

LANGUAGE USED IN CERTIFICATES

**A Thesis submitted to the Department of English Education
In Partial Fulfilment for the Master's Degree in English Education**

**Submitted By
Mon Bahadur Khatri**

**Tribhuvan University
Faculty of Education
Tansen Multiple Campus
Palpa, Nepal
2014**

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Date of Approval of the Thesis

Proposal: 19 March, 2014

Date of submission: 27 July, 2014

DECLARATION

I hereby declare to the best of my knowledge that this thesis is original; no part of it was earlier submitted for the candidature of research degree to any university.

Date: 25 July, 2014

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RECOMMENDATION FOR ACCEPTANCE

This is to certify that **Mr. Mon Bahadur Khatri** has prepared this thesis entitled **Language Used in Certificates** under my guidance and supervision.

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DEDICATION

Dedicated

To my parents and teachers

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ABSTRACT

The present study entitled **Language used in Certificates** aimed to analyze the language of certificate in terms of sentence types, tense, aspect, and voice; and to determine the components of certificates. The sample population consists of one hundred certificates issued by different national and international, governmental and non-governmental schools, colleges, universities, clubs, organizations, publications including training centers and institutions. Highly use of non-past tense and simple aspect makes the certificates more natural and easy to understand. As a new style of writing, certificates should be taught to the students of mass media and the students of school as well. More than that, this study is beneficial for those who keep interest on mass communication.

This thesis is divided into four chapters. Each chapter is divided into different sub-chapters. The first chapter deals with general background of the study, review of the related literature, objectives of the study and significance of the study. The second chapter deals with the methodology which consists of sources of data, population of the study, sampling population, sampling procedure, tools of data collection, process of data collection and limitations of the study. The third chapter deals with the analysis and interpretation of the data. The data have been presented and analyzed descriptively with the help of table and simple statistics like percentage and frequency. The fourth chapter deals with findings and recommendations followed by references and appendices.

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LIST OF SYMBOLS AND ABBREVIATIONS

%	Percent
/	Slash
()	Parenthesis
&	Ampersand
AD	Anno Domini
c.f.	Compare
Dr.	Doctor
e.g.	Exempli gratia (for example)
etc.	Etcetera
freq.	Frequency
H.S.	Higher Secondary
i.e.	That is
NELTA	Nepal English Language Teachers' Association
NP	Noun/ Pronoun
No.	Number
P.	Page
PP.	Pages
Prof.	Professor
Sb	Somebody
S.N.	Serial Number
TOT	Trainer of Teacher
V.D.C	Village Development Committee
viz.	Namely