BUCTU,**
- 19. The Receptionist,**
- 20. The Telephone Operator,**
- 21. The Secretary MUASA**

for information.

Board of Studies in English

Syllabus

1	Title of the Course <i>Q.6582</i>	Certificate Course in Creative Writing
2	Eligibility for Admission <i>Q.6583</i>	Candidate who has passed 10+2 examination in Arts / Science / Commerce or equivalent examination
3	Intake Capacity <i>R.9328</i>	40 Students per batch
4	Passing Marks	The candidate must obtain 40 % of the total marks in external and internal examination to pass the course
5	Selection	First Come First Served Basis
6	Credits	02 Credits
7	Duration of the Course <i>R.9329</i>	6 Months (July-December / January-June)
8	Number of Lectures	30 Hours
9	Fee Structure	Rs. 2000/- (The fee covers tuition fees, remuneration of teacher, infrastructural expenses, books, stationery, examination fee etc.)
10	Teaching Faculty Qualification	As per UGC Guidelines
11	Remuneration of Teacher	As per University / Government Guidelines
12	Centre	Any College/Department/Institution under the purview of the University of Mumbai
13	Level	P.G. / U.G. / Diploma / Certificate (Strike out which is not applicable)
14	Pattern	Yearly / Semester (Strike out which is not applicable)
15	Status	To be implemented from the Academic Year 2020-2021

Date:

Signature:

**Submission on Feasibility of Starting New Courses as per the Provision of
Maharashtra Public University Act 2016
Ac - 23/7/2020, Resolution No. 4.31**

CERTIFICATE COURSE IN BASIC ENGLISH GRAMMAR

1. Necessity of Starting this course:

Understanding the basic grammar rules is essential for communicating efficiently in any language and English is not an exception to this. When we use correct English grammar, communication becomes easier, clearer and more efficient. The flawless communication in English language is an important asset in today's age of globalization. Knowledge of grammar and understanding of its basic structure helps the learner to improve his/her speaking, listening, reading and writing skills.

2. Whether UGC has recommended to start the said Courses?

UGC has given guidelines for introduction of career oriented courses (<https://www.ugc.ac.in/oldpdf/xiplanpdf/revisedcareerorientedcourses.pdf>). Universities are allowed to run the diploma / certificate courses and with due approval of its governing councils/ statutory council wherever required (Ref: <https://www.ugc.ac.in/faq.aspx>). However, u/s 5(16) under Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017), Universities are empowered to start to prescribe the courses of instruction and studies in choice based credit system for the various examinations leading to specific degrees, diplomas or certificates in a stand-alone format or joint format with other State or national or global universities.

3. Whether all the courses have commenced from academic year 2019-20?

The above certificate course recommended by the BoS in English, and further approved by the statutory bodies is to be introduced from the Academic Year 2020-2021.

4. The courses started by the University are self-financed, whether adequate number of eligible permanent Faculties are available?

The certificate course is purely self-financed. The department/affiliated colleges interested in its affiliation need to comply with the norms laid down as above.

5. To give details regarding duration of the course and is it possible to compress the course?

The duration of the course is maximum 6 month {6 Months (July-December / January-June)} with total 30 contact hours consist of maximum 2 Credits on completion of total 30 hours.

6. The intake capacity of each course and no. of admissions given in the current academic year (2019-20)

The intake capacity is set to maximum 40 students per batch.

7. Opportunities of employability/employment available after undertaking these courses:

Developing grammar skills is a sure way with the help of which the learner can present himself/herself as more professional, polished and poised for job success. Adding certificates to learner's resume that show an investment in grammar knowledge and understanding can greatly enhance his / her profile and set him/her apart from the other candidates. Knowledge of grammar allows person to communicate effectively in any academic or professional setting. Additional jobs for grammar experts include proofreader, blog writer, book editor, teacher, publisher, website developer, freelance writer, besides, career in grammar can start in any number of places and across many industries.



University of Mumbai

Certificate Course in Basic English Grammar

Syllabus (with effect from the academic year 2020-21)

(Choice Based Credit System)

Board of Studies in English

Dr. Sudhir Nikam (Chairperson)

Dr. Rajesh Karankal (Member)

Dr. Santosh Rathod (Member)

Dr. Bhagyashree Varma (Member)

Dr. Deepa Mishra (Member)

Dr. B. N. Gaikwad (Member)

Dr. Dattaguru Joshi (Member)

Dr. Satyawan Hanegave (Member)

Dr. Deepa Murdeshwar-Katre (Member)

Syllabus Sub-Committee

Dr. Dattaguru G. Joshi (Convener): Department of English, Gogate-Walke College, Banda

Dr. Mangesh Gore (Member): Department of English, Sundarrao More ACS College, Poladpur

Prof. Vinodsinh Patil (Member): Department of English, Arts and Commerce College, Phondaghat

Dr. Arundhati Barde (Member): Member, Department of English, Sonopant Dandekar College, Palghar

Dr. Arjun Kharat (Member): Department of English, Ramnarain Ruia College, Matunga

Board of Studies in English

Syllabus

1	Title of the Course	Certificate Course in Basic English Grammar
2	Eligibility for Admission	Candidate who passed 10+2 examination in Arts / Science / Commerce or equivalent examination
3	Intake Capacity	40 Students per batch
4	Passing Marks	The candidate must obtain 40 % of the total marks in external and internal examination to pass the course
5	Selection	First Come First Served Basis
6	Credits	02 Credits
7	Duration of the Course	6 Months (July-December / January-June)
8	Number of Lectures	30 Hours
9	Fee Structure	Rs. 2000/- (The fee covers tuition fee, remuneration of teacher, infrastructural expenses, books, stationary, examination fee etc.)
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13	Level	P.G. / U.G. / Diploma / Certificate (Strike out which is not applicable)
14	Pattern	Yearly / Semester (Strike out which is not applicable)
15	Status	To be implemented from the Academic Year 2020-2021

Date:

Signature:

Certificate Course in Basic English Grammar

Preamble:

Understanding the basic grammar rules is essential for communicating efficiently in any language. It makes communication easier, clearer and more efficient. Knowledge of grammar allows a person to communicate effectively in any academic or professional setting. Additional jobs for grammar experts include proofreader, blog writer, book editor, teacher, publisher, website developer freelance writer etc. Besides, career in grammar can start in any number of places and across many industries. Developing grammar skills is a sure way with the help of which learners can present himself/herself as more professional, polished and poised for job success. Adding certificates to learner's resume that show an investment in grammar knowledge and understanding can greatly enhance his / her profile and set him/her apart from the other candidates. Basic English Grammar Course will help students to grasp the basics and beyond in the English language. It also assists learners to learn the rules and guidelines required to master the English language and to communicate flawlessly. The course intends to help learners to form English sentences correctly on their own. It proposes to facilitate learners to improve communication skills in both spoken and written form.

- **Necessity of the course:**

Understanding the basic grammar rules is essential for communicating efficiently in any language and English is not an exception to this. When we use correct English grammar, communication becomes easier, clearer and more efficient. The flawless communication in English language is an important asset in today's age of globalization. Knowledge of grammar and understanding of its basic structure helps the learner to improve his/her speaking, listening, reading and writing skills.

Objectives:

- 1) To enable the learners to reinforce their basic English grammar and conceptual knowledge in the English language
- 2) To make learners revise and reinforce the most important basic structures in English grammar in order to build a strong foundation
- 3) To enable learners to recognize and understand the meaning of targeted grammatical structures in written and spoken form.

- 4) To train learners to use the language with confidence and without committing errors.

Learning Outcomes:

By successfully completing this course, the learner will be able to:

- 1) Know the differences between word classes and their forms.
- 2) Be comfortable with forming sentences with the correct verb tenses.
- 3) Identify the structures and types of Clauses.
- 4) Understand the mechanics of a sentence.
- 5) Use punctuation correctly.
- 6) Avoid common spelling errors.
- 7) Use targeted grammatical structures meaningfully and appropriately in oral and written communication.

Unit I:

(10 lectures)

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:

Unit II:

(08 lectures)

- A. Subject-Verb Agreement
- B. Tenses.
 - a. Tenses A: Simple (Present, Past & Future Time) Structures (V/Vs/Ves, Ved, Shall/Will V)
 - b. Tenses B: Continuous (Present, Past & Future Time) Structures (to be Ving)
 - c. Tenses C: Perfect (Present, Past & Future Time) Structures (hv Ven)
 - d. Tenses D: Perfect Continuous (Present, Past, Future Time) Structures (hv been Ving)

Unit III: (09 lectures)

- 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

Unit IV: (03 lectures)

- a. Vocabulary: Word Formation: Prefix, Suffix, Conversion, Compounding, abbreviation.
- b. Punctuation: Comma, colon, semi-colon, hyphen, full-stop, parenthesis, exclamation mark, slash, apostrophe etc.

Assessment:

Marks: A minimum of 16 out of 40 (internal) and 24 out of 60 (course end) marks must be scored by the learner. The learner should score an aggregate 40 marks out of 100 to pass in the course.

Internal Assessment – 40 marks

Sr. No.	Particulars	Marks
1	Two class tests of 10 marks each to be conducted on the curriculum taught. The teacher will have freedom to design the pattern of questions for the test. The maximum duration of the test will be 30 minutes.	20

2	<p>Ten home assignments of 10 marks each based on curriculum to be assessed by the teacher concerned. The learner is expected to spend 10 hours on home assignments. The total marks scored by the learner in ten assignments of 100 marks will be converted to count/consider the score out of 20 marks. For every assignment the teacher will design 20 objective questions of ½ marks each. Following methods of assessment could be used by the teacher: MCQs, do as directed, fill in the blanks, complete the following sentences, encircle the correct option, identify the type of..., word formation exercises, use correct form of..., transformation or conversion of sentences, use punctuation marks etc.</p> <p>Assignment wise curriculum distribution:</p> <p>Assignment 1: Unit 1 Words A sub topics (a) & (b)</p> <p>Assignment 2: Unit 1 Words A sub topics (c) & (d)</p> <p>Assignment 3: Unit 1 Words B sub topics (a) & (b)</p> <p>Assignment 4: Unit 1 Words B sub topics (c), (d) & (e)</p> <p>Assignment 5: Unit 2 Subject-Verb Agreement</p> <p>Assignment 6: Unit 2 Tenses A, B, C & D</p> <p>Assignment 7: Unit 3 Clauses & Sentences A</p> <p>Assignment 8: Unit 3 sentences A & B</p> <p>Assignment 9: Unit 4 Word formation & punctuation</p> <p>Assignment 10: Unit 4 Word formation & punctuation</p>	20
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Course End Examination Pattern: 60 Marks, Duration 02 Hours

The Course End Examination of 60 marks will have 4 questions of 15 marks each.

Q.1 - Unit I -15 marks.

Q.2 - Unit 2 -15 marks.

Q.3 - Unit 3 -15 marks.

Q.4 - Unit 4 -15 marks.

(Following methods of assessment for Course End Examination may be used by the teacher, however she/he can also develop her/his own method of assessment suitable to the topic: MCQs, do as directed, fill in the blanks, complete the following sentences, encircle the correct option, identify the type of..., word formation exercises, use correct form of..., transformation or conversion of sentences, use punctuation marks etc.)

References:

1. Leech, Geoffrey et al. *English Grammar for Today-A New Introduction*. Palgrave, 2005.
2. McCarthy, Michael and Felicity O'Dell. *English Vocabulary in Use: advanced*. Cambridge: CUP, 2002; South Asian Edition, 2008.
3. Mohan Krishna & Banerji, Meera: *Developing Communication Skills*. New Delhi: Macmillan India, 1990.
4. Murphy, Raymond. *Essential Grammar in Use*. Cambridge: CUP, 2007 (3rd Edition); South Asian edition, 2012.
5. Pal Rajendra and Suri Prem Lata, *English Grammar and Composition*, Sultan Chand and Sons, New Delhi.
6. Quirk Randolph and Greenbaum Sidney, *A University Grammar of English*, Longman.
7. Wren P C and Martin H, *High School English Grammar and Composition*, Blackie ELT Books, New Delhi.

Web Resource:

<https://www.englishgrammar.org/>

SAMPLE EXERCISES AND MODEL QUESTION PAPER

A. Sample Exercises for Internal Test/ Home Assignment (40 Marks)

N.B: 1. Following patterns of the questions could be used for the assignment and test.

2. Each assignment may contain 20 MCQs carrying 1/2 mark each.

1. Pattern of Questions:

- Fill in the blanks with appropriate verb form that agrees with the subject.
- Fill in the correct form of the verb given in the bracket.
- Fill in the blank with suitable articles.
- Draw a circle around the correct preposition in parentheses in the following paragraph.
- Rewrite the paragraph with correct punctuation mark, remember to use capitals for proper noun and for the first letter in sentence.
- Complete the following sentences in reported speech.
- Complete the following sentences using appropriate form of the adjective given in the brackets.

- State whether the underlined verb in the following sentences are transitive or intransitive.
- Rewrite the following sentences using appropriate adverb form.
- Fill in the blanks with appropriate conjunctions.
- Make noun/adverb forms of the following.
- Do as directed (Change the voice).
- Word formation exercises (Using appropriate Affixes).
- Identify the type of sentences (Imperative, declarative, interrogative & exclamatory).
- Rewrite following sentences as a question.
- Rewrite the following Simple Sentences as Compound Sentences or (compound to complex or complex to compound).

2. Patterns with examples:

1. Fill in the blanks with appropriate verb form that agrees with the subject:

Eg. The quality of the apples _____ not very good.

- a. Was
- b. Were
- c. Either could be used here

2. Fill in the correct form of the verb given in the bracket:

Last Tuesday he _____ (receive) a letter from the police

Unless he _____ (confess) to me I will not believe him anymore.

3. Fill in the blank with suitable articles:

I recently discovered that _____ money doesn't buy as much as it used to. I'd been living in _____ dormitory for two years and hadn't had to buy my own food for _____ whole time. Then, I moved into _____ apartment where I needed to buy _____ food for myself. The first day I wanted to get _____ juice, _____ meat, _____ bread and _____ butter.

4. Draw a circle around the correct preposition in parentheses in the following paragraph:
Jim was walking (across, over) the campus (in, at) noon when he met a friend whom he had not seen (since, during) summer. They stopped (in front of, around) the gymnasium and sat down (in, on) the steps. After they had talked (for, during) about ten minutes,

Jim said, “I must go (toward, to) Jefferson Hall this semester. Why don’t you drop by some afternoon (over, after) classes?”

5. Rewrite the paragraph with correct punctuation mark, remember to use capitals for proper noun and for the first letter in sentence:

Nawab hansraj was a keen lover of sports and hunting in his mansion he had a variety of animals and birds trained with patience with extraordinary deeds he was passionately fond of hawking and among all his falcons the birds ideal with hunting he prized a particular bird called kinju above all the others for its prized quality its sight was as piercing as a lynx's and its flight was swift as lightning no wonder it became the object of nawab's special care and attention and the nawab often went about with kinju perched in his leather gauntleted wrist many of his friends in his royal court who accompanied him on his haunting expedition were filled with envy to see the wonderful talent of birds they wagered bets in many occasion with the nawab in an attempt to try and outsmart the skillful bird with their own hunting pet but the nawab laughed at all their attempts and won their challenges with great ease

6. Complete the following sentences in reported speech:

e.g. “Where is your sister?” She asked me.

Ans: She asked me _____

Do as directed: The teacher said, “Be quiet and listen to my words.” (Rewrite the sentence using indirect speech)

7. Complete the following sentences using appropriate form of the adjective given in the brackets:

E.g. The present situation is too _____ to handle. (difficult, more difficult, most difficult)

8. State whether the underlined verb in the following sentences are transitive or intransitive:

E.g. I brought her some gifts.

9. Rewrite the following sentences using appropriate adverb form:

E.g. You should not have spoken to your mother so _____

10. Fill in the blanks with appropriate conjunctions:

e.g. Rohit was hungry _____ he had not eaten anything for a long time. (so, because, therefore)

11. Make noun forms of the following:

- a. Kind
- b. Obey
- c. Sad

12. Do as directed (Change the voice):

E.g. Tokyo cannot hold the Olympics in 2020 due to Covid 19. (Change the voice)

13. Word formation exercises (Using appropriate Affixes):

Add appropriate prefix/suffix to the word provided in the bracket:

e.g. The arrival of the summer tourists is very _____ for the local economy
(benefit)

14. Identify the type of sentences (Imperative, declarative, interrogative & exclamatory):

e.g. Did I say anything to make you angry? _____

I want to become a poet. _____

Stand up. _____

How beautiful she is! _____

15. Rewrite following sentences as a question:

e.g. Sumit was accused of cheating.

The chicken crossed the road.

16. Rewrite the following Simple Sentences as Compound Sentences:

e.g. The old man being weak could not walk properly.

His father in spite of being poor is a contended man.

B. Model Question Paper- Course End Examination

BASIC GRAMMAR COURSE

Marks: 60

Time: 2 hrs.

1. (A) Complete the sentences using I/me/he/him etc. (15)

i. Who is that woman? Why are you looking at -----.

ii. 'Do you know that man?' Yes, I work with -----.

iii. I'm talking to -----. Please listen to -----.

iv. We're going out. You can come with -----.

v. I don't like dogs. I'm afraid of -----.

(B) Put in **a/an** or **some**.

- i. I read -----book and listened to -----music.
- ii. I need -----money. I want to buy -----food.
- iii. I'm going to open -----window to get ----- fresh air.
- iv. She didn't eat much for lunch, only -----apple and -----bread.
- v. I want to write a letter. I need-----paper and -----pen.

(C) Choose proper **adjective** or **adverb**.

- a. Don't eat so quick/quickly. It's not good for you.
- b. Can you speak slow/slowly, please?
- c. Bill is a very careful /carefully driver.
- d. Those oranges look nice/nicely. Can I have one?
- e. Please be quiet /quietly. I'm studying.

2. (A) Which is the right form of verb? (15)

- i. I phone/I'll phone you tomorrow, OK?
- ii. I haven't done the shopping yet. I do/I'll do it later.
- iii. I like sport. I watch / I'll watch a lot of sport on TV.
- iv. Jim is going to buy / will buy a new car. He told me last week.
- v. I need some exercise. I think I go/I'll go for a walk.

(B) Put the verb in the present perfect or past simple:

A: Do you know Ramesh's sister?

B: I----- (see) her a few times but I ----- (never /speak) to her.
----- (you/ever/speak) to her?

A: Yes. I ----- (meet) her at a party last week. She is very nice.

(C) Choose the correct alternative:

- i. My favourite film is *Three Idiots*. -----it four times.
a. I'm seeing b. I see c. I saw d. I've seen
- ii. My friend -----for me when I arrived.
a. waited b. has waited c. has been waiting d. was waiting
- iii. I----- out last night. I was too tired.
a. didn't go b. didn't went c. don't go d. haven't gone
- iv. 'How long ----- English?
a. do you learn b. are you learning c. you are learning d. have you been learning

v. What ----- when you saw her?

a. did Reena wear b. was Reena wearing c. has Reena worn d. was wearing Reena

3. (A) I Complete these sentences with a negative verb (isn't/haven't/don't etc) **(15)**

- i. They aren't rich. They -----got much money.
- ii. I----- find my glasses. Have you seen them?
- iii. Suresh -----write letters very often. He prefers to use phone.

(A) II Put the words in the right order. These are questions.

- i. (has/gone/where/David?)
- ii. (the/ children/what/are/ doing)

(B) I Active or passive? Complete the sentences.

- i. They -----(build) a new airport.
- ii. These shirts are clean now. They -----(wash).
- iii. I can't find my bag. Somebody -----(take) it.

(B) II Convert the following sentences into indirect speech:

- i. He said, "I will be in Kolkata tomorrow."
- ii. He says to them, "You have completed your job."

(C) Change the following sentences as directed:

- i. The old man being weak could not walk properly. (Simple to Compound)
- ii. I don't know the way leading to his house. (Simple to Complex)
- iii. I am confident that he is innocent in this matter. (Complex to Compound)
- iv. Keep quite or you will repent. (Compound to Complex)
- v. Our teacher is popular among students for his diligence. (Simple to Compound)

4. (A) I Identify the root word: **(15)**

- i. internationally
- ii. handkerchiefs

(A) II Add the appropriate prefix/suffix:

- i. Be careful or you might -----interpret the translation.
- ii. He fought the robber brave-----.
- iii. I didn't expect such -----responsible behavior from you.

(B) I Give noun form of following words:

- i. accuse
- ii. subsidies

(B) II Give verb form of following words:

i. strength

ii. succeed

iii. mass

(C) Punctuate the following paragraph

Our solar system includes the sun and all the planets moons dwarf planets and asteroids that orbit around it the four planets closest to the sun include mercury venus earth and mars these inner planets are made of rock and metals they are quite small compared to the outer planets the four outer planets are called the gas giants because they are made mostly of gases the outer planets include jupiter saturn uranus and neptune the most well-known dwarf planet in our solar system is pluto

Note:

1. At the end of the course, the Centre (College/Institute/Department) should ensure that the university rules and regulations have been duly followed.
2. On the basis of examination results and credits earned by the student, the Centre will issue the joint certificate with the name of University and College/Institute/Department.