CHAPTER ONE

INTRODUCTION

1.1 General Background

Language is a means of communication. It is language that makes human communication possible. Language is a bridge which keeps link between the messenger and the receivers. That is to say, a piece of massage is delivered through language.

Language cannot be limited in a single definition. Different scholars define language variously at different time and situation. For Traugott and Pratt (1980, p.1), "It is around us everywhere, in speech, writing, sign language, or simply in our mind as we dream, remember a conversation, or quietly think out a problem. It is a vehicle of power, a means by which we control, create, and preserve." Language is a set of symbols by which we communicate. It has enabled man to establish great civilization. It is responsible for social policy, mobility and stratification. According to Sapir (1921), "Language is a purely human and non-instinctive method of communicating ideas, emotions and desires by means of a system of voluntarily produced symbols." (Pandey, 2008, p.1)

Language is the system of communication in speech and writing that is used by people of a particular country or area. Finochhiaro (1964) defines language as a system of arbitrary, vocal symbols which permit all people in a given culture or other people who have learned the system of that culture, to communicate or to interact. (as cited in Brown 1994a, p.4). Wardhaugh (1972 p.3), defines language as a "system of arbitrary vocal symbols used for human communication".

Richards, Platt and Platt (1985) state, "Language is a system of human communication by means of a structured arrangement of sounds to form larger units, e.g. morpheme, words, sentences" (p. 31).

Language is a very important means of human communication. Gesture, tactile, olfactory, etc. are also the other means of communication. The English language unfolds the barriers laid among people who have different mother tongues and do not understand each other without using signals.

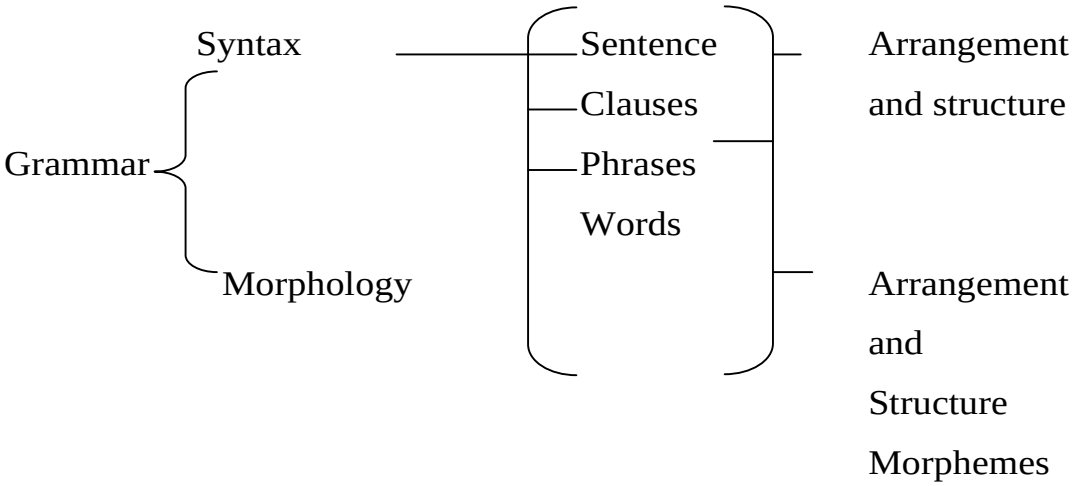
Various researches have been carried out by various scholars in different time span. The previous studies cover the large area of linguistics. A number of studies have been done on language and its usage. The language used in advertisement, posters, the message of congratulation, condolences, newspaper interviews, notices, etc. is easily available since it has already been studied. But it is very difficult to know what language is used in the certificates for none of the studies is centred on this very topic. A certificate contains different kinds of components but we cannot say what they are. We are still in puzzle what a certificate is. How to design a certificate and what language to use in it is the most challenging problem in the present day world. Therefore, the present study has been entitled ‘Language used in certificates’. It aims to address the following questions:

a. What is a certificate?
b. What are the types of certificates?
c. What language is used in certificates?
d. What are the components of certificates?
e. What is the importance of certificates?

Finally, the researcher believes that this study will be a guide for the language teachers, students, curriculum/ syllabus designers, certificate designers, writers, and the future researchers as well.

1.1.1 Morphology and Syntax

In restricted sense, grammar is considered having two layers, morphology and syntax. Grammar in its restricted sense is diagrammatically presented as follows:



Morphology studies how the words are formed. “Morphology deals with the internal structure of words.” (Lyons, 1971)

Morphology is the study of morpheme and its different categories, their function and formation. It is the study of forms, the internal form or structure of words. Hence it is defined as ‘the branch of grammar which studies the structure or forms of words primarily through the use of morpheme construct.

The word ‘syntax’ means ‘ordering together’. It is the study of sentence-building. Syntax is the grammar of sentences. It is the science of sentence construction. In the words of Fromkin, Rodman and Hyams (2009, P.159), "The part of grammar that represents a speaker's knowledge of sentence and their structure is called syntax." Morphology and syntax are related to each other in the sense that morphology studies how the words are formed and syntax studies how the sentences are formed.

1.1.2 Grammatical Units

Language is composed of various grammatical units viz. morpheme, word, phrase, clause and sentence.

1.1.2.1 Morpheme

Morpheme is the minimal unit of grammatical description in the sense that it cannot be segmented any further at the grammatical level of analysis. Morpheme is linguistic form that bears no partial phonetic-semantic resemblance to any other form. (Bloomfield, 1980) Hocket (1970) opines that morphemes are the smallest individually meaningful elements in the utterances of a language. Morpheme is the minimal grammatical unit.

1.1.2.2 Word

A word is a grammatical unit. Words can be grouped together into word classes.

Aarts and Aarts distinguish the word classes: Major and Minor.

i. Major word classes

Those words which have inevitable role in a sentence are called major words. They are also called open classes. In English, there are four major word classes: noun, adjective, adverb and verb.

a) Nouns

Nouns are words or group of words used as name of a class of people, place, and things or of a specific person, place or things. Traditionally, nouns are defined as words that denote people, animals, things or places. But the traditional definition of noun fails to address small creatures and insects that are different from animals in the world. This definition doesn't give any clear idea about the quality and abstract ideas, such as beauty, pain, expensiveness, peace, etc, as well. Yule (2006, P.74), views nouns are words used to refer to people (boy), objects (backpack), creatures (dog), places (school), qualities

(roughness), phenomena (earthquake) and abstract ideas (love) as if they were all things. Parrott (2010, P.9) states that noun describes a person, place, or thing. In fact we use nouns to express a range of additional meanings such as concepts, qualities, organizations, communities, sensations and events. A noun may be proper (that refers to person, place, institution, etc.), abstract (that refers to abstract ideas / things such as pain, happiness, beauty, etc.), material (e.g. gold, silver, water, etc.), collective (that refers to group name of persons, animals or things e.g. gang of thieves, herd of cows, bunch of flowers, etc.).

b) Adjectives

Adjectives are the words that describe or qualify a noun or pronoun. According to Yule (2006), "Adjectives are words used typically with noun, to provide more information about the 'things' referred to (happy people, large object, cute creature, stupid ideas)"(p.88). Likewise, Richards, Platt and Platt (1999) define, "Adjective is a word that describes the thing, quality, state, or action which a noun refers to." For example, *black in a black hat* is an adjective. (p.8). Adjective can be identified through its certain characteristics. In this light, Aarts and Aarts (1986) put that:

> Adjectives are comparative or superlative, attribute or predicative. We have some examples of adjectives such as beautiful girl, a green car, constructive criticism, honorable, greatest, unselfish, countless, academic, generous very, extremely, less (c.f. very helpful, extremely nasty, less interesting), good-better best, big-bigger-biggest ,etc.(p.28)

c) Adverbs

Adverbs are words that tell something about a verb, an adjective, another adverb or a sentence. According to Parrott (2010, P.61), "Adverbs are the words that modify a verb, an adjective or another adverb." Yule (2006, P.75)

opines that adverbs are words used, typically with verbs, to provide more information about actions, states, and events.

For Richards, et al. (1999),

> Adverb is a word that describes or adds to the meaning of a word, an adjective, another adverb, or a sentence, and which answers, such a questions as how? Where? Or when? In English many adverbs have an – ly ending. For example, adverb of manner e.g. carefully, slowly, adverb of place e.g. here, there, locally, and adverb of time e.g. now, hourly, yesterday. (p.9)

d) Verbs

Verbs are words used to show an action which is taking place or to indicate the existence of a state or conditions, or the part of speech to which a word belongs to. Greenbaum (2006) defines, "Verbs (or main verbs) by themselves or preceded by auxiliaries (or auxiliary verb) function as the verb of a sentence or clause" (p.90). Yule (2006, P.75) defines verbs as the words used to refer to various kinds of actions and states involving people and things in events. Certify, like, has, bears, awarded, expresses, organized, passed, are some examples of verb. The forms of the verb are different. There are some derivational suffixes:

-en : broaden, lengthen, darken, and strengthen
-ify : certify, simplify, glorify, nullify
-ize/ise : economize, nationalize, scandalize

Most English verb can add four inflectional morphemes to the base:

1. Third person singular present tense indicative.
   He cooks rice.
2. Past tense

He cooked rice.

3. -ed participle.

   He has cooked rice.

4. -ing participle.

   He is cooking.

ii. Minor word classes

Minor word classes are also called close word classes. In English there are seven minor word classes: Articles, prepositions, conjunctions, pronouns, numerals, quantifiers and interjections.

a) Articles

Articles are words used with noun that specifies whether the noun is definite or indefinite. Cowan (2008, P.211) mentions that articles are members of the larger class of pre-nominal modifiers known as determiners. Likewise, Richards, et al. (1999, P.21) define article as a word which is used with noun, and which shows whether the noun refers to something definite or something indefinite. According to Parrott (2010, P.26), "Articles are the parts of noun phrases and come at the beginning of them, either immediately before a noun or an adjective, or before a combination of adverb, adjective and noun." In the words of Yule (2006, P.75), "Articles are words (a, an, the) used with nouns to form noun phrases classifying those things (You can have a banana or an apple) or identifying them as already known (I'll take the apple)." (English has two types of articles, which function including as constituents of the noun phrase. The definite article is spelled ‘the’, the indefinite article is spelled ‘a’ (before consonant) or ‘an’ (before vowels).

b) Prepositions

Preposition is used with noun, pronoun and gerunds to link them grammatically to other words. According to Greenbaum (2006, P.91), "Prepositions (e.g. of, in) function as the first constituent of prepositional phrases and role typically

followed by noun phrases as their complements. They may be simple (consisting of one word, e.g. of, to) or complex (e.g. according to, as well as)". Yule (2006, P.75) states that prepositions are words used with nouns in phrases providing information about time, place and other connections involving actions and things. Preposition is a word or group of words. It is used before a noun or pronoun or sometimes with gerunds in order to show place, position, time or method of something. It is used to link noun, pronoun or gerunds grammatically to other words. For example:

- The cat sat on the mat.
- I am speaking on behalf of NELTA.
- John was born on 1st April, 2011.

c) Conjunctions

Conjunction is a word that is used to link the sentence, clauses, phrases or words. According to Richards, et al.(1999), "Conjunction is a word which joins, words phrases, or clauses together, such as, but and, etc" (p. 77). Yule (2006, P.75) opines that conjunctions are words used to make connections and indicate relationships between events. So, conjunctions constitute a close class of words which do not vary in form on formal grounds.

d) Pronouns

Pronouns are words which may replace nouns or noun phrases. They are words that substitute for a noun or a noun phrase e.g. ‘I”, ‘you’, ‘them’, ‘it’, ‘ours’, ‘which’, ‘myself’ and ‘anybody. According to Yule (2008), "Pronouns are words (me, they, he, himself, this, its) used in place of noun, phrases, typically referring to things already known"(p.88).

Pronoun is a word that is used to replace a noun or noun phrase to avoid the unnecessary repetitions of them in a sentence. This helps us to make language short, sweet, suit, and clear.

e) Numerals

Numerals are symbols or set of symbols used to present a number, e.g. the Arabic numeral 5, equivalent Roman numeral V, and the equivalent Binary numeral 101. Two sets of numerals can be distinguished: cardinal numerals (1, 2, 3……100) and ordinal numerals (1st, 2nd, 3rd, 4th ……100th). Richard, et al. (1999) agrees, "Numeral is a word or phrase which is used to name a number" (P. 252).

f) Quantifiers

Quantifiers indicate the range of individual or items, referred to 'all', 'some' or 'most' with a logical meaning. As defined by Cowan (2009), "Quantifies are set of determiners that indicate an amount or number of something" (p.194). It constitutes a close word classes.

g) Interjections

Interjection is a sound, word, or phrase that expresses a strong emotion such as pain or surprise but otherwise has no meaning. Greenbaum (2006) defines interjections as exclamatory emotive words that are loosely attached to the rest of the sentence, e.g. ah!, ouch!, sh!, wow! (p.91). Interjections are used to express strong emotion such as surprise, disgust, joy, pleasure; pain etc. (Aarts and Aarts p. 59) Interjection has no meaning. Ah!, aha!, eh!, hi!, ugh!, wow!, yippee!, hey!, are some symbols to express the feeling. They are mainly used in informal language.

1.1.2.3 Phrase

A phrase is a group of words. It is one of the major units of grammatical description. Crystal (1985) views phrase as "a term used in grammatical analysis to refer to a single element of structure typically containing more than one word, and lacking the subject predicate structure typical of clause. Aarts & Aarts (p.60) enlist the following phrases:

a) Noun phrase

A noun phrase has a dominant member (the head) which can replace the entire phrase; a characteristic that the noun phrase shares with the adjective phrase and the adverb phrase. Example:

Every boy in my class who has read the article

b) Adjective phrase

An adjective phrase is phrase whose principal element is an adjective. Example:
John is *very worried* about his youngest son.
It was *so cold* that my fingers were numb.

c) Adverb phrase

An adverb phrase is a phrase whose principal element is an adverb. It is group of words which functions like an adverb. Example:

He reads *very quickly*.
She drives *carefully.*
He spoke *hesitatingly*.

d) Verb phrase

A verb phrase is word or a group of words with a verb as headword. Every verb phrase has a dominant member, which is invariably a lexical verbs, the lexical verb is always the last constituent of the phrase. A verb phrase is a group of verbs that come together. Example:

The good boys *read* the red book.

The good boys *are reading* the red book.

e) Prepositional phrase

A prepositional phrase can be defined as a group of words that begins with a preposition and ends usually with a noun. Example:

I go to school *by bus.*

The boy followed a girl *with a blue sari.*

1.1.2.4 Clause

A clause is a grammatical construction smaller than a sentence and larger than a phrase. It is a grammatical unit at a level between a phrase and a sentence. For Nordquist, (2014), "A *clause* is a group of words that contains a subject and a predicate." (www.grammar.about.com)

A clause is a group of words that includes a subject and a verb, and forms a sentence or part of a sentence. A clause can be classified into main / superordinate, coordinate and subordinate. A main clause can stand alone but subordinate / dependent clause cannot occur alone. It comes with an independent / main clause. Coordinate clauses have equal importance in a sentence: both of them can stand alone. These clauses are joined by coordinate conjunctions. Example:

She arrived. (Main clause)

She arrived after the rain started. (Subordinate clause)

Ram is boy and *Sita is a girl*. (Coordinate clause)

A clause may either be a noun clause or an adjective clause or an adverb clause. **A noun clause** is a group of words which consists of a finite verb and functions like a noun. **An adjective clause,** which is also known as a **relative clause,** relates back to a noun whose meaning it modifies. **An adverb clause** is a group of words which functions as an adverb. It always gives information about when, where, why, how or if an action occurred. Example:

He said that *he was very tired*. (Noun clause)

The boy who won the match is my brother. (Adjective clause)

When I arrived he was sleeping. (Adverb clause)

Keep it where we can *find it easily*. (Adverb clause)

1.1.2.5 Sentence

A sentence is a group of words, or a single word, that expresses a complete thought, feeling, or ideas. Traditional grammar defines a sentence as the expression of complete thought. In the words of Bloomfield, "Each sentence is an independent linguistic form, not included by virtue of any grammatical construction in any larger linguistic form." Simply, a sentence contains a subject and a predicate. It usually contains an explicit or, implied subject and a predicate containing a finite verb. In this light, Quirk, Greenbaum, Leech and Svartvik (2010), define sentence as:

> The highest-ranking unit of grammar, and hence that the purpose of grammatical description of English is to define, by means of whatever descriptive apparatus may be necessary (rules, categories etc), what counts as a grammatical sentence in English. (p.47)

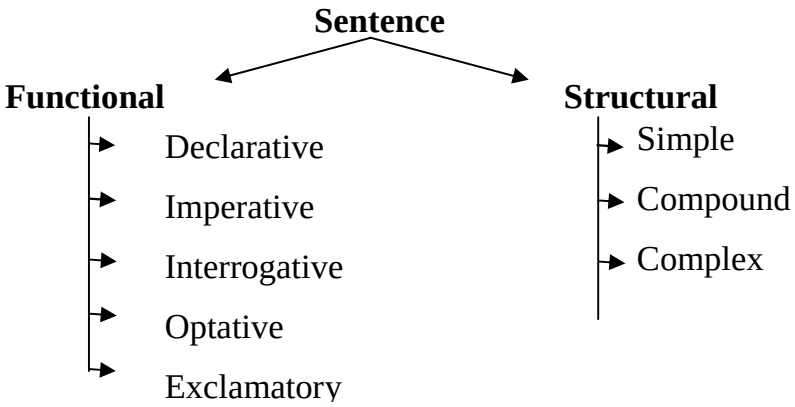
A sentence is the highest grammatical unit. It may be a group of words or even a single word but that is meaningful. It expresses a complete thought.

Aarts and Aarts (1986) are not the exception from above idea and they put that:

> The sentence is placed at the other extreme of the rank scale and regarded as the largest unit of grammatical description since it does not function in the structure of a unit higher than itself. To treat the sentence as the highest unit implies that we do not take into account larger stretches of language such as paragraphs and text. (P.79)

Therefore, sentence is the largest unit of grammatical organization within which parts of speech (e.g. nouns, verbs, adverbs) and grammatical classes (e.g. word, phrase, and clause) are said to function. Arts and Arts (1986, p. 80-

95) mention the sentences such as simple, compound, complex, declarative, imperative, interrogative, and exclamatory. They can be categorized in the following groups on the basis of their function and construction:



Sentences can be classified in several different ways. Functionally, they are classified as ***declarative, imperative, interrogative, optative and exclamatory***.

a) Declarative Sentence

A declarative sentence is a statement. It may be negative or affirmative. It declares the facts. It ends with a full stop. According to Aarts and Aarts , a declarative sentence always has a subject, which precedes the verb. A declarative sentence states a fact and ends with a period or full stop. It is a sentence in the form of a statement (in contrast to a command, a question, or an exclamation). (p.94)

Examples:

Paris is the capital of France.
Dr. Johnson's Dictionary was published in 1755.
This passage illustrates his sense of humour.

b) Imperative sentence

An imperative sentence is a sentence that makes commands and requests. Nordquist states that an imperative sentence is a sentence that gives advice or instructions or that expresses a request or command. It typically begins with the base form of a verb, as in 'Go now!' The implied subject 'you' is said to be

"understood" (or elliptical): (You) go now! An imperative sentence ends with a period or an exclamation point. Thoreau states that an imperative sentence is command or a polite request. It ends with an exclamation mark or a period / full stop. e.g. When a dog runs at you, whistle for him. (http://www.grammar-monster.com)

What Arts and Arts state is that an imperative sentence contains a verb in the imperative mood. If a subject is present, it is usually 'you' but as a rule the subject is lacking. For example:

- *Shut the door.*
- *Find me another pencil.*
- *Come and sit beside me.*

c) Interrogative: An interrogative sentence is a question type sentence which asks questions. To quote Aarts and Aarts, "An interrogative sentence contains a subject and opens with an auxiliary verb or a Wh-word."

Examples:

Does your mother know about this?
Can you play volleyball?
What did he tell you?
Who wrote this letter?

An interrogative sentence asks a question and ends with a question mark. For example: Who knew that dog saliva can mend a broken heart? (Jennifer Neal). An interrogative sentence or question is commonly used to request information-Do I have to go to work?

Nordquist defines interrogative sentence as a type of sentence that asks a question. Interrogative sentences are typically marked by inversion of the subject and predicate: that is, the first verb in a verb phrase appears before the subject. An interrogative sentence ends with a question mark. For Shrives, "An interrogative sentence is one that asks a direct question and always ends in a

question mark." The term interrogative sentence is another name for a question. For example:

- Has anyone seen my torch?
- What's the capital of Peru?
- Shall we ask Simon or Jonesy?

d) Optative: An optative sentence expresses the desire and mood of the speaker. Nordquist defines optative sentence as a category of grammatical mood that expresses a wish, hope, or desire. An optative sentence is a type of sentence that expresses strong feelings by making an exclamation. In English, Sometimes the subjunctive from of the verb is used in optative expressions, such as "God help us!"

e) Exclamatory: An exclamatory sentence expresses surprise, alarm, pain, indignation and strong opinion. It is an emotional utterance which usually lacks the grammatical full sentence and is marked with strong intonation. In exclamatory sentences, the subject precedes the verb. They are introduced by phrases opening with the words how or what.

Examples:

How beautiful she is!
What a good teacher Jim would make!
What a wonderful sight!

An exclamatory sentence expresses excitement or emotion. It ends with an exclamation Mark. An exclamatory sentence or exclamation is generally a more emphatic form of statement expressing emotion:"I have to go to work!"

For Frost, (2013),

"An exclamatory sentence is used to express a sudden emotion. It could be fear, anger, anxiety, admiration, excitement, etc."

For Labiak, (2014)

> People have strong emotions and often show them in the way they speak. When you need to shout out on paper, however, there's only one thing to do: use the exclamation point. Using exclamatory sentences screams at the readers, letting them know the strong emotions behind the sentiment you are writing. Because the exclamation point packs a punch, it is best to use it sparingly. (www.english.answers.com)

An exclamatory sentence ends with an exclamation point. For example:

- It's alive! It's alive!
- Have fun storming the castle!

The formal classification considers the form of structure of sentence.

a) Simple sentence

A sentence in which none of the function is realized by a clause is known as simple sentence. It is always an independent sentence that is capable of occurring on its own. For example, *Sita is a teacher*. Cater and McCarthy (2010) quote, ‘‘A sentence with one main clause is called a simple sentence" (p. 271).

b) Compound sentence

A compound sentence is one in which two or more sentences have been coordinated and each of them conjoins is independent. For example, Anita is a teacher, her fame is wide spread. Cater and McCarthy (2010) quote, "A sentence with two or more main clauses is called a compound sentence" (p.271).

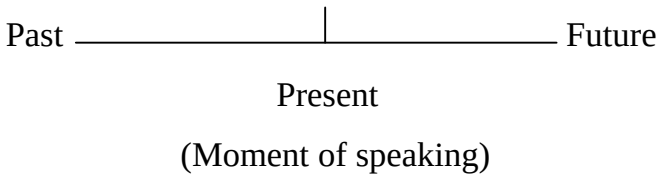
c) Complex sentence

A complex sentence is one in which one or more sentence functions are realized by a clause (finite or non- finite).For example: I do not mind telling you that I am bored as soon as I come home. Cater and McCarthy (2010) quote

"A sentence with a main clause and one or more subordinate clauses is called a complex sentence" (p. 271).

1.1.2.6 Tense

Tense indicates the time which is an obligatory category in the finite verb phrase. It refers to the relationship between forms of the verb and the time of action or state it describes. It has three dimensions – present, past and future. These can be represented as in the diagram below.



In fact, however, of the three times shown in the diagram, only two are expressed in English by inflections on the verb – present and past. Cowan (2008, p. 350) concludes that present time, for third person singular is indicated by adding -s to a regular verb and past time is indicated by adding -ed to a regular verb, or changing the form of an irregular verb such as go. Many languages also express future time by changing the form of a verb, but English generally expresses future time with the modal auxiliary verb *will*, or the semi-modal *be going to. Example:*

He helps her.	*Present Tense*
He helped her.	*Past Tense with regular verb*
He went to the game.	*Past Tense with irregular verb*
He will help her.	*Future time*
He is going to help her.	*Future time*

Time is also signaled by time adverbs, such as *yesterday, today, tomorrow, at noon, and three O'clock,* and by prepositional phrases, such as *for three years* and *since two O'clock*.

Likewise, Crystal (2003) views tense that it is a category used in the grammatical description of verbs (along with aspect and mode) referring

primarily to the way the grammar works the time at which the action denoted by the verb took place (p.459). Thus, English has two tense systems i.e. the sentence having –ed' suffix as in 'he convinced me' is the Past tense and rest of other are in non-past tense. Tense is always marked on the first verbal form. For example,

Write	wrote
May write	might write
Has been writing	had been writing

1.1.2.7 Aspect

Aspect is a grammatical category of verb that considers qualities of action independent of tense, e.g. the progressive and perfective in English.

Cowan (2008, p.351-354) opines:

> Aspect expresses how the speaker views the action of the verb. For example, an action that is seen as bounded and complete is *perfect* in aspect. If the action is seen as incomplete, it is *imperfect* in aspect; if seen as repeated, it is *iterative*; if seen as occurring regularly, it is *habitual*. English expresses **progressive aspect** by *be + present participle* and **perfect aspect** by *have + past particle*.

Cater and McCarthy (2010) define aspect as "The speaker's/ writer's perspective on the time of an event" (p.223). To clarify the term 'aspect', other grammarians, Richards, et al.(1999) put that:

> Aspect is a grammatical category which deals with how the event described by a verb is viewed, such as whether it is in progress, habitual, repeated, momentary, etc. (p.22)

Aspect may be indicated by prefixes, suffixes or other changes to the verb, or by auxiliary verb, as in English. English has two aspects: progressive and perfective. The two aspect constructions of English, the perfective and the progressive can be seen as realizing a basic contrast of aspect between the actions viewed as complete (perfective) and the action viewed as incomplete i.e. in progress (imperfective or progressive).

The sentences in perfective aspect are marked by has/have/had + past participle as in the sentence 'Mahendra had taken initial effort'. In perfective aspect the activity denoted by the verb is completed and is used mostly in narrating the past tense. Sentences in progressive aspect, on the other hand, are marked by *be + present participle* as in the sentence ‘we are expecting your future success’.

1.1.2.8 Voice

Voice is a linguistic device employed by the language to show the significance of a noun phrase associated with it. It shows whether the subject is the main theme or agent of some action or something is acted upon the agent. Richards, et al. (1999) put voice as the ways in which a language expresses the relationship between a verb and the noun phrase which are associated with it (p.401). Cowan (2008 p.392) talks that active voice has a subject NP followed by a verb and an object NP.

Example:

Anders Celsius invented the centigrade thermometer.

Passive sentences are formed from active sentences by:

- moving the subject to the end of the sentence and by placing *by* in front of it.
- moving the object into subject position.
- changing the main verb to its past participle from and inserting an appropriate form of *be* before it.

Example:

Anders Celsius invented the centigrade thermometer. *(Active)*

The centigrade thermometer was invented by Anders Celsius. (Passive)

"Passive sentences cannot be formed if the active sentence verb is not followed by an NP, PP, or complement clause." Similarly, the sequence *be + past participle* does not always signal the passive voice. Some past participles are adjectives." (Cowan, 2008, P.403)

Example:

He saw that the pitcher was smashed to bits.	*Verb + adjective*
The pitcher was smashed to bits by the angry woman.	*Passive*
He was placed in the second division.	*Verb + adjective*

> The passive is more limited than the active voice in that only transitive verbs may be in the passive. In fact, some passive sentences in English have no active counterpart. The *be*-passive can also interact with complements such as *that*-clauses and infinitives, producing complex passives. (Murcia and Freeman, 1999:p.346)

For example;

Mehdi was born in Tehran. (Passive only)

? His mother bore Mehdi in Tehran.

It is rumored that he will get the job.

That he will get the job has been decided. } Complex Passive

John is thought to be intelligent.

English has two types of voice: Active and Passive. The construction of active voice is preferred to show deeds of person. Sentences in active voice are felt simpler, more different and forceful. They follow the rules of construction in writer discourse. Delivery of message through the sentences of active voice is effective and spontaneous. Passive voice, on other hand, is used to make the

language polite and message focused. The readers feel the language pleasing and indirect also.

1.1.3 Introduction to Certificates

Certificate is a document confirming that someone has reached a certain level of achievement in a course of study or training. It is a document containing a certified statement especially as to the truth of something; *specifically*: a document certifying that one has fulfilled the requirements of and may practice in a field.

The Law dictionary defines certificate as a written assurance, or official representation, that some act has or has not been done, or some event occurred, or some legal formality been completed with. (www.thelawdictionary.org /certificate)

"Certificate is a document that states an official fact or completion of a program." (www.yourdictionary.com/ certificate)

It is issued to a person completing a course of study. It is used to prove that the facts it states are true. A certificate is an official document providing that one has completed a course of study or passed an exam, a qualification obtained after a course of study or an exam.

Certificate is a written document. It is an official verification that a condition or requirement has, or has not, been met. It is a written assurance or a document (such as a birth certificate, death certificate) prepared by an official during the course of his or her regular duties, and which may be used as evidence for certain purposes. (www.legaldictionary.thefreedictionary.com /certificate)

Certificate is a formal declaration that documents a fact that sb. has completed a course at a level. It proves that a particular person has completed a particular course of study or training as per the curriculum designed by the concerned board, committee, university, etc. Certificate is a written document that mirrors the qualifications of an individual in details.

1.1.3.1 Language of Certificates

Language is a means of communication. It varies as per the genres. So, the language used in a field differs from the language that of the others. Certificates, for example, include the following type of language:

Language with Different Sentence Types

- He /she bears good moral character. *(Simple sentence)*
- This is to certify that Miss Bimala Aryal daughter of Mr. Durga Prasad Aryal was an inhabitant of Marbhung V.D.C. Ward no. 1, Gulmi read in this institution from 2063/01/20 to 2069/11/30. *(Complex Sentence)*
- She passed the Annual Examination of class 10th (SLC) in 2069 and was placed in 2nd (ii) division. *(Compound Sentence)*

Language with Different Tenses

- According to the school record his date of birth is 205208-22. *(Non-Past Tense)*
- He was regular student of this school. *(Past tense)*
- This is to certify that Miss Bimala Aryal daughter of Mr. Durga Prasad Aryal was an inhabitant of Marbhung V.D.C. Ward no. 1, Gulmi read in this institution from 2063/01/20 to 2069/11/30. (*Mixed Tense)*

Language with Different Aspects

- According to the school record his date of birth is 205208-22. *(Simple Aspect)*
- All the dues (sums) to this school have been cleared. *(Perfective Aspect*)
- She had been studying here since 2059 B.S. to 2066 B.S. *(Perfect Progressive Aspect*)

Language with Different Voices

- She passed the SLC held in 2069 in SECOND division. *(Active)*
- All the dues (sums) to this school have been cleared. *(Passive)*

***(Source:** Certificates issued by different institutions)*

1.1.3.2 Types of Certificates

Certificate is an official document that contains the record a person or form or company. On the basis of certificates issued by different institutions and offices, they can be categorized in the following groups:

a. Academic certificates: Academic certificates refer to the documents that certify that a person has received specific education or has passed a test or series of tests. An academic certificate is a document that certifies that a person has received specific education or has passed a test or series of tests.

Academic certificates include transfer, character, provisional, migration, original and school / college leaving certificates.

b. **Experience Certificates:** Experience certificates refer to the certificates which are issued to the individuals after the completion of a task. An experience certificate is a letter that is written by the employer on behalf of an employee to confirm the time the employee was associated with the company, attesting the skills and contributions the latter made towards the growth of the organization. It can be looked at as the shorter version of a reference letter that helps future employers of a given candidate to ascertain whether it is a safe bet to employ him or not. Not only is the experience certificate a very important document when it comes to the closing formalities of an individual with a particular organization, it conveys the most basic work ethics and strengths of the individual to his future employers. An experience certificate consists of some certain components which are as follows:

- The date of issuance of the document at the top right corner.

- The declaration 'To Whom It May Concern' on the certificate, below the date line.
- The full name of the employee.
- The exact designation of the employee.
- The exact tenure of the employee with the company.
- A description of the work habits and resourcefulness of the employee.
- The closing sentence should be summarization of the organization's objective impressions of the employee.
- The certificate should end with 'We wish him every success in life', 'We wish him luck to be successful at any endeavor he embarks upon in future', or something along similar lines.
- 'Regards' or 'Sincerely' followed by the signature, name of signatory, designation of signatory, company seal, name and address of the organization.

The employer and the employee should always keep it in mind that an experience certificate always has to be printed on the company letterhead and signed either digitally or by hand by an administrative official of the company. (Source: http://www.buzzle.com)

c. **Training Certificates**: Training certificates refer to the certificates which are issued to the persons after the successful completion of some special sorts of trainings. For example, teacher training, computer training, journalism, and so on. A training certificate is a document issued to employees for completing some training program which certifies that the employee has gone through the stated training program and has performed well. Further, this certificate also words out the purpose of the training program, duration of the training, company information, trainer's name, trainee's name, date of certificate, etc. This certificate can also be designed like any traditional certificate issued by an organization. To make this certificate more professional, logo can be inserted in the background of the

certificate. It must be signed by the authorized person. (www.wordstemplates.org)

d. **Administrative Certificates**: Administrative certificates are the certificates of vital registration. They include Birth Registration certificate, Death Registration certificate, Marriage Registration Certificate, Transfer / Migration Certificate, Relationship Certificate, etc. Birth certificate is a document that is used to document birth of a child. It is used as the identification of a person in different fields of life, for instance, taking admission in a school, getting national identity card and number, etc. A birth certificate includes detailed information about new born baby like child's surname, parent's names, date of birth, gender, place of birth, address of parents, signature of the doctors or registrars, etc.

A death certificate is a legal document which lists the location, time, and manner of death for someone who has passed away. Typically, a death certificate is filled out by a doctor or medical examiner. When the cause of death is readily evident, sometimes police officers are also allowed to fill out a death certificate. (National Center for Health Statistics, January 1997, U.S., www.wisegeek.comd)

A death certificate is a permanent record of an individual's death. One purpose of the death certificate is to obtain a simple description of the sequence or process leading to death rather than a record describing all medical conditions present at death.

A marriage certificate is an official statement that certifies two people are married. In the words of Sheri and Stritof (2014), "A marriage certificate is an official recorded document issued by a governmental authority that proves that the couple listed on the marriage certificate has a legal marriage." A marriage certificate usually contains who married who, when they were married, where

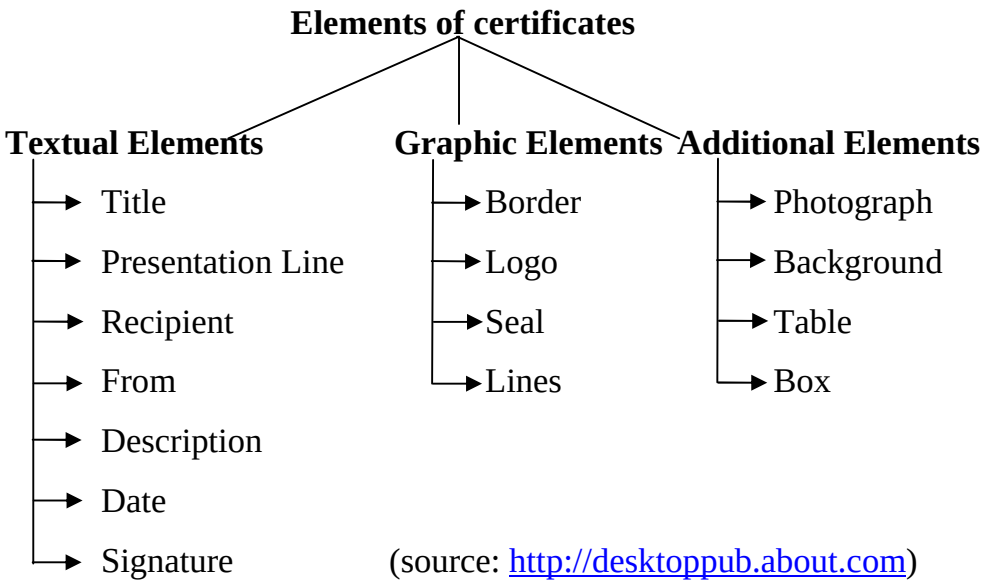
they were married, who married them, and who was there. (marriage.about.com)

e. **Miscellaneous Certificates:** Except the above mentioned certificates, some other certificates are also found to be used in the present day world. They are categorized under miscellaneous group.

1.1.3.3 Components of Certificates

Components refer to the different parts or elements of a certificate. Single constituent can never make a complete certificate. The certificate consists of varieties of elements like title, lines (dots), recipient, description, date, signature, etc. Howard (2014) designed his certificate of Award with text and graphic elements. Text elements include Title, Presentation Line, Recipient, From, Description, Date, and Signature. And Graphic Elements include Border, Logo, Seal and Lines. Howard's certificate has 9 of the 11 parts of a certificate.

These components apply primarily to achievement certificates, employee certificates, student, or teacher recognition awards, and participation certificates. Diplomas and similar official documents of certification may have additional elements such as Photograph, Background Pattern, Table, Box, etc. Thus, certificates may have the following elements:



(source: http://desktoppub.about.com)

A) Textual Elements

a. Title

Title is the main head line that usually reflects the type of document. It is usually at the top of the certificates.

b. Presentation Line

Presentation line refers to the short line of text which usually follows the title and may say *is awarded to, is hereby presented to or some other variation,* followed by the recipient. Alternately, it may read something like: *This certificate is presented on [DATE] by [FROM] to [RECIPIENT]*.

c. Recipient

Recipient simply refers to the name of the person, persons, or group receiving the award/ certificate. In some cases recipient's name is enlarged or made stand out as much as or even more than the title.

d. From

This is the name of the person or organization presenting the certificates. It may be explicitly stated in the text of the certificates or implied by the signature at the bottom or perhaps by having a company logo on the certificates.

e. Description

The reason for the certificates is explained here. This could be a simple statement (such as a high score in a bowling tournament or successful participation or completion of a degree) or a lengthier paragraph outlining specific characteristics or achievements of the award/ certificate recipient. The best award certificates are personalized to reflect why the recipient is receiving the recognition.

f. Date

The date when the certificate was earned or presented is usually written out before, within, or after the description. Typically the date is spelled out as in *31st Day of October or Fifth Day of May. 2013.*

g. Signature

Most certificates have a space near the bottom where the certificate is signed by a representative of the organization handing out the certificate. The name or title of the signatory may also be included below the signature. Sometimes, there may be space for two signatories, such as the company president and recipient's immediate supervisor.

B) Graphic Elements

a. Border

Border is a frame around the certificates. Not every certificate has a frame or border around it, but it’s a common component.

b. Logo

Logo is a printed design or symbol that a company or an organization uses as its special sign. The logo provides the quick recognition of the organization, company, office or firm. They are used in certificates to preserve the identity and reputation of the institution or company. Some organizations may include their logo or some other image related to the organization or subject of the certificates. For example, schools might include their mascot, a club might use a picture of a golf ball for a golf club award or a picture of a book for a summer reading program participation certificate.

c. Seal

Seal is an official design or mark, stamped on a document to show that it is genuine and carries the authority of a particular person or organization.

A certificate might have a seal affixed (such as stick-on gold starburst seal) or have an image of seal printed directly on the certificate.

d. Lines

Lines are the blank spaces where the name, description, date, and signature go. Some certificates may include blank spaces while others will have lines, like a fill-in-the-blank from where the name, description, date, and signature go (to be either typed or handwritten).

C) Additional Elements

a. **Photograph**

Photographs are the pictures of a person or a certificate receiver. Pictures give the clear identification of the recipient. The train of issuing certificates with the recipient's photograph is being common nowadays.

b. Background pattern

Background pattern refers to a design on which something is painted, drawn, etc. Not every certificate has an all-over background pattern, but it has become a part of certificates at present.

c. Table

A table is a list of facts or numbers arranged in a special order, usually in rows and columns. Not every certificate has a table, but it has been used in some of the certificates at present.

d. Box

A box is a small square or rectangle drawn on a page to write information in. The following table shows the presence and absence of box in certificates.

(Howard, 2014)

D) Virtual Elements: A certificate is not complete having included the above mentioned elements. It has specific colour, font, its own shape, etc. The researcher has studied these as virtual elements of certificates.

a. Colour: Colour is the appearance that things have that results from the way in which they reflect. The colour is seen in original certificates (but it in copies is rare).e. g.

Colour Black and white

b. Font: Font is the particular size and style of a set of letters that are used in printing or writing. e.g.

i. **Italics:** Italics refer to the printed or written letters that lean to the right. e.g. *This is to certify that ……..*

I wish her bright future.

ii. **Roman:** Roman type is ordinary printing or writing type which does not lean forward. e.g.

This is to certify that …….

I wish her bright future.

iii. **Cursive:** Cursive refers to the printing or writing with the letters joined together. e.g.

Certified that Mr. / Mrs. …

His / Her conduct during study period was good.

iv. **Bold:** Bold is a type of printed words or letters in a thick, dark type. e.g.

This is to certify that …….

I wish her bright future.

v. **In- boost letters:** In-boost letters refer to the more increased / enlarged letters than those in normal size in printing or writing. e.g.

c. **Shape:** A certificate is not merely a plain sheet of paper. It has specific shape. Shape is the form of the outer edges or surfaces of certificates.

e.g. a rectangular shape, a square shape

1.1.3.4 Importance of Certificates in Present Day World

A certificate is an official document, either printed or handwritten, which is issued primarily to an individual or institutions in order to publicize the facts in details. It is one of the proofs that make sure one's ability, through a very competent way. Certification does not mean merely printed paper or card, signed by some authority, telling about ones expertise. This shows the determination and ability to complete a task. It basically shows that one has accomplished the requirements of, and may perform in an area.

An academic certificate is a qualification attained in education which is offered by a university or other education provider. Certificates usually signify that a student has reached a standard of knowledge about a certain vocational or professional subject. Certificates validate that a student is considered

competent in a certain specific skills. They are considered necessary to continue further education as well. (*www*.igiworldwide.*com* *)*

An experience certificate confirms the time the employee was associated with the company, attesting the skills and contributions the latter made towards the growth of the organization. It can be looked at as the shorter version of a reference letter that helps future employers of a given candidate to ascertain whether it is a safe bet to employ him or not. It conveys the most basic work ethics and strengths of the individual to his future employers.

A training certificate is a document issued to employees for completing some training program which certifies that the employee has gone through the stated training program and has performed well. Further, this certificate also words out the purpose of the training program, duration of the training, company information, trainer's name, trainee's name, date of certificate, etc.

Administrative certificates are the certificates of vital registration. Birth certificate is used to document birth of a child. It is used as the identification of a person in different fields of life, for instance, taking admission in a school, getting national identity card and number, etc. A death certificate is a legal document which lists the location, time, and manner of death for someone who has passed away. A marriage certificate is an official statement that proves the couple listed on the marriage certificate has a legal marriage. In short, administrative certificates indicate the vital registration.

To, sum up, certificate is a document that proves the truth, states the facts, provides us with information and certifies one's ability or skill in the respected field.

1.2 Review of Related Literature

Language is viewed as one of the most important possessions of human being. It is an abstraction based on the linguistic behaviour of its users. Regarding the language use, a number of research works have been

conducted and accomplished by different researchers so far in Nepal and abroad. But no research has been carried out yet particularly on language used in certificates which is quite different from the language of other genres. The study aims to provide enough information to the readers and the future researchers who are interested in the respective field.

Neupane (2006) studied “The Language Used in Notices” aiming to determine sentence patterns of English notices in terms of constructions, tenses and aspects. He also wanted to find out language functions used in notices. In case of constructions, he found that verbless constructions were highly used. In terms of language functions, the requesting function had the highest frequency.

Budhathoki (2007) carried out a research on "Language Used in Vacancy Advertisement". He collected 80 samples of advertisement from the different newspapers. He concentrated his study in exploring the physical features of vacancy advertisements such as various use of headlines, contents, frequency of vocabularies and style of writing (formal and informal). He analyzed and described the features of language used in vacancy advertisements in terms of sentence types, tense, voice and aspect. He found that major word class vocabularies are dominantly used with bullets, table and logos. He also found that complete constructions with simple, compound and complex sentences are highly used in the vacancy announcement.

Dhakal (2008) studied the "Language Used in Posters" to analyze the language used in posters in terms of tense, aspect, voice, and sentence types. He found that simple sentences were maximally used than compound sentences. Regarding the tense and aspect, he found the maximal frequency of non-past tense (in which present reference was mostly found) and non-past simple aspect respectively. Similarly, active voice reserved 89.87% of occurrence.

Pandey (2008) studied the" Language Used in Condolences" aiming to analyze the language of condolences in terms of different variables such as Sentence types, tense, aspect, voice, and length. He also analyzed the

non-linguistic features used in the notice of condolences. (e.g. pictures, place of date, size) and special features of language as well (e.g. way of addressing, title, genre, collocation of words).

Aryal (2009) carried out a research on "Language Used in Newspaper Interviews" purposing to find the type of questions used in interviews (open ended, closed ended, double barreled and lead questions). She analyzed the language used in interviews in terms of sentence types (simple, compound and complex), tense (past and non-past), voice (active and passive) and aspect. She found that open ended questions were maximally used but double barreled and lead questions were used in limited number. Regarding the types of sentences, complex sentences had higher frequency than compound and simple. Her further finding was that active voice and simple aspect were also maximally used in newspaper interviews.

Ghimire (2012) carried out a research entitling "Language Used in Congratulations" aiming to determine selection of dictions and degree of formality. He attempted to find out the characteristic features of language used in the message of congratulations in terms of tense, voice, aspect, sentence structure, sentences length, etc. In order to accomplish his research, he collected 100 messages of congratulations by using simple random procedure from different English books and newspapers. He found non-past tense to be heavily used in all pieces of congratulations. And the non-past tense with present and future time reference was used frequently. Likewise, he found simple aspect to be used most frequently in the message of congratulations.

Although all above mentioned studies are related to language use, no study has been done on the language used in certificates yet. The present study differs from all of the previous studies carried out on language used in different genres because they have studied and analyzed the language in terms of tense, aspect and voice. Some of them have included the study of vocabularies (major and minor word class) which is not so scientific. The present study is obviously a

new topic. Firstly, it aims to categorize the certificates into five different group viz. Academic, Experience, Training, Administrative and Miscellaneous. Secondly, it aims to study and analyze the language used in certificates in terms of sentence types, tense, aspect, and voice. Thirdly, the study aims to determine the components of certificates. Last but not least aim of this study is to suggest some pedagogical implications. Thus, this study is different from those of the above.

1.3 Objectives of the Study

The proposed study has the following objectives:

a. To analyze the language of certificates in terms of:
   - Sentence Types (simple, complex and compound)
   - Tense (past and non-past)
   - Aspect (simple, progressive, perfective and perfect progressive)
   - Voice (active and passive)

b. To determine the components of certificate.

c. To suggest some pedagogical implications.

1.4 Significance of the Study

This study will be significant for those people who are concerned directly or indirectly with language use i.e. the messengers and the receivers. It is expected that it will be helpful to the people related to group communication. It will also be useful for the language teachers who have to carry out the work in preparing certificates. This will be a guideline for the future research workers who want to study in the field of group communication.

1.5 Definition of the Terms

Aspect: Aspect is a grammatical category of verb that considers qualities of action independent of tense

Certificates: Certificates are the document confirming that someone has reached a certain level of achievement in a course of study or training. They contain certified statements especially as to the truth of something.

Language: Language is a means of communication that makes human communication possible. Language is a bridge which keeps link between the messenger and the receivers. A piece of message is delivered through language.

Tense: Tense indicates the time which is an obligatory category in the finite verb phrase. It refers to the relationship between forms of the verb and the time of action or state it describes.

Voice: The voice is a linguistic device employed by the language to show the significance of a noun phrase associated with it. It shows whether the subject is the main theme or agent of some action or something is acted upon the agent.

CHAPTER TWO

METHODOLOGY

The researcher adopted the following methodology.

2.1 Sources of Data

Sources of data are of two types: Primary and Secondary.

2.1.1 Primary Sources of Data

The researcher did not use any primary sources of data.

2.1.2 Secondary Sources of Data

The researcher used only the secondary sources of data. The secondary sources of data were one hundred certificates viz. academic certificates, experience certificates, training certificates, administrative certificates, and miscellaneous certificates issued by different governmental and non-governmental schools, colleges/ campuses, universities, institutions and offices. In addition, the researcher consulted some books, previous thesises, and journal articles related to the research work in order to facilitate the study. Some of them are listed as follows:

i. Previously carried out researches:

- Aryal (2009)
- Budhathoki (2007)
- Dhakal (2008)
- Ghimire (2012)
- Neupane (2006)
- Pandey (2008)

ii. Books:

- Aarts and Aarts (1986)
- Cater and McCarthy (2010)

- Cowan(2008)
- Quirk, Greenbaum, Leech and Svartvik (2010)
- Yule (2006)

2.2 Sampling Procedure

One hundred different certificates issued by different institutions and offices were collected using stratified sampling approach and were categorized under the following headings, viz. Academic, Experience, Training, Administrative, and Miscellaneous.

2.3 Tools for Data Collection

The main tools for data collection were the observation and recording of different certificates provided to different individuals by different governmental and Non-governmental institutions and offices of Nepal and abroad.

2.4 Process of Data collection

The researcher visited different individuals having received certificates from different national and international institutions and offices. He told them the purpose and procedure of data collection of this study. He took permission to observe their certificates and asked for a copy of them to maintain the record. After collecting the varieties of samples of certificates issued by governmental and non-governmental schools/ colleges and offices, the researcher classified them under five categories along with number as in the table below:

Table No. 1: Types of certificates

S.N.	Types of Certificates	Number
i	Academic Certificates	57
ii	Experience Certificates	06
iii	Training Certificates	26
iv	Administrative Certificates	05
v	Miscellaneous Certificates	06
Total		100

Then, he analyzed and interpreted the data by tabulating them.

2.5 Limitations of the Study

The present study had the following limitations:

a. This study was limited to 100 certificates under five categories.

b. This study was further limited to the certificates issued from Nepalese, Indian and Chinese institutions only.

c. The study only analyzed the language structure in terms of sentence types, tense, aspect and voice, but not the language function.

d. This study further bounded to the components of certificates.

e. This study didn’t include the study of any vocabulary items.

CHAPTER THREE

ANALYSIS AND INTERPRETATION OF DATA

This chapter provides a descriptive analysis of certificates issued by different governmental and non-governmental schools, colleges/ campuses, universities and national and international institutions and offices. The data are analyzed and interpreted to determine the characteristic features of language used in certificates in terms of sentence types, tense, aspect, and voice.

3.1 Classification of Certificates

The researcher collected one hundred different certificates issued by governmental and non-governmental institutions and offices. He studied and classified them on the basis of their nature.

Table No. 2: Overall Number of certificates in terms of their Types

S.N.	Types of Certificates	Freq.	percent
I	Academic Certificates	57	57%
Ii	Experience Certificates	06	06%
Iii	Training Certificates	26	26%
Iv	Administrative Certificates	05	05%
V	Miscellaneous Certificates	06	06%
Total		100	100%

The table shows that five different types of certificates are used in the present day world. Among them, academic certificates hold the first position. Administrative certificates are the least. Experience certificates cover only 6%. The second position is reserved to the training certificate. They cover 26%. This research work shows that very few people receive the administrative certificates.

3.2 Language Structure

Language is composed of various grammatical units such as morpheme, word, phrase, clause and sentence. Apart from this, it includes tense, voice and aspect. The researcher analyzed the language in terms of sentence types, tense, aspect and voice.

3.2.1 Sentence

The researcher found the following types of sentences in the certificates:

i. Simple sentences
ii. Complex sentences, and
iii. Compound sentences

Table No. 3: Analysis of Sentence Types in Certificates

Sentences	Simple		Complex		Compound		Total
Certificates	Freq.	Percent	Freq.	Percent	Freq.	Percent	
Academic	129	64.17	41	20.39	31	15.42	201
Experience	23	76.66	5	16.66	2	6.66	30
Training	17	50	15	44.11	2	5.88	34
Administrative	1	16.66	5	83.33	-	-	6
Miscellaneous	8	72.72	3	27.27	-	-	11
Total	178	63.12	69	24.46	35	12.41	282

The table shows that there are two hundred and one sentences in academic certificates. Among them, one hundred and twenty-nine (64.17%) are simple sentences, forty-one (20.39%) are complex and thirty-one (15.42%) are compound. Simple sentences are the most and complex sentences are the least. Complex sentences hold the second position. Simple sentences have leaded ahead. Among thirty sentences in the experience certificates, twenty-three (76.66%) are simple, five (16.66%) are complex and only two (6.66%) are compound sentences. Simple sentences have been dominantly used in these

types of certificates. The table records thirty-four sentences in training certificates. Among them, seventeen sentences (50%) are simple, fifteen (44.11%) are complex and only two (5.88%) are compound. Simple sentences hold the first position in training certificates. And they are followed by complex sentences. The table shows only six sentences in administrative certificates. No compound sentence is used in them. Complex sentences have the leading occurrence with their 83.33% and they are followed by simple sentences (16.66%). There are eleven sentences in miscellaneous certificates. Among them, eight (72.72%) are simple sentences and only three (27.27%) are the complex ones; but none of the compound sentence is found to be used.

The table also shows that the researcher has studied and analyzed five types of certificates. It also shows that there are two hundred and eighty-two sentences altogether. Among them one hundred and seventy-eight (63.12%) are simple, sixty-nine (24.46%) are complex and thirty-five (12.41%) are compound. Administrative and miscellaneous certificates do not include compound sentences. Experience and training certificates also make the least use of compound sentences. Simple sentences have the highest frequency in all sorts of certificates and they are followed by complex sentences. But administrative certificates include the least frequency of occurrences of simple sentences.

a. Simple Sentences:

Simple sentences are found having dominant use in the samples of certificates. Among 282 sentences, 178 sentences are simple sentences. Some examples of simple sentences used in the samples are given below.

1. She was the student of class 10th (S.L.C.).
2. Her date of birth according to school Admission Register is 2052/12/06 V.S.
3. I wish his bright and excellent future career.
4. He/she was a regular student of this school.

b. Complex Sentences:

Complex sentences were found most frequent (69 of occurrences out of 282). Some examples of complex sentences used in the samples are given below.

1. This is to certify that Miss Bimala Aryal daughter of Mr. Durga Prasad Aryal was an inhabitant of Marbhung V.D.C. Ward No. 1, Gulmi read in institution from 2063/01/20 to 2069/11/30.
2. This is to certify that Mr. Gokarna Kunwar Chhetri son of Mr. Gopal Bdr. Kunwar Chhetri and Mrs. Parbati Kunwar an inhabitant of Gulmi district Hastichaur V.D.C. Ward No. 9 village studied in this school from 2063 to 2068.
3. He possessed a good moral character when he was a student of this institution.

3.2.2 Tense

The researcher, after analyzing the whole tenses, classified them into the following types:

i. Past Tense

ii. Non-Past Tense

Table No. 4: Analysis of Tense in Certificates

Tense	Past		Non-past		Total
Certificates	Freq	Percent	Freq	Percent	
Academic	97	48.25	104	51.74	201
Experience	14	46.66	16	53.33	30
Training	4	11.76	30	88.23	34
Administrative	4	66.66	2	33.33	6
Miscellaneous	2	18.18	9	81.81	11
Total	131	46.45	161	57.09	282

The above table shows that there are two hundred and one sentences in academic certificates. Among them, ninety-seven (48.25%) are in past, and one hundred and four (51.74%) in non-past tense. The table also indicates that non-past tense is the most and past tense is the least. Past tense reserves the second position in academic certificates. The table includes only thirty sentences in the experience certificates. Eleven (46.66%) of them are in past tense, and sixteen (53.33%) in non-past tense. Non-past tense has the highest frequency in the experience certificates. The table records thirty-four sentences in training certificates. Among them, only four sentences (11.76%) are in past tense, and thirty sentences (88.23%) are in non-past tense. Non-past tense has the first position in this sector also. The frequency of past tense is the least in these types of certificates. The table shows that past tense has high frequency of occurrence (4 out of 6 i.e. 66.66%) in administrative certificates. Non-past tense cannot make its widespread occurrence in them. This tense records only 33.33% (2 out of 6) of occurrence. This proves that mostly the administrative certificates are filled up with past tenses. In miscellaneous certificates, non-past tense reserves the highest frequency of occurrence (9 out of 11 i.e. 81.81%). Past tense is rarely used with its 18.18% (2 out of 11 of occurrence.

The above table also shows that the researcher has studied five types of certificates. There are two hundred and eighty-two sentences altogether. Among them ninety-seven (46.45%) sentences are in past tense, one hundred and four (57.09%) in non-past tense. The table shows the non-past tense being dominantly used in the certificates and it is followed by past tense. Non-past tense represents the highest percentage of tenses in the research corpus.

3.2.3 Aspect

The researcher found the following aspects while analyzing the certificates:

i. Simple aspect
ii. Progressive aspect
iii. Perfective aspect

iv. Perfect progressive aspect

Table No. 5: Analysis of Aspect in Certificates

Aspect	Simple		Progressive		Perfective		Perfect Progressive		Total
Certificates	Freq.	%	Freq.	%	Freq.	%	Freq.	%	
Academic	181	90.04	1	0.49	18	8.95	1	0.49	201
Experience	24	80	1	3.33	3	10	2	6.66	30
Training	17	50	-	-	17	50	-	-	34
Administrative	6	100	-	-	-	-	-	-	6
Miscellaneous	9	81.81	-	-	2	18.18	-	-	11
Total	237	84.04	2	0.7	40	14.18	3	100	282

This table shows that simple aspect is used more frequently than any other aspects in academic certificates. It covers 90.04% (i.e. 181 out of 201) of the total sentences. The perfective aspect has occupied the second position with its 8.95% of occurrence. The progressive and perfect progressive aspects hold the last position covering only 0.49 % (1/1 out of 201) which is the least used aspect in academic certificates. In the experience certificates, simple aspect holds the first position with 80% of occurrence. Perfective aspect holds the second position with its 10% (3 out of 30) of the total sentences. The table indicates that progressive aspect is the least used aspect in the experience certificates. In training certificates, the simple and perfective aspects make the equal frequency of occurrence i.e. 50% each. Both of the progressive and perfect progressive aspects are absent in training certificates. The table shows that only the simple aspect has occurred in administrative certificates. The table, in terms of miscellaneous certificates, presents that simple aspect has the highest frequency with its 81.81% of occurrence. Perfective aspect covers the

second position with its 18.18% of occurrence. There is no occurrence of progressive and perfect progressive aspects in the miscellaneous certificates.

The table shows that the researcher studied and analyzed five types of certificates. According to the table, the simple aspect holds the first position in all the certificates. Progressive aspect is the least used aspect (only 0.7%). It is found only in the academic and experience certificates. Perfective aspect records its second position covering 14.18% (40 out of 282) of the total sentences. Perfect progressive aspect has got the third position with its 1.06% of occurrence.

3.2.4 Voice

The researcher found the following types of voices in certificates.

i. Active, and

ii. Passive

Table No. 6: Analysis of voice in certificates

Voice	Active		Passive		Total
Certificates	Freq	Percent	Freq	Percent	
Academic	184	91.54	17	8.45	201
Academic	184	91.54	17	8.454	201
Experience	26	86.66	4	13.33	30
Training	24	70.58	10	29.41	34
Administrative	5	83.33	1	16.66	6
Miscellaneous	7	63.63	4	36.36	11

The table given above shows that active voice has occurred one hundred and eighty-four times (91.54%), passive voice has repeated only seventeen times, which makes 8.45% of occurrence. Active voice has the highest frequency of occurrence in academic certificates. In the experience certificates, active voice repeats twenty-four times (80%), passive voice occurs only six times (20%).

Passive voice is the least used voice in the experience certificates and active voice is the most used voice in them. Passive voice seems very restricted in comparison to passive voice in these certificates. The table further presents that the training certificates include 70.58% (24 out of 34) of active voice, 29.41.42% and (10 out of 34) of passive voice. Active voice has the highest percentage of occurrence and passive voice has the lowest occurrence in training certificates. In administrative certificates, active voice occurs five times (83.33%) while passive voice comes only once (16.66%). Active voice leads in these certificates. It is five times more than passive voice. In analyzing the miscellaneous certificates, the researcher has found both types of voices: active and passive. Active voice covers 63.33% (7 out of 11), and passive voice occurs only four times (36.36%). Active voice is the most frequently used voice in these certificates, too. Passive voice reserves the second position.

The table presents that active voice is leading ahead in all sorts of certificates. Passive voice is in second position in the samples. The average percentage of active voice has the highest position covering 87.23% (i.e. 246 out of 282) of the sentences used in the samples. 12.76% (i.e. 36out of 282) sentences are found to be used in passive voice less frequently than active voice in the certificates.

3.3 Components of Certificates

Certificate is a simple piece of paper. Various parts included in it are its components. There is usually a title and the name of the recipient but there are also a few more components that make up most certificates. Generally, a certificate consists of two types of elements viz. (a) Textual Elements, and (b) Graphic Elements. The researcher observed the other types of components, too – Additional and Virtual. Additional components include photograph, background pattern, table and box. Colour, font, shape, etc. come under the virtual elements.

3.3.1 Textual Elements

a. Title

Title is the main head line that usually reflects the type of a document. It is usually at the top of the certificates.

Table No. 7: Presence and absence of Title in certificates

Certificates	With Title		Without Title		Total
	Freq	Percent	Freq	Percent	
Academic	54	94.73	3	5.26	57
Experience	6	100	-	-	6
Training	21	80.76	5	19.23	26
Administrative	5	100	-	-	5
Miscellaneous	6	100	-	-	6
Total	92	92	8	8	100

The table shows the presence and absence of title in the certificates .There are one hundred certificates. Among them, fifty-seven are academic, six are the experience, twenty-six are training, five are administrative and six are miscellaneous ones. Fifty-four academic certificates (94.73%) out of fifty-seven have included title and only three (5.26%) academic certificates do not have the title. Twenty-one training certificates (80.76%) out of twenty-six are with title but five of them have also been found without the title. All of the experience certificates, administrative and miscellaneous ones have contained the title. 92 percentages of certificates include the title and only 8 percentages of certificates are without the title.

Some of the examples of title found in the samples are as follows:

a. Transfer & Character certificate
b. Certificate
c. To Whom It May Concern

b. Presentation Line

Presentation line refers to the short line of text which usually follows the title and may say *is awarded to, is hereby presented to or some other variation,* followed by the recipient. Alternately, it may read something like: *This certificate is presented on [DATE] by [FROM] to [RECIPIENT]*.

Table No. 8: Presence and absence of Presentation Line in certificates

Certificates	With Presentation Line		Without Presentation Line		Total
	Freq	Percent	Freq	Percent	
Academic	56	98.24	1	1.75	57
Experience	6	100	-	-	6
Training	24	92.30	2	7.69	26
Administrative	5	100	-	-	5
Miscellaneous	5	83.33	1	16.66	6
Total	96	96	4	4	100

The table shows that all of the experience and administrative certificates are always with presentation line. Fifty-six academic certificates among fifty-seven are with presentation line but only one academic certificate is found without presentation line. Among twenty-six training certificates, twenty-four are found with presentation line and only two are without presentation line. Ninety-six certificates out of one hundred include presentation line and only four certificates exclude it. A few of examples of presentation line found in the samples are given below.

a. This is to certify that Mr. ……..
b. Certified that Mr. ……..
c. This certificate is awarded with hearty congratulation to Mr. ……..

c. Recipient

Recipient simply refers to the name of the person, persons, or group receiving the award/ certificate. In some cases recipient's name is enlarged or made stand out as much as or even more than the title.

Table No. 9: Presence and absence of Recipient in certificates

Certificates	With Recipient		Without Recipient		Total
	Freq	Percent	Freq	Percent	
Academic	57	100	-	-	57
Experience	6	100	-	-	6
Training	26	100	-	-	26
Administrative	5	100	-	-	5
Miscellaneous	6	100	-	-	6
Total	100	100			100

The above table shows the occurrence of recipient in the certificates. None of the samples are found without recipient. This result proves that recipient is the most prominent and obligatory element of a certificate. Recipients are usually preceded by the presentation lines. Some of the examples of recipient found in the samples are given below in italics.

a. It is certified that *Mr. Bishnu Prasad Gautam*……...
b. This certificate is thankfully awarded to *Mr. Ganga Bahadur Khatri* …
c. *Miss Sapana Rana*, resident of Hunga V.D.C. Ward No. 2, Gulmi……..

d. From

This is the name of the person or organization presenting the certificates. It may be explicitly stated in the text of the certificate or implied by the signature at the bottom or perhaps by having a company logo on the certificates.

Table No. 10: Presence and absence of From in certificates

Certificates	With From		Without From		Total
	Freq	Percent	Freq	Percent	
Academic	57	100	-	-	57
Experience	6	100	-	-	6
Training	26	100	-	-	26
Administrative	5	100	-	-	100
Miscellaneous	6	100	-	-	6
Total	100	100	-	-	100

The table shows that all of the samples have the element 'From'. This indicates that none of the certificates is issued lacking 'From'. A few of examples of from found in the samples are listed below.

a. Tribhuvan University
b. English Language Teachers' Association (NELTA)
c. British Council, etc.

e. Description

The reason for the certificate is explained here. This could be a simple statement (such as a high score in a bowling tournament or successful participation or completion of a degree) or a lengthier paragraph outlining specific characteristics or achievements the award/ certificate recipient. The best award certificates are personalized to reflect why the recipient is receiving the recognition.

Table No. 11: Presence and absence of Description in certificates

Certificates	With Description		Without Description		Total
	Freq	Percent	Freq	Percent	
Academic	57	100	-	-	57
Experience	6	100	-	-	6
Training	26	100	-	-	26
Administrative	5	100	-	-	5
Miscellaneous	6	100	-	-	6
Total	100	100	-	-	100

The above table shows the occurrence of description in the certificates. Among the one hundred samples of different types, cent percent of them have included the description. This provides the fact that every certificate is issued including 'Description'. Absence of description in any certificate makes it vague and no perfection is found in it. Some of the examples of description found in the samples are given below.

a. …….. passed the XII Level Examination in first division held in 2066 (2009 AD).

b. ……having passed Bachelor's Degree examination in Education in Second division of the year 2001, ……

c. …… for the successful participation on 12 Day TOT Programme on Teachers' Professional Development ……

d. ……has successfully completed the computer courses Basic computer courses ……

f. Date

The date when the certificate was earned or presented is usually written out before, within, or after the description. Typically the date is spelled out as in *31st Day of October or Fifth Day of May. 2013.*

Table No. 12: Presence and absence of Date in certificates

Certificates	With Date		Without Date		Total
	Freq	Percent	Freq	Percent	
Academic	56	98.24	1	1.75	57
Experience	5	83.33	1	16.66	6
Training	15	57.69	11	42.30	26
Administrative	5	100	-	-	5
Miscellaneous	3	50	3	50	6
Total	86	86	14	14	100

According to the table, there are fifty-seven academic certificates. Among them fifty-six (98.24%) certificates include the date, and only 1.75 percentages of certificates (1 out of 57) exclude the date. 83.33% (5 out of 6) experience certificates contain the date and only 16.66% (1 out of 6) of them do not include the date. Fifteen (57.69%) out of twenty-six training certificates have date and eleven of them are without the date. 50% of miscellaneous certificates are with date and 50% of them are without the date. The date reserves its 86% percentage of occurrence in the samples. Only fifteen samples out of hundred do not have the date.

g. Signature

Most certificates have a space near the bottom where the certificates are signed by a representative of the organization handing out the certificates. The name or title of the signatory may also be included below the signature. Sometimes, there may be space for two signatories, such as the company president and recipient's immediate supervisor.

Table No. 13: **Presence and absence of Signature in certificates**

Certificates	With Signature		Without Signature		Total
	Freq	Percent	Freq	Percent	
Academic	57	100	-	-	57
Experience	6	100	-	-	6
Training	26	100	-	-	26
Administrative	5	100	-	-	100
Miscellaneous	6	100	-	-	6
Total	100	100	-	-	100

The above table shows the occurrence of signature in certificates. The researcher has studied fifty-seven academic certificates, six experience certificates, twenty-six training certificates, five administrative certificates, and six miscellaneous ones. The study shows that all of the samples have included the signature. Signature is the obligatory part of certificates.

3.3.2 Graphic Elements

a. Border

Not every certificate has a frame or border around it, but it's a common component.

Table No. 14: Presence and absence of Border in certificates

Certificates	With Border		Without Border		Total
	Freq	Percent	Freq	Percent	
Academic	30	52.63	27	47.36	57
Experience	-	-	6	100	6
Training	21	80.76	5	19.23	26
Administrative	3	60	2	40	5
Miscellaneous	3	50	3	50	6
Total	57	57	43	43	100

The table illustrates the presence and absence of border in certificates. The study includes one hundred samples of five different sorts of certificates.

Among them, fifty-seven are academic, six are experience, twenty-six are training, five are administrative and six are miscellaneous certificates. The table further illustrates that 52.63%, (30 out of 57) of academic certificates are with border whereas 47.36% (27 out of 57) of them are without border. All of the experience certificates are without border. 80.76% (21 out of 26) of training certificates include the border whereas 19.23% (5 out of 26) of them do not contain the border. 60% (3 out of 5) administrative certificates are found with border whereas 40% (2 out of 5) of them are without border. The percentage of the miscellaneous certificates having border and not having border is equal i.e. 50% (3/3 out of 6). In totality, 57% of certificates include border and 43% of them are without border. None of the experience certificates include the border i.e. it is not a part of this type of certificates. The study shows that border is optional in other kinds of certificates, too.

b. Logo

The logo provides the quick recognition of the organization, company, office or firm. They are used in certificates to preserve the identity and reputation of the institution or company. Some organizations may include their logo or some other image related to the organization or subject of the certificate. For example, schools might include their mascot, a club might use a picture of a golf ball for a golf club award or a picture of a book for a summer reading program participation certificate.

Table No. 15: Presence and absence of Logo in certificates

Certificates	With Logo		Without Logo		Total
	Freq	Percent	Freq	Percent	
Academic	47	82.45	10	17.54	57
Experience	5	83.33	1	16.66	6
Training	26	100	-	-	26
Administrative	5	100	-	-	5
Miscellaneous	5	83.33	1	16.66	6
Total	88	88	12	12	100

The observation shows that the researcher has studied one hundred certificates of five different kinds. 82.45% (47 out of 57) academic certificates are with logo whereas only 17.54% (10 out of 57) of them are without logo. 83.33% (5 out of 6) experience certificates include logo whereas 16.66% (1 out of 6) of them are without logo. All of the training and administrative certificates are found with logo. The number /percentage of miscellaneous certificates having logo and not having logo are equal to the number / percentage of experience certificates. In totality, 88% certificates include logo whereas 12% of them exclude the use of logo. It indicates that logo is the major element of certificates despite some exceptions. The table makes us clear that logo is a must in training and administrative certificates.

c. Seal

A certificate might have a seal affixed (such as stick-on gold starburst seal) or have an image of seal printed directly on the certificates.

Table No. 16: Presence and absence of Seal in certificates

Certificates	With Seal		Without Seal		Total
	Freq	Percent	Freq	Percent	
Academic	46	80.7	11	19.29	57
Experience	4	66.66	2	33.33	6
Training	19	73.07	7	26.92	26
Administrative	5	100	-	-	5
Miscellaneous	3	50	3	50	6
Total	77	77	23	23	100

The above table shows the presence and absence of seal in different certificates. 80.7% (46 out of 57) of academic certificates have seal whereas 19.29% (11 out of 57) of them lack the seal. 66.66% (4 out of 6) of experience certificates contain seal whereas 33.33% (2 out of 6) of them do not contain seal. The percentage of training certificates having seal is 73.07 (19 out of 26) whereas

the percentage of not having seal is only 26.92 (7 out of 26). All of the administrative certificates have seal. Among six miscellaneous certificates, three (50%) of them are with seal and other three (50%) of them are without seal. In totality, 77% of certificates have seal whereas 23% of them do not have seal. Seal is optional part of a certificate. But in administrative certificates, seal is a must.

d. Lines

Some certificates may include blank spaces while others will have lines, like a fill-in-the-blank from where the name, description, date, and signature go (to be either typed or handwritten).

Table No. 17: Presence and absence of Lines in certificates

Certificates	With Lines		Without Lines		Total
	Freq	Percent	Freq	Percent	
Academic	51	89.47	6	10.52	57
Experience	5	83.33	1	16.66	6
Training	25	96.15	1	3.84	26
Administrative	5	100	-	-	5
Miscellaneous	5	83.33	1	16.66	6
Total	91	91	9	9	100

The table shows the presence and absence of lines in five different kinds of certificates. There are one hundred certificates altogether. Among them fifty-seven are academic, six are experience, twenty-six are training, five are administrative and six are miscellaneous ones. The percentage of certificates having lines is higher than those of not having lines in them. All of the administrative certificates have lines in them. Among fifty-seven academic certificates fifty-one (89.47%) are with lines and only six (10.52%) are without lines. The number of experience and miscellaneous certificate is equal. Their number of having lines and not having lines is also the same (5/5 out of 6/6

certificates have lines and 1/1 out of 6/6 does not have lines). In totality, 91% of certificates include lines whereas only 9% of them do not include lines in them. Thus, line is the major element of certificates. The tables shows that line is a must in administrative certificates.

3.3.3 Additional Elements

a. Photograph

Photographs are the pictures of a person or a certificate receiver. Pictures give the clear identification of the recipient. The train of issuing certificates with the recipient's photograph is being common nowadays.

Table No. 18: Presence and absence of Photograph in certificates

Certificates	With Photograph		Without Photograph		Total
	Freq	Percent	Freq	Percent	
Academic	17	29.82	40	70.17	57
Experience	-	-	6	100	6
Training	10	38.46	16	61.53	26
Administrative	2	40	3	60	5
Miscellaneous	2	33.33	4	66.66	6
Total	31	31	69	69	100

The above table shows the presence and absence of photograph in the certificates. There are one hundred certificates altogether. Only 29.82% (17 out of 57) of academic certificates are with photograph whereas 70.17% (40 out of 57) of them are without photographs. None of the experience certificates have photographs. Among twenty-six training certificates, only ten (38.46%) have photograph whereas sixteen others (61.53%) do not have photograph. Only 40% (2 out of 5) of administrative certificates are with photograph whereas 60% (3 out of 5) of them are without photograph. The percentage of miscellaneous certificates having photograph is 33.33% (2 out of 6) whereas

the percentage of them not having photograph is double (66.66% i.e. 4 out of 6). Only 31% of certificates include photograph and 69% of them exclude it. Photograph is the miner element of certificates. It is optional.

b. Background pattern

Not every certificate has an all-over background pattern, but it has become a part of certificates at present.

Table No. 19: Presence and absence of Background Pattern in certificates

Certificates	With Background Pattern		Without Background Pattern		Total
	Freq	Percent	Freq	Percent	
Academic	8	14.04	49	85.96	57
Experience	-	-	6	100	6
Training	1	3.84	25	96.15	26
Administrative	-	-	5	100	2
Miscellaneous	-	-	6	100	6
Total	9	9	91	91	100

The table shows the presence and absence of background pattern in different kinds of certificates. There are one hundred certificates altogether. Among them, 14.04% (8 out of 57) of academic certificates are with background pattern whereas 85.96% (49 out of 57) of them are without background pattern. 3. 84% (1 out of 26) of training certificates is with background pattern whereas 96.15% (25 out 26) of them are without background pattern. All of the experience, administrative and miscellaneous certificates are without background pattern. In totality, only 9% of certificates include background pattern and 91% of certificates do not include background pattern. Thus, background pattern is the minor component of certificates.

c. Table

A table is a list of facts or numbers arranged in a special order, usually in rows and columns. Not every certificate has a table, but it has been used in some of the certificates at present.

Table No. 20: Presence and absence of Table in certificates

Certificates	With Table		Without Table		Total
	Freq	Percent	Freq	Percent	
Academic	-	-	57	100	57
Experience	-	-	6	100	6
Training	5	19.23	21	80.76	26
Administrative	1	20	4	80	5
Miscellaneous	1	16.66	5	83.33	6
Total	7	7	93	93	100

The table shows the presence and absence of table in the certificates. There are five kinds of certificates and the number is hundred. Among them, all of academic and experience certificates are without table. Among twenty-six training certificates, only five (19.23%) make use of table whereas twenty-one (80.76%) of them do not make use of table. The percentage of administrative certificates with table is very less. It is only 20% (1 out of 5) whereas 80% (4 out of 5) of administrative certificates are without table. The percentage of miscellaneous certificates having table is only 16.66% (1 out of 6) and 83.33% (5 out of 6) of them are without table. In totality, only 7% of certificates include table but 93% of them do not include table in them. Therefore, table is also minor element of certificates.

d. Box

A box is a small square or rectangle drawn on a page to write information in. The following table shows the presence and absence of box in certificates.

Table No. 21: Presence and absence of Box in certificates

Certificates	With Box		Without Box		Total
	Freq	Percent	Freq	Percent	
Academic	1	1.75	56	98.24	57
Experience	-	-	6	100	6
Training	1	3.84	25	96.15	26
Administrative	1	20	4	80	5
Miscellaneous	-	-	6	100	6
Total	3	3	97	97	100

The table shows that there are one hundred certificates altogether. Among them, fifty-seven are academic, six are experience, twenty-six are training, five are administrative and six are miscellaneous certificates. Only 3% of certificates are with box whereas 97% of certificates are without box. Thus, box is also a minor element of certificates. Box may come in academic, training or miscellaneous certificates but the case is very rare.

3.3.4 Virtual Elements

a. Colour: Colour is the appearance that things have that results from the way in which they reflect.

Table No. 22: Colour in Certificates

Colour	Colour		Black and White		Total
Certificates	Freq.	%	Freq.	%	
Academic	38	66.66	19	33.333	57
Experience	3	50	3	50	6
Training	18	69.23	8	30.76	26
Administrative	5	100	-	-	5
Miscellaneous	2	33.33	4	66.66	6
Total	66	66	34	34	100

The table shows that there are one hundred certificates in total. Among fifty-seven academic certificates, thirty-eight (66.66%) appear in colour and nineteen (33.33%) appear in black and white. 50% (3 out of 6) of experience certificates appear in colour and 50% of them appear in black and white. Among twenty-six training certificates, eighteen (69.23%) appear in colour and eight (30.76%) appear in black and white. All of the administrative certificates appear in colour. 33.33% (2 out of 6) of miscellaneous certificates appear in colour and 66.66% (4 out of 6) of them appear in black and white. To analyze all the samples, 66% of certificates appear in colour and only 34% of them appear in black and white.

b. Font: Font is the particular size and style of a set of letters that are used in printing or writing.

Table No. 23: Font in Certificates

Font	Italics		Roman / Ordinary		Cursive		Bold		In-boost Letters		Total
Certificates	Freq.	%	Freq.	%	Freq.	%	Freq.	%	Freq.	%	
Academic	26	45.61	16	28.07	15	26.31	57	100	57	100	57
Experience	-	-	6	100	-	-	6	100	6	100	6
Training	12	46.15	11	42.30	3	11.53	26	100	26	100	26
Administrative	2	40	3	60	-	-	5	100	5	100	5
Miscellaneous	1	16.66	5	83.33	-	-	6	100	6	100	6
Total	41	41	41	41	18	18	100	100	100	100	100

The table shows that there are one hundred certificates altogether. Among fifty-seven academic certificates, twenty-six (45.61%) include italics, sixteen (28.07%) include roman and fifteen (26.31%) include cursive font. All experience certificates contain roman font. Among twenty-six training

certificates, twelve (46.15%) include italics, eleven (42.30%) include roman and three (11.53%) include cursive font. Two (40%) of administrative certificates contain italics and three (60%) include roman font.16.66% of miscellaneous certificate include italics 83.33% of them include roman font. None of the administrative and miscellaneous certificates include cursive font. 100% of all kinds of certificates contain bold and in-boost letters. In totality, the occurrence of italics and roman font is 41% each. The occurrence of cursive font is 18 percentages only.

c. Shape: Shape is the form of the outer edges or surfaces of certificates.

Table No. 24: Shape in Certificates

Shape	Rectangular		Square		Others		Total
Certificates	Freq.	%	Freq.	%	Freq.	%	
Academic	49	85.96	8	14.03	-	-	57
Experience	6	100	-	-	-	-	6
Training	26	100	-	-	-	-	26
Administrative	5	100	-	-	-	-	5
Miscellaneous	6	100	-	-	-	-	6
Total	92	92	8	8	-	-	100

The table shows that there are one hundred certificates altogether. Among fifty-seven academic certificates, only eight (14.03%) appear in square shape and forty-nine (85.96%) of them appear in rectangular shape. 100% of experience, training, administrative and miscellaneous certificates appear in rectangular shape. 92% of certificates appear in rectangular shape and 8% of them appear in square.

The research work has been accomplished despite some difficulties and challenges. The researcher collected100 certificates of different genres. He categorized them into five different groups: Academic Certificates, Experience Certifictes, Training Certificates, Administrative Certificates and Miscellaneous Certificates. He analyzed the language in terms of sentence types, tense, aspect, and voice. To study the components of certificates was also the area of study. Being the topic obviously new and unique, it was usual to appear some certain types of problems during the study period. The actual problem the researcher had to overcome was that the reference was very rarely available. Moreover, the researcher attempted to make the study more genuine and error free.

CHAPTER FOUR

FINDINGS AND RECOMMENDATIONS

This chapter presents findings based on the study of certificates issued by different institutions and offices. On the basis of analysis and interpretation of the data collected, the following findings have been drawn and some recommendations are listed based on the findings for further improvements.

4.1 Findings

The study has the following findings.

i. The sentences have been observed on the basis of their types. Among them, simple sentences are dominantly (59.15%) used in the certificates and they are followed by complex sentences with their 23.85 percentage of occurrence. Simple Sentences are found the highest in the number and compound sentences are found the least in number. No compound sentences can be found in the administrative and miscellaneous certificates.

ii. Regarding the tense used in the certificates, the non-past tense is used highly in the certificates. It is followed by the past tense.

iii. Simple aspect is found most frequently (80.6%) in the certificates. So, simple aspect is predominant in certificates rather than any other aspects.

iv. Perfect progressive aspect is found to be the least used aspect in the certificates. It is used only in the experience certificates.

v. The average percentage of active voice has the highest position covering 87.23% (i.e. 246 out of 282) of the sentences used in the samples.

vi. Certificate is composed of different elements. The researcher has found the four main types of components/ elements: Textual, Graphic, Additional and Virtual. Textual elements include title, presentation line, Recipient, From, Description, Date and Signature. Graphic elements

include Border, Logo, Seal and Lines. Photograph, Background Pattern, Table and Box come under the additional elements. Colour, font and shape are included under virtual elements.

vii. All of the textual and graphic elements are the major and obligatory elements of certificates.

viii. All of the additional elements are minor and optional elements of certificates although they are commonly used in the present day world.

ix. 66 % of certificates appear in colour.

x. Regarding the font, the occurrence of italics and roman is 41% each. The cursive font reserves only 18% of occurrence.

xi. All of the certificates include bold and in-boost letters.

xii. 92% of certificates appear in rectangular shape and only 8% of them appear in square.

Various governmental and non-governmental offices and institutions issue various certificates in the present day world. The present study was carried out to discover the different types of certificates that are issued and used in the real life situation. The study has met its goal. It has found five major types of certificates, such as Academic Certificates, Experience Certificates, Training Certificates, Administrative Certificates and Miscillaneous Certificates. The first type includes the certificates that are issued by the academic institutions, such as school, colleges, universities, etc. Transfer/ Character Certificates, Transfer Certificates, Character Certificates, Provisional Certificates, Migration Certificates, Original Certificates and School/College Leaving Certificates fall in this category. The second type includes the certificates, such as Work /Job Experience, Teaching Experience, etc. issued by an academic or non- academic institutions / offices. The third type includes the certificates issued to the individuals after the completion of short-term trainings or long-term trainings such as Teacher Training, Computer Training, Journalism, etc. On the other hand, Birth Registration Certificates, Marriage Registration Certificates, Death

Registration Certificates, Relationship Certificates, Migration Certificates, etc. are included in Administrative Certificates. There are still some other certificates which neither fall in Academic or Experience nor in Training or Administrative ones because of their imprecision. Thus, it is the best idea to put them under the separate category: Miscellaneous.

4.2 Recommendations

This is a descriptive study. However, a few recommendations for pedagogical implications have been suggested as below on the basis of findings of the study.

i. Certificate is one of the medium of communication. It can be used privately or publicly. That is why this subject should be included in the course of mass media.

ii. The style of writing in certificates doesn't follow the conventional rules of writing. Therefore, it is recommended that the student of mass communication and the student of English language should be well informed of it.

iii. The educational planners, syllabus designers, text book writers and language teachers are recommended to include the format of certificates in the course of English from school to university level.

iv. While designing a certificate, the designers should be aware about the different kinds of linguistic as well as non-linguistic features which have been used in the certificates.

v. The certificate designers should expose the variety of authentic samples.

vi. Imprecision in the certificates should be avoided.

vii. Priority should be given to the short, simple and precise sentences as far as practicable.

viii. Only one tense (either past or non-past) should be used in the certificates in order to avoid the ambiguity in them.

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Appendix I

Sample Certificates

a. Academic Certificates

TRIBHUVAN UNIVERSITY
CENTRAL DEPARTMENT OF NEPALI
UNIVERSITY CAMPUS
Faculty of Humanities and Social Sciences
Kirtipur, Kathmandu, Nepal

Character Certificate

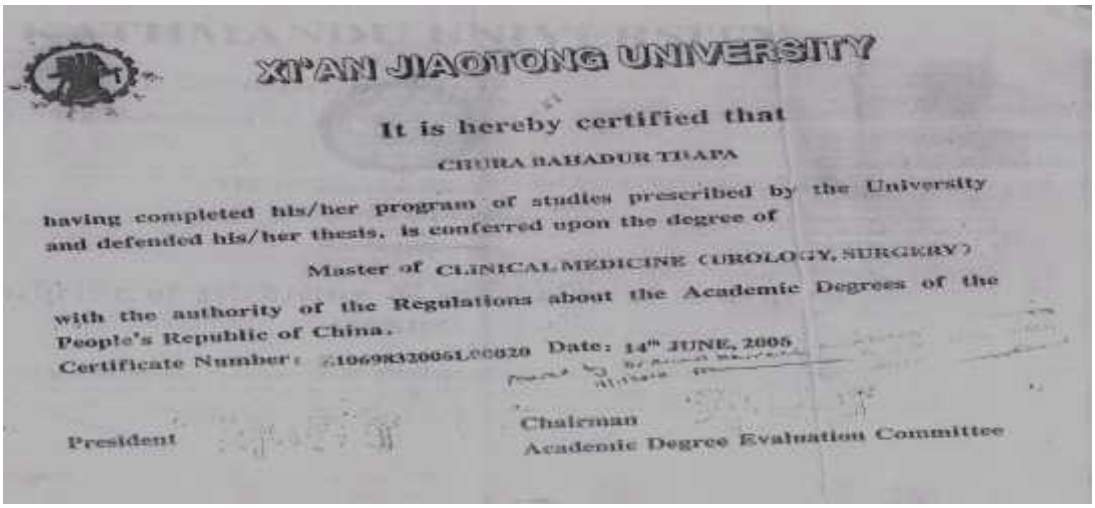
Certified that Mr./Miss/Mrs. [illegible], son/daughter of Mr. [illegible], was a student of this department from [illegible] to [illegible] and passed the Master's Degree in Nepali held by Tribhuvan University in [illegible]. He/she was placed in the [illegible] division. His / Her conduct during study period was good. I know nothing against his/her moral character.

I wish him/her all success in life.

Particulars: [illegible]
T.U. Registration No.: [illegible]
Date of Birth: [illegible]
Date of Issue: [illegible]

Prepared & Checked by

Central Department of Nepali
Head



XI'AN JIAOTONG UNIVERSITY

It is hereby certified that

CHURA BAHADUR THAPA

having completed his/her program of studies prescribed by the University and defended his/her thesis, is conferred upon the degree of

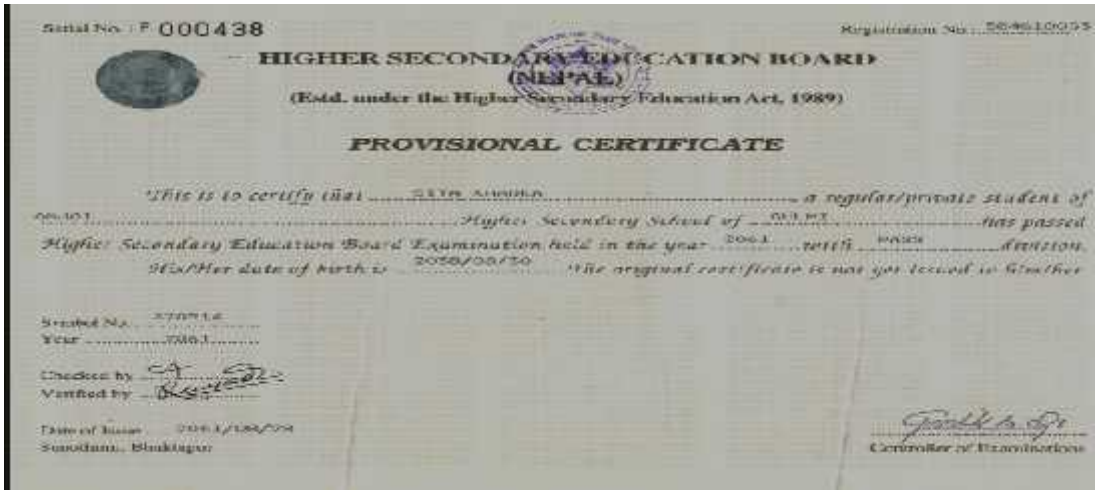
Master of CLINICAL MEDICINE (UROLOGY, SURGERY)

with the authority of the Regulations about the Academic Degrees of the People's Republic of China.

Certificate Number: [illegible] Date: 14th JUNE, 2005

President

Chairman
Academic Degree Evaluation Committee



Serial No.: F 000438

Registration No.: [illegible]

HIGHER SECONDARY EDUCATION BOARD
(NEPAL)
(Estd. under the Higher Secondary Education Act, 1989)

PROVISIONAL CERTIFICATE

This is to certify that [illegible] a regular/private student of [illegible] Higher Secondary School of [illegible] has passed Higher Secondary Education Board Examination held in the year [illegible] with [illegible] division. His/Her date of birth is [illegible] The original certificate is not yet issued to him/her

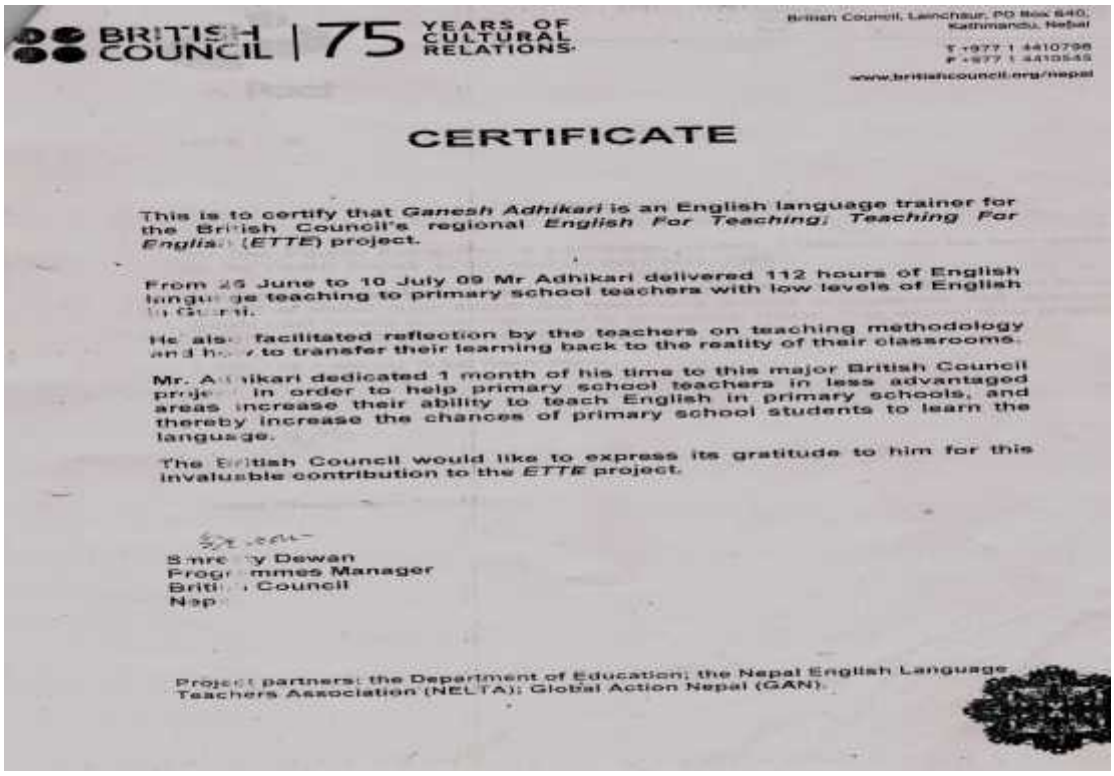
Symbol No.: [illegible]
Year: [illegible]

Checked by: [illegible]
Verified by: [illegible]

Date of Issue: [illegible]
Sunothani, Bhaktapur

Controller of Examinations

b. Experience Certificates



BRITISH COUNCIL | 75 YEARS OF CULTURAL RELATIONS

British Council, Lainchaur, PO Box 640, Kathmandu, Nepal
T +977 1 4410798
F +977 1 4410545
www.britishcouncil.org/nepal

CERTIFICATE

This is to certify that *Ganesh Adhikari* is an English language trainer for the British Council's regional *English For Teaching; Teaching For English* (*ETTE*) project.

From 25 June to 10 July 09 Mr Adhikari delivered 112 hours of English language teaching to primary school teachers with low levels of English in Guam.

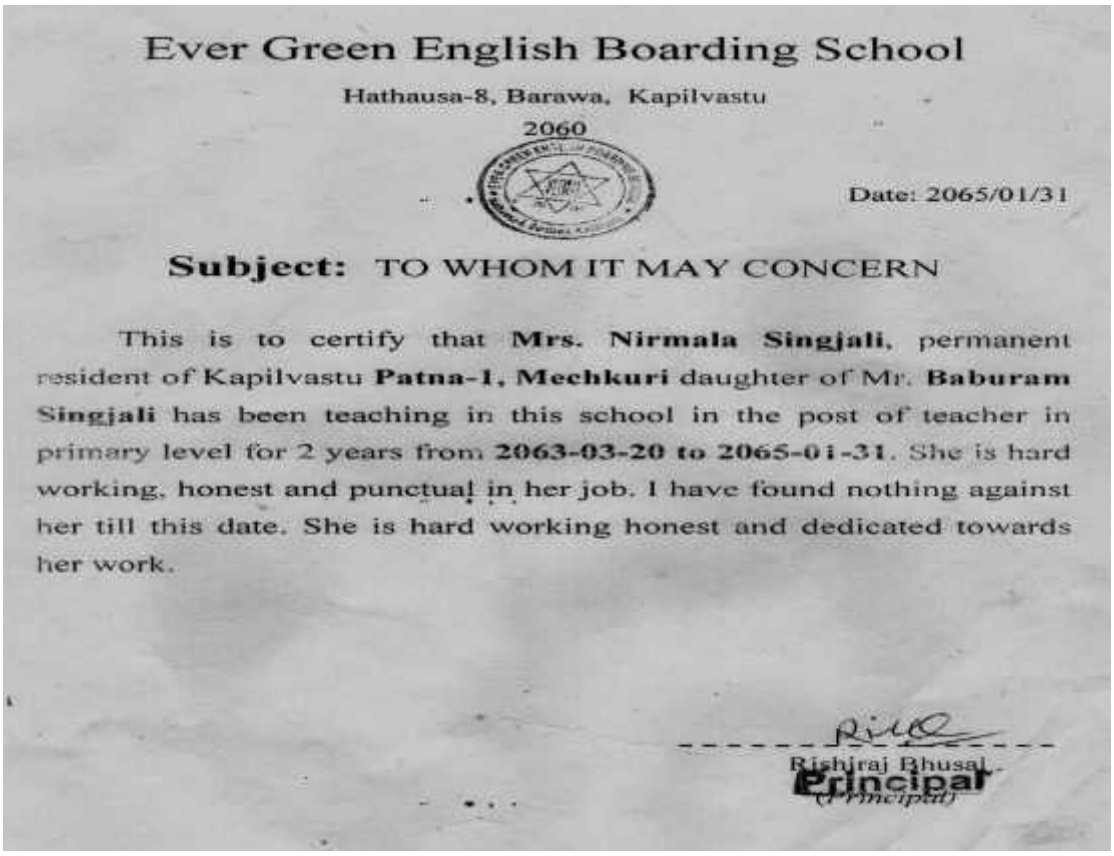
He also facilitated reflection by the teachers on teaching methodology and how to transfer their learning back to the reality of their classrooms.

Mr. Adhikari dedicated 1 month of his time to this major British Council project in order to help primary school teachers in less advantaged areas increase their ability to teach English in primary schools, and thereby increase the chances of primary school students to learn the language.

The British Council would like to express its gratitude to him for this invaluable contribution to the *ETTE* project.

Smreety Dewan
Programmes Manager
British Council
Nepal

Project partners: the Department of Education; the Nepal English Language Teachers Association (NELTA); Global Action Nepal (GAN).



Ever Green English Boarding School

Hathausa-8, Barawa, Kapilvastu

2060

Date: 2065/01/31

Subject: TO WHOM IT MAY CONCERN

This is to certify that **Mrs. Nirmala Singjali**, permanent resident of Kapilvastu **Patna-1, Mechkuri** daughter of Mr. **Baburam Singjali** has been teaching in this school in the post of teacher in primary level for 2 years from **2063-03-20 to 2065-01-31**. She is hard working, honest and punctual in her job. I have found nothing against her till this date. She is hard working honest and dedicated towards her work.

Rishiraj Bhusal
Principal
(Principal)

c. Training Certificates

HIGHER SECONDARY EDUCATION BOARD
CURRICULUM AND TRAINING DIVISION
Sanothimi, Bhaktapur
Nepal

Certificate

This is to certify that Mr./Ms. DOR BIKRAM SHREES *of* SIDDHABABA H.S. SCHOOL, TAMGHAS *has successfully participated in a* FIVE DAY *Integrated Teaching Skill Training Programme organized by the Curriculum and Training Division, Higher Secondary Education Board in* TAMGHAS, GULMI *from 206.8..../..11./.19.. to 206.8..../..11../.23*

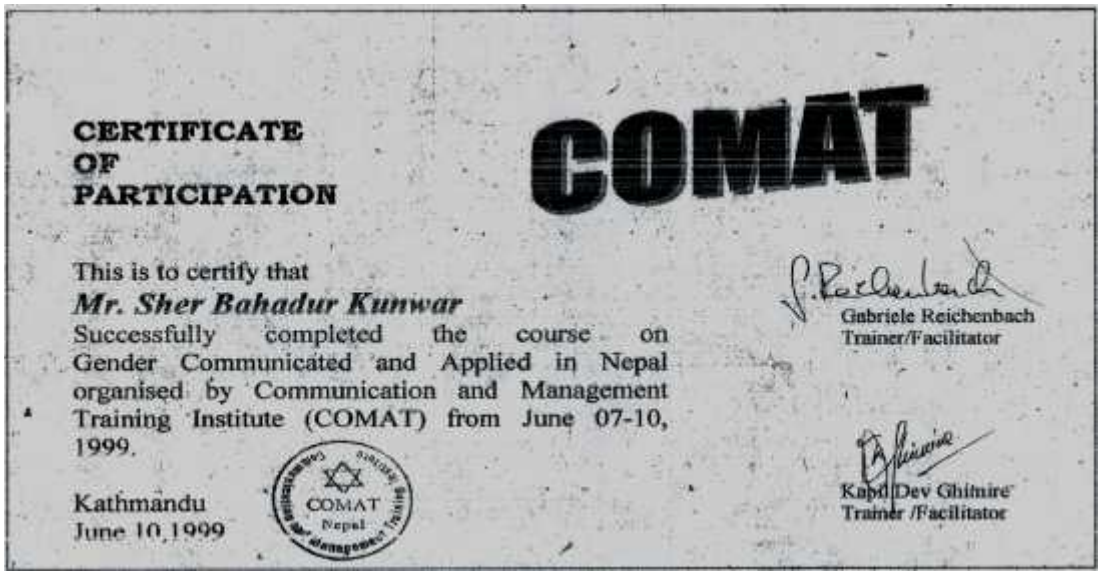
Training Co-ordinator | Resource Person | Chief, Curriculum and Training Division

Nepal English Language Teachers' Association
NELTA
Gulmi Branch

CERTIFICATE

This certificate is awarded with hearty congratulation to Mr./Ms. Mon Bahadur Khatri *teacher of* Penga Lower Secondary *School,* Badagaun *for the successful participation on* Interactive Methodology *training organized by NELTA Branch, Gulmi for the English Teachers at Badagaun Resource Centre from* 28th *to* 29th Magh 2067.

(K.P. Marasini) Trainer | (Shanshwar Ghimire) Chief Guest, Deputy Secretary, DEO, Gulmi | (Kanjar mani Gautam) Chair Person, NELTA, Gulmi Branch



CERTIFICATE OF PARTICIPATION

COMAT

This is to certify that
Mr. Sher Bahadur Kunwar
Successfully completed the course on Gender Communicated and Applied in Nepal organised by Communication and Management Training Institute (COMAT) from June 07-10, 1999.

Kathmandu
June 10,1999

COMAT Nepal

Gabriele Reichenbach
Trainer/Facilitator

Kapil Dev Ghimire
Trainer /Facilitator

d. Administrative Certificates

अनुसूची-१२
(नियम ७ सँग सम्बन्धित)
नेपाल सरकार
सङ्घीय मामिला स्थानीय विकास मन्त्रालय
स्थानीय पञ्जिकाधिकारीको कार्यालय
तालखेत गाउँ विकास समिति/नगरपालिका
पाल्पा जिल्ला

जन्म दर्ताको प्रमाण पत्र

दर्ता नम्बर: 237 दर्ता मिति: 2060-8-8
पारिवारिक लगत फाराम नं.:

यस कार्यालयमा लड्डा गरिएको जन्म दर्ता किताब अनुसार प्रमाणित गरिन्छ कि सूचक श्री/श्रीमती भवानी भट्टछेत्री ... ले भरेको अनुसूची-३ को सूचना फाराम अनुसार श्री केदार राज ... को नाति/नातिनी ... जिल्ला तालखेत गाउँ विकास समिति/नगरपालिका वडा नं. १२ बस्ने श्री ... तथा श्रीमती भवानी भट्टछेत्री ... को छोरा/छोरी श्री सुजी ... को मिति वि.सं. २०६६-२-२३ (२०१०-६-६ ई.सं.) मा जन्म भएको हो।

नागरिकता लिएको भए
नागरिकता प्रमाणपत्र नं. जारी मिति र जिल्ला
(क) बाबुको: ... २०५९-६-३
(ख) आमाको: ... २०५९-३-२५

स्थानीय पञ्जिकाधिकारीको
सही: ...
नाम, थर: ...
मिति: 2060-8-8

Schedule-13
(Related with Rule 7)
Government of Nepal
Ministry of Federal Affairs and Local Development
Office Of Local Registrar
Tansen Municipality
Palpa District

Birth Registration Certificate

Registration No.: 231 Date of Registration: 2070-4-4 / 2013-7-19
Family Record Form No.:

This is to certify, as per the birth register maintained at this office and the information provided by Mr./Mrs. Bhawani Bhat chhetri (Gyanwali) in the information from of schedule 2, that Mr./Miss. Prapit Gyanwali son/daughter of Mr. Mahendra Gyanwali and Mrs. Bhawani Bhat chhetri (Gyanwali) grandson/granddaughter of Mr./Mrs. Kedar Raj Gyanwali a resident of Ward No. 15 Tansen Village Development Committee/Municipality, Palpa District, was born on 2067-2-23 B.S. (2010-6-6 A.D.) at Hospital

Date, District and Citizenship Certificate No. if Citizenship Certificate is issued to:
A. Father: Palpa 38891 / 2049-7-3
B. Mother: Palpa 31566 / 2055-3-24

Local Registrar's
Signature: Nilak
Name and Surname: Nilak Mani Pandey
Date: 2070-4-4

नेपाल सरकार
सङ्घीय मामिला तथा स्थानीय विकास मन्त्रालय
स्थानीय पञ्जिकाधिकारीको कार्यालय
हरिठलौर गाउँ विकास समिति / नगरपालिका
गुल्मी जिल्ला

अनुसूची-१५
(नियम ७ सँग सम्बन्धित)

मृत्यु दर्ताको प्रमाण-पत्र

दर्ता नम्बर: 66 दर्ता मिति: 2068/8/19
पारिवारिक लगत फाराम नं.:

यस कार्यालयमा लड्डा गरिएको मृत्यु दर्ता किताब अनुसार प्रमाणित गरिन्छ कि सूचक श्री/श्रीमती शेर बहादुर कुँवर ले भरेको अनुसूची ३ को सूचना फाराम अनुसार श्री कलबिर कुँवर को नाति/नातिनी श्री बाल बहादुर कुँवर को छोरा/छोरी गाउँ कुँवरी कुँवर को पति/पत्नी गुल्मी जिल्ला हरिठलौर गाउँ विकास समिति/नगरपालिका वडा नं. ४ मा बस्ने वर्ष ७७ को श्री/श्रीमती शिव बहादुर कुँवर को मिति वि.सं. २०६८/८/२४ (ई.सं.) गते गुल्मी जिल्ला हरिठलौर गाउँ विकास समिति/नगरपालिका वडा नं. ४ मा मृत्यु भएको हो।

नागरिकता लिएको भए
नागरिकताको प्रमाण नं.: 1922
जारी मिति र जिल्ला:

स्थानीय पञ्जिकाधिकारीको
सही: कृष्ण बहादुर राजभण्डारी
नाम, थर:
मिति: 2068/8/19

Government of Nepal
Ministry of Federal Affairs and Local Development
Office of Local Registrar
HASTICHAUR Village Development Committee/Municipality
GULMI District

Schedule-13
(Related with Rule-7)

Death Registration Certificate

Registration No.: 66
Family Record Form No.:
Date of Registration: 2068-9-19

This is to certify, as per the death register maintained at this office and the information provided by Mr./Mrs. Sher Bahadur Kunwar in the information from of schedule-3, that Mr./Miss./Mrs. Bhim Bahadur Kunwar, aged 77 Son/Daughter of Mr./Mrs. Bal Bahadur Kunwar grandson/granddaughter of Mr./Mrs. Bal Air Kunwar, husband/wife of Mr./Mrs. Gam Kumari Kunwar, a resident of Ward No. 4, Hastichaur Village Development Committee/Municipality, Gulmi District, died on 2068-8-24 B.S. (A.D.).

If citizenship Certificate is issued to the deceased:
His/Her citizenship Certificate No.: 1922
Date and District of issuance:

Local Registrar's
Signature:
Name and Surname:
Date:

Nar Bahadur Arya
Local Registrar

e. Miscellaneous Certificates

Schedule - 2
(Related to rule 19)

Certificate of Registration

Regd. No. 6120 REGISTERED NURSE

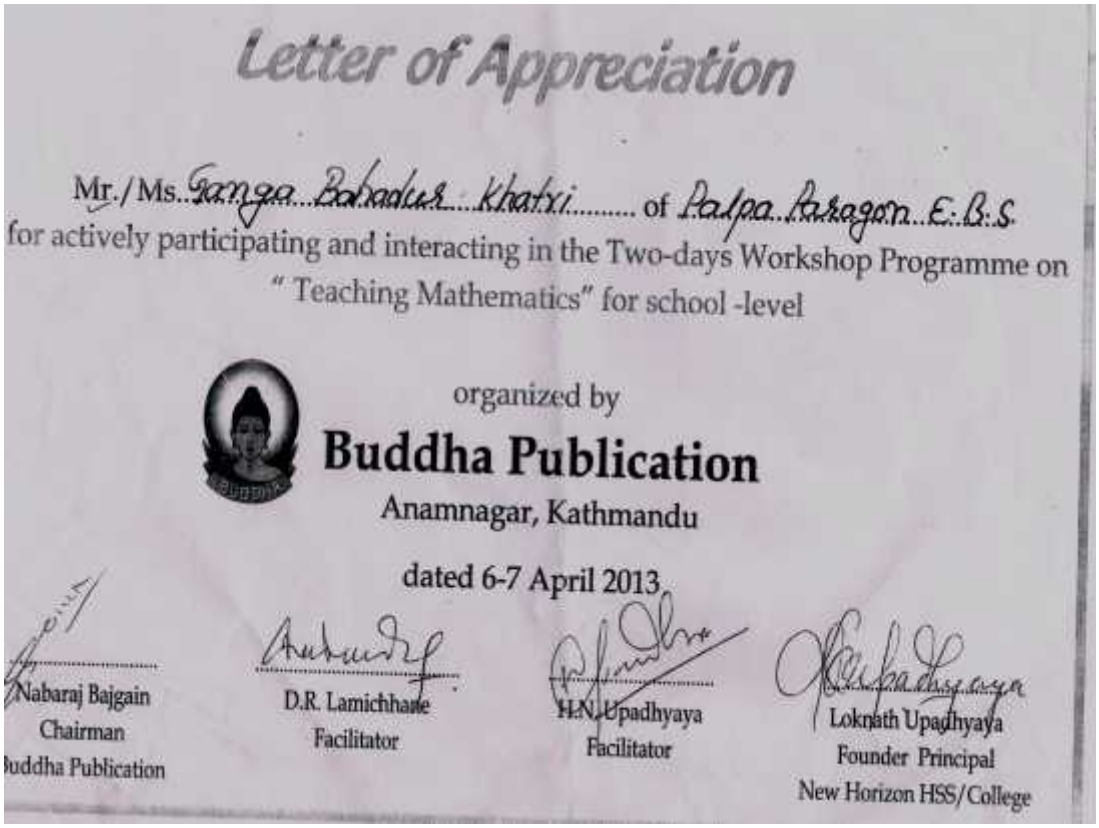
Nepal Nursing Council

As Mr./Ms./Miss Radha Subedi aged 21
a resident of ward no. 2 of Sainar Municipality / Village Development committe, Rupandehi District Lumbini Zone fulfilled the requirements to qualify for getting his/her name registered in Nepal Nursing Council as set out in Nepal Nursing Council Act, 1996, this Certificate of Registration is hereby issued after having registered the name in the Nurse Register of Nepal Nursing Council by decision of Nepal Nursing Council dated 27th June 2005 made in pursuance of Section 17 of Nepal Nursing Council Act, 1996 and rules 18 and 19 of Nepal Nursing Council Regulation, 1996

This certificate shall remain valid for a six-year period from the date of the decision of this council to register the name.

Seal of the Council

Signature :-
Date :- 27th June 2005
Name :- Ms. Ishwori Khanal
Designation :- Registrar
Registrar



Letter of Appreciation

Mr./Ms. Ganga Bahadur Khatri of Palpa Paragon E.B.S.
for actively participating and interacting in the Two-days Workshop Programme on
" Teaching Mathematics" for school -level

organized by
Buddha Publication
Anamnagar, Kathmandu
dated 6-7 April 2013

Nabaraj Bajgain
Chairman
Buddha Publication

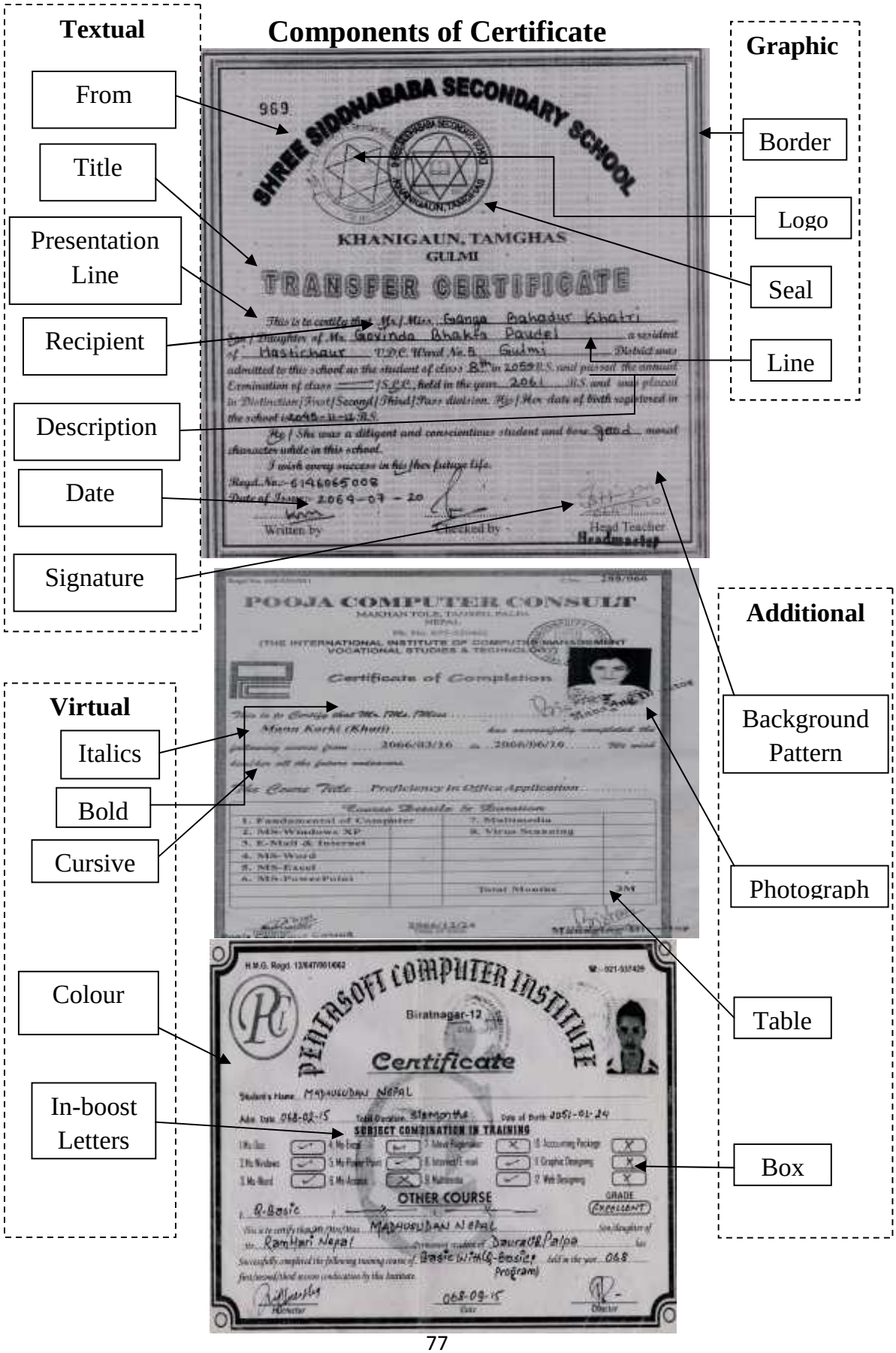
D.R. Lamichhane
Facilitator

H.N. Upadhyaya
Facilitator

Loknath Upadhyaya
Founder Principal
New Horizon HSS/College

Appendix II

Components of Certificate



Appendix III

A. Sentences in Academic Certificates

S.N. Sentences	Sentence Types	Tense	Aspect	Voice
1. This is to certify that Miss Bimala Aryal daughter of Mr. Durga Prasad Aryal was an inhabitant of Marbhung V.DC. Ward no. 1, Gulmi read in this institution from 2063/01/20 to 2069/11/30.	Complex	Past	Simple	Active
2. She was the student of class 10th (SLC).	Simple	Past	Simple	Active
3. She passed the Annual Examination of class 10th (SLC) in 2069 and was placed in 2nd (II) division.	Compound	Past	Simple	Active
4. Her date of birth according school Administration Register is 2052/12/06 V.S.	Simple	Non-Past	Simple	Active
5. Her registration No. is 6846016014 registered in 2069.	Simple	Past	Simple	Active
6. Her conduct was good while at school.	Simple	Past	Simple	Active
7. This is to certify that Mr. Gokarna Kunwar Chhetri son of Mr. Gopal Bdr. Kunwar	Complex	Past	Simple	Active

Chhetri or Mrs. Parbati Kunwar an inhabitant of Gulmi District Hastichaur VDC ward no. 9 studied in this school froim 2063 to 2068.				
8. He she passed SLC examination held in 2067 of class SLC in 2nd division.	Simple	Past	Simple	Active
9. According to the school record his date of birth is 2052-08-22.	Simple	Non-past	Simple	Active
10. She possessed a good moral character when she was a student of this institution.	Complex	Past	Simple	Active
11. I wish her bright and excellent future career.	Simple	Non-past	Simple	Active
12. He was regular student of this school.	Simple	Past	Simple	Active
13. During the period mentioned here, his character was good/ satisfactory/ admirable.	Simple	Past	Simple	Active
14. I wish him every success in his life span.	Simple	Non-past	Simple	Active
15. His date of birth as recorded in the admission record is 2052-04-01 B.S.	Simple	Non-past	Simple	Active
16. He bore a good moral character and his work was good while at school.	Compound	Past	Simple	Active
17. We wish him for a bright prosperous future.	Simple	Non-past	Simple	Active

18. She passed the SLC held in 2069 in SECOND division.	Simple	Past	Simple	Active
19. Her conduct and character while in this school was GOOD.	Simple	Past	Simple	Active
20. According to our school's register, her date of birth is 2051-09-16 B.S. 31Des. 1994 A.D.	Simple	Non-past	Simple	Active
21. I wish her for a bright prosperous future.	Simple	Non-past	Simple	Active
22. His conduct and character while in this school was satisfactory.	Simple	Past	Simple	Active
23. According to our school's register, his date of birth is 2052-02-26 B.S. 09 June-1995 A/D.	Simple	Non-past	Simple	Active
24. I wish him for a bright prosperous future.	Simple	Non-past	Simple	Active
25. Certified that Mis. SHANTA BHUSAL daughter of Mr. SHOBHAKHAR BHUSAL an inhabitant of ARGHAKHANCHI District ARGHA V.D.C. Ward No. 6 was a student of this institute.	Complex	Past	Simple	Passive
26. She has completed the SLC Examination of class 10th held	Simple	Non-past	Perfective	Active

in 2062 B.S. 2006 A.D.				
27. She was placed in second Division.	Simple	Past	Simple	Passive
28. She bore a good moral character and her work was good while at school.	Compound	Past	Simple	Passive
29. Certified that Shanta Bhusal Daughter of Shovakhar Bhusal and an inhabitant of Argha-06, Arghakhanachi was a student of this institution from 2063.04.03 to 2065.03.30 XII.	Complex	Past	Simple	Active
30. Her date of birth is 2047.07.26 B.S. according to the Admission Register.	Simple	Non-past	Simple	Active
31. She had a good moral character while at school.	Simple	Past	Simple	Active
32. This is to certify that Ghan Bahadur Chauhan son of Thark Bahadur Chauhn an inhabitant of Ward No. 6 V.D.C. Rahabas District Palpa read in this institution from six (6) to ten (10) class.	Complex	Past	Simple	Active
33. His date of birth according to the admission register is (B.S.) 2046/01/25.	Simple	Non-past	Simple	Active
34. He bore a good moral character and his work was satisfactory while at school.	Compound	Past	Simple	Active

35. This is to certify that Ganga Nepali daughter of Sop Bahadur Nepali inhabitant of Khaliban village development committee ward no. 7 district Palpa was bonafide pupil of this school from 2049-09-04 to 2060-11-01.	Complex	Past	Simple	Active
36. Her date of birth according to the admission register is 2042-10-29.	Simple	Non-past	Simple	Active
37. She bore good moral character and her work was satisfactory while at school.	Compound	Past	Simple	Active
38. This is to certify that Mr. Yam Bahadur Rai son of Mr. Jit Bahadur Rai & Mrs. Tili Sara Rai an inhabitant of Galda V.D.C. Ward No. 3 District Palpa was a bonafide student of this institution.	Complex	Past	Simple	Active
39. He passed SLC examination of class 10th held in the year 2068 in second Division securing 52%.	Simple	Past	Simple	Active
40. According the school record his date of birth is 2044-01-06 B.S.	Simple	Non-past	Simple	Active

41. He bore a good moral character and his work was good while at school.	Compound	Past	Simple	Active
42. The institution wishes him every success in life.	Simple	Non-past	Simple	Active
43. This is to certify that Mr. Yam Bahadur Rai son Mr. Jit Bahadur Rai & Mrs. Tili Sara Rai and inhabitant of Palpa District Galda V.D.C. ward No. 3 Raikot village studied in this school from 2064-04-10 to 2066-03-30.	complex	Past	Simple	Active
44. He passed 10+2 examination held in 2066 of class XII in second division.	Simple	Past	Simple	Active
45. According to the school record, his date of birth is 2044-01-06.	Simple	Non-past	Simple	Active
46. He possessed a good moral character when he was a student of institution.	Complex	Past	Simple	Active
47. I wish his bright and excellent future career.	Simple	Non-past	Simple	Active
48. Certified that Bikash Gaire son of Bishnu Prasad Gaire and an inhabitant of Khanigaun-08 Palpa was a student in this institution from to 2064-03021.	Complex	Past	Simple	Active

49. His date of birth is 2049-05-04 B.S. according to the Admission Register.	Simple	Non-past	Simple	Active
50. He had a good moral character while at school.	Simple	Past	Simple	Active
51. It is certified that Mr. Bishnu Prasad Gautam son of Mr. Nilkantha gautam an inhabitant of Bhurtung V.D.C.ward no. 9 District Gulmi is a regular & bonafide student of this school from 2057/01/05 to 2062/11/30.	Complex	Non-past	Simple	Passive
52. According to the school register of this school his date of birth is 2048/01/06 B.S.	Simple	Non-past	Simple	Active
53. He bore good moral character and his work was satisfactory while at school.	Compound	Past	Simple	Active
54. His registration number is 624600016 and registered in 2061/062.	Compound	Non-past	Simple	Active
55. He owes nothing to the school.	Simple	Non-past	Simple	Active
56. I wish every success in his future.	Simple	Non-past	Simple	Active
57. This is to certify that Mr. Suresh Thapa son of Mr. Dal Bahadur Thapa an inhabitant of district Rupandehi V.D.C.	Complex	Past	Simple	Active

Madhawaliya ward no 7 was a student of this institution and passed the Higher Secondary Level Examinbation in Class XI & XII of Humanities in pass division in 2006 (B.S. 2063).				
58. This institution has no objection in continuing his study in other campuses.	Simple	Non-past	Simple	Active
59. While in the institution his moral character was good and satisfactory.	Simple	Past	Simple	Active
60. His date of birth is 2045-05-15 according to the admission register.	Simple	Non-past	Simple	Active
61. I wish him all success in life.	Simple	Non-past	Simple	Active
62. This is hereby certified that DURGA BASHYAL daughter of shree Jyoti Lal Bashyal an inhabitant of Ward No. 3 V.D.C. Malunga Tuniwat district Syangja had been a student of this institution from 2043 (class1th) to 2055.	Complex	Non-past	Simple	Passive
63. She was a student of class --- and passed SLC (partial) held in 2055 and was placed in pass (Comp.) division.	Compound	Past	Simple	Active

64. Her date of birth is 2038.01.14 (B.S.).	Simple	Non-past	Simple	Active
65. Her character was good while at school.	Simple	Past	Simple	Active
66. Certified that Mr. Lok Raj Acharya son of Shree Resham Bahadur Acharya home address Phoolbari-1 Ambapur Dang studied in this school from class -2 to class-10.	Complex	Past	Simple	Active
67. His date of birth according to the admission register is 07-05-2048 in words seven Bhadra Two Thousand forty eight B.S.	Simple	Non-past	Simple	Active
68. He bore a good moral character and his work was satisfactory while at school.	Compound	Past	Simple	Active
69. I wish him every success in his life.	Simple	Non-past	Simple	Active
70. This is to certify that Miss. Mona Malla daughter of Mr. Durga Bahadur Malla and Meena Mall (and) an inhabitant of Chhapani V.D.C. Ward no. 6 district Palpa in Nepal was a student of this school in class X.	Complex	Past	Simple	Active
71. She had been studying here since 2059 B.S. to 2066 B.S.	Simple	Past	Perfective progressive	Active

72. Now she has passed SLC exam in 2066 B.S. in 1st division with 78.38%.	Simple	Non-past	Perfective	Active
73. All the dues (sums) to this school have been cleared.	Simple	Non-past	Perfective	Passive
74. I wish her for her bright future career.	Simple	Non-past	Simple	Active
75. Certified that Mr. Yajan Thapa son of Mr. Sher Bahadur Thapa was a student of the steam of Science of Millennium Higher Secondary School.	Complex	Past	Simple	Active
76. He passed the XII level examination in First division held in B.S. 2066 (2009 AD).	Simple	Past	Simple	Active
77. This Higher Secondary School has no objection in continuing his study in any other educational institutes.	Simple	Non-past	Simple	Active
78. While in the school his character was good and satisfactory.	Simple	Past	Simple	Active
79. I wish every success in his life.	Simple	Non-past	Simple	Active
80. This is to certify that Mr. Ganga Bahadur Khatri son of Govinda Bhakta Poudel was a bonafide student of this	Complex	Past	Simple	Active

campus from 2062 to 2064 B.S.				
81. He has passed the final Examination of HSEB in the faculty of Education in second division.	Simple	Non-past	Perfective	Active
82. His date of birth according to campus record is 2045.11.12 B.S.	Simple	Non-past	Simple	Active
83. This campus has no objection in continuing his study in any other educational institution or campus.	Simple	Non-past	Simple	Active
84. During the campus period, his character was satisfactory.	Simple	Past	Simple	Active
85. I wish him every success in his future life.	Simple	Non-past	Simple	Active
86. Certified that Miss Ganga Nepali daughter of Mr. Sop Bahadur Nepali was a student of the faculty of Humanities Tribhuvan Multiple Campus, Tansen and she passed the I.A. Level Examination in pass division held in B.S. 2063 (2006).	Compound	Past	Simple	Active
87. This campus has no objection in continuing her study in any other campus.	Simple	Non-past	Simple	Active
88. While in the campus her	Simple	Past	Simple	Active

character was good and satisfactory.				
89. I wish him every success in her life.	Simple	Non-past	Simple	Active
90. This is to certify that HOM BAHADUR KUNWAR CHHETRI son of DHAL BAHADUR KUNWAR CHHETRI was admitted into this school on 2066-01-03 on a Transfer Certificate from HIMALAYA SEC.	Complex	Past	Simple	Passive
91. All sums due to this school on his account have been remitted BY HIS PARENTS.	Simple	Non-past	Perfective	Passive
92. His date of birth, according to the Admission Register is (in figures) 2052/10/20 (in words) TWO THOUSAND FIFTY TWO TEN TWENTY.	Simple	Non-past	Simple	Active
93. Promotion has been (4) GRANTED.	Simple	Non-past	Perfective	Passive
94. This is to certify that Mr. MON BAHADUR KHATRI son of Mr. GOVINDA BHAKTA POUDYAL KHATRI an inhabitant of HASTICHAUR VDC-5, GULMI was a student of this campus.	Complex	Past	Simple	Active

95. He has completed at the Bachelor Level in SECOND division.	Simple	Non-past	Perfective	Active
96. This campus has no objection if he studies in any other campus.	Complex	Non-past	Simple	Active
97. During the period mentioned below his character was good/ satisfactory.	Simple	Past	Simple	Active
98. This is to certify that Mr. Janak Raj Bhattarai son of Chura Mani Bhattarai an inhabitant of ward No. 2 Chherlung V.D.C. Baugha Gumba district Palpa read in this institution from 18-0902048 (Ist class to 08-112059 10th class).	Complex	Past	Simple	Active
99. His date of birth is according to the admission register is (B.S.) 10-12-2043 English calendar 24-03-1987.	Simple	Non-past	Simple	Active
100. He bore a good moral character and his work was Good while at school.	Compound	Past	Simple	Active
101. His date of birth registered in the school is 2045-11-12 B.S.	Simple	Non-past	Simple	Active
102. He was a diligent and conscientious student and bore	Compound	Past	Simple	Active

good moral character while at this school.				
103. I wish every success in his future life.	Simple	Non-past	Simple	Active
104. This is certified that LOK RAJ ACHARYA son of Shree RESHAM BAHADUR ACHARYA inhabitant of Dang Fulbari V.D.C. ward No. 1, has been the student in this school from 2064 to 2066 B.S.	Complex	Non-past	Simple	Passive
105. He has passed his H.S.E.B. 10+2 Sci. 2066 examination held in the month of Bhadra 2066 B.S.	Simple	Non-past	Perfective	Active
106. His date of birth is 2048-05-07 B.S.	Simple	Non-past	Simple	Active
107. He bore a good moral character while at school.	Simple	Past	Simple	Active
108. I wish his bright future.	Simple	Non-past	Simple	Active
109. This is to certify that Miss Ganga Nepali daughter of Sop Bahadur Nepali an inhabitant of ward No. 7 V.D.C. Khaliban district Palpa read in this institution from 2049-09-04 (1st class) to 2060-11-01 (10th class).	Complex	Past	Simple	Active
110. Her date of birth is	Simple	Non-	Simple	Active

according to the admission register is (B.S.) 2042-10-29.		past		
111. She bore a good moral character and her work was good while at school.	Compound	Past	Simple	Active
112. This is to certify that Shree Suresh Thapa son of Shree Dal Bahadur Thapa an inhabitant of ward No. 4 Village Bougha-Gumba district Palpa was studying in this school from 2050/09/10 to 2060/12/30.	Complex	Past	Progressive	Active
113. His date of birth according to the Admissssion Register of the school is 2045/06/15 B.S.).	Simple	Non-past	Simple	Active
114. Certified that Yajan Thapa son of Mr. Sher Bahadur Thapa an inhabitant of W.N.-3, Karikot, Chandibhyanjyang, Syangja was a student in this institution from 2059-02-02 to 2063-12-30.	Complex	Past	Simple	Active
115. His date of birth is 2047-12-06, according to the Admission Register.	Simple	Non-past	Simple	Active
116. This is to certify that Master HOM BAHADUR KUNWAR CHHETRI son of Shri DHAL BAHADUR KUNWAR CHHETRI was a	Complex	Past	Simple	Active

student of this school from 2066-01-03 to 2069-12-12.				
117. He has successfully completed S.L.C. Examination in the year 2069.	Simple	Non-past	Perfective	Active
118. During the period of his study at this school his character was good / satisfactory.	Simple	Past	Simple	Active
119. As per the record of the school his date of birth is 2052/10/20.	Simple	Non-past	Simple	Active
120. I wish him every success in his future career.	Simple	Non-past	Simple	Active
121. This is to certify that MON BAHADUR KHATRI son of Mr. GOVINDA BHAKTA POUDYAL KHATRI student in this campus from 2060-08-05 BS to 2063-03-30 BS in Bachelor in the institute of Education and passed the Bachelor Level in SECOND Division held in 2064 B.S. 2007 A.D.	Complex	Past	Simple	Active
122. According to the campus record his date of birth is 2039-03-31 B.S.	Simple	Non-past	Simple	Active
123. He bears a good moral character.	Simple	Non-past	Simple	Active

124. I wish him every success in his future endeavour.	Simple	Non-past	Simple	Active
125. I have great pleasure in bearing testimony to the character of Shri of Hira Kumari Ghimire daughter of Shri Bhimlal Ghimire.	Simple	Non-past	Simple	Active
126. Her date of birth according to the Admisssion Register is 2043/04/25.	Simple	Non-past	Simple	Active
127. She bore a good moral character and her work was quite satisfactory while at school.	Compound	Past	Simple	Active
128. I wish her every success in life.	Simple	Non-past	Simple	Active
129. This is to certify that Mr. Suresh Thapa the son of Mr. Dal Bahadur Thapa address Bougha-Gumba V.D.C.-4, Palpa read in this school.	Complex	Past	Simple	Active
130. His character was good while at school.	Simple	Past	Simple	Active
131. With best wishes for his bright future.	Simple	Non-past	Simple	Active
132. She had read in this school since 2054 to 2046-10-11.	Simple	Past	Perfective	Active
133. While at school she used to take part in different activities.	Simple	Past	Simple	Active

134. She was co-operative, studious, regular, obedient and well disciplined.	Simple	Past	Simple	Active
135. She bore a good moral character and her activities were quite satisfactory.	Compound	Past	Simple	Active
136. This institution wishes her every success in life.	Simple	Non-past	Simple	Active
137. Certify that Yajan Thapa class Ten son of Mr. Sher Bahadur Thapa an inhabitant of Chandibhanjyang-3, Syangja was a bonafied student of this institution.	Complex	Past	Simple	Active
138. As a student he was smart, diligent and disciplined.	Simple	Past	Simple	Active
139. He had a good moral character.	Simple	Past	Simple	Active
140. His work was satisfactory while at school.	Simple	Past	Simple	Active
141. His date of birth is 2049-12-06 [20-02-1991 AD] according to the school record.	Simple	Non-past	Simple	Active
142. This is to certify that Chandra Bahadur son of shri Khem Bahadur of class I Com. Roll No. 22 was a student of this intuition during the session 81 to 83.	Complex	Past	Simple	Active

143. He passed through Ranchi University Ranchi in the month of April 1984 and was placed in IInd Division.	Compound	Past	Simple	Active
144. His date of birth as per our record is 8-3-1962.	Simple	Non-past	Simple	Active
145. His college leaving certificate is in the college record and is not returnable.	Compound	Non-past	Simple	Active
146. As a student, his conduct in the college was good.	Simple	Past	Simple	Active
147. This is to certify that Chandra Bahadur son of Shri Khem Bahadur Class B.Com. Roll No. 96 was a student of this institution during the session 1984 to 1986.	Complex	Past	Simple	Active
148. He passed Ranchi University Examination held in the month of Dec. 1987 and was placed in the Third Division.	Compound	Past	Simple	Active
149. His date of birth as per our record is 08-03-1962.	Simple	Non-past	Simple	Active
150. His college leaving certificate is in the college and is not returnable.	Compound	Non-past	Simple	Active
151. As a student his conduct in the college was good.	Simple	Past	Simple	Active

152. This is to certify that Sri Suman Lal Vishuakarma son of Sri Chandra Lal has appeared in the Annual Secondary School Examination in this year 1998 A from the school and passed the examination in second Division.	Compound	Non-past	Perfective	Active
153. His date of birth as recorded in the school admission register is 10’8’82 (Tenth August Eighty Two).	Simple	Non-past	Simple	Active
154. His conduct in the school was good.	Simple	Past	Simple	Active
155. I wish him every success in life.	Simple	Non-past	Simple	Active
156. Certified that Mr. DADHI RAM PANTHI son of Mr. GHANU RAM PANTHI, was a student of this department from 2055-56 to 2056-57 and passed the Master’s Degree in Nepali held by Tribhuvan University in 2055-57.	Compound	Past	Simple	Active
157. He was placed in the SECOND division.	Simple	Past	Simple	Active
158. His conduct during study period was good.	Simple	Past	Simple	Active

159. I know nothing against his moral character.	Simple	Non-past	Simple	Active
160. I wish him all success in life.	Simple	Non-past	Simple	Active
161. This is to certify that Mr. Dor Bikram Shrees son of Mr. Indra Bahadur Shrees inhabitant of Tamghas-5, Gulmi was a bonafide student of One Year Bachelor's Degree level of this college from 2057 to 2058 B.S.	Complex	Past	Simple	Active
162. He passed the Bachelors' Degree examination with second division in Education.	Simple	Past	Simple	Active
163. I know nothing against his moral character while he was in this college.	Complex	Non-Past	Simple	Active
164. I wish him every success in life.	Simple	Non-past	Simple	Active
165. This is to certify that DR. LAXMAN BHUSAL son of Mr. Nanda Ram Bhusal was a Resident of this campus from 2009 A.D. to 2012 A. D.	Complex	Past	Simple	Active
166. He passed his Post Graduate Examination on May, 2012 A.D. held by Tribhuvan Unversity, Institute of Medicine in MD General	Simple	Past	Simple	Active

Pactice (MDGP).				
167. His conduct during study period was good.	Simple	Past	Simple	Active
168. I know nothing against his character.	Simple	Non-past	Simple	Active
169. I wish him success.	Simple	Non-past	Simple	Active
170. THIS IS TO CERTIFY THAT Miss Shiva Thapa daughter of Mr. Man Bahadur Thapa has been declared passed in the Higher Secondary Examinatiomn 2005 in III (Third) Division, conducted by the Council of Higher Secondary Education Manipur, under Roll No. 956.	Compound	Non-past	Simple	Passive
171. Her date of birth according to the Admissin Register is 10/09/1986.	Simple	Non-past	Simple	Active
172. Certified that Shiva Thapa daughter of Mr. Man Bahadur Thapa and Mrs. Jhima Devi Thapa bearing Roll Phe. No. 351051 has duly appeared the High School Leaving Certificate Examination 2003 of N.B.S.E. Kohima as a Regular/ Privat candidaie at Govt. Higher Secondary	Compound	Non-past	Perfective	Passive

School, Phek Centre and has passed the H.S.L.C. Examination 2003 in the Third Division.				
173. Her date of birth as per Admission Card of H.S.L.C. Examination 2003 is 10-0901986.	Simple	Non-past	Simple	Active
174. She bears a good moral character.	Simple	Non-past	Simple	Active
175. This is to certify that George Thapa bearing the Registratrion No. 20121010101142 duly passed the Bachelor of Science (B.Sc.) Examination 2010-12 in PCM conducted by the Unicersity and was placed in the First Division.	Compound	Past	Simple	Active
176. Certified that SITA KHADKA passed the School Leaving Certificate Examination of His Majesty's Government of Nepal in the Year 2056 in First division.	Complex	Past	Simple	Active
177. Her date of birth is 2038-08-30.	Simple	Non-past	Simple	Active
178. The original certificate is not yet issued to her.	Simple	Non-past	Simple	Passive
179. This is to certify that SITA	Complex	Non-	Perfective	Active

KHADKA, a regular/private student of ARJAI Higher Secondary School of GULMI has passed Higher Secondary Education Board Examination held in the year 2061 with pass division.		past		
180. Her date of birth is 2038/08/30.	Simple	Non-past	Simple	active
181. The original certificate is not yet issued to her.	Simple	Non-past	Simple	Passive
182. This is to certify that Hari Gnyawali of the Institute of Humanities & S.Sc. Campus Resunga has passed the Bachelor's Degree Examination of 2055 (1998) with roll number 2957 and registered number 30765-88 and placed in Pass division.	Compound	Non-past	Perfective	Active
183. This is to certify that PRAGYA SHRESTHA of the Faculty of MEDICAL AND ALLIED SCIENCES, NEPAL INSTITUTE OF HEALTH SCIENCES, KATHMANDU has passed the POST BASIC BACHELOR OF NURSING (P.B.N.) Examination of 2064 B.S. (2007 A.D.) with Roll	Compound	Non-past	Perfective	Active

Number 620072 and Registration Number -046-6-2-02136-2005 and was placed in DISTINCTION Division.				
184. This is to certify that Dor Bikram Shrees having passed Bacheloor's Degree examination in Education in Second division of the year 2001, this degree has been awarded on him this day.	Complex	Non-past	Perfective	Passive
185. This is to certify that Indra Bahdadur Mahat Cheetry having passed Bachelor's Dgree examination in the year 1996, this degree has been awarded on him this day.	Complex	Non-past	Perfective	Passive
186. This is to certify that RISHIRAM MARASINI a student of PALUKHA SECONDARY SCHOOLO, HASTICHAUR School Roll GULMI has duly passed the School Leaving Certificate Examination held in the year 20698 B.S. (2013 AD) in the SECOND division.	Complex	Non-past	Simple	Active
187. According to the record of this office, his date of birth is 2052/04/01 (17-Jul-1995 AD).	Simple	Non-past	Simple	Active

188. It is hereby certified that CHURA BAHADUR THAPA having completed his program of studies prescribed by the University and defended his thesis, is conferred upon the degree of Master of CLINICAL MEDICINE (UROLOGY, SURGERY) with the authority of the Regulations about the Academic Degrees of the People's Republic of China.	Compound	Non-past	Simple	Passive
189. KATHMANDU UNIVERSITY Kavre, Nepal CONFERS UPON Jitendra Kandel THE DEGREE OF Bachelor of Medicine & Bachelor of Surgery (MBBS) IN RECOGNITION OF THE COMPLETION OF THE COURSE PRESCRIBED BY THE UNIVERSITY FOR THE DEGREE WITH ALL THE RIGHTS AND PRIVILEGES APPERTAINING THERETO.	Simple	Non-past	Simple	Active
190. Certified that Chandra Bahadur son of Sri Khem Bahadur whose date of birth as	Compound	Non-Past	Simple	Active

per our records is 08-03-1962 (Eight March Sixty Two) **Permanent Address Local Address** of Vill Ujung 5 TA-Type-Jemco P.O. Tamghas P.S. Tamghas P.O./P.S. Telco Jamshepur-4 Dist. Gulmi State Nepal is a student of B. Com. (Pass Course) Roll No. 96 of this institution during the session 1984 to 1986.				
191. He passed in the Ranchi University Examination held in the month of December 1987.	Simple	Past	Simple	Active
192. His University Roll No. was 2388e.	Simple	Past	Simple	Active
193. He was placed in the Third Div.	Simple	Past	Simple	Active
194. His character in this college was good.	Simple	Past	Simple	Active
195. He has cleared his dues up to May, 86.	Simple	Non-past	Perfective	Active
196. Certified that Mr. Sher Bahadur Kunwar son of Mr.	Compound	Past	Simple	Active

Bhim Bahadur Kunwar was a student of this campus from 2005 to 2007 and passed the One Year B.Ed./ M. Ed. Level Examination with specialization English in 2009 AD.				
197. He was placed in First division.	Simple	Past	Simple	Active
198. His conduct during study period was good.	Simple	Past	Simple	Active
199. I wish his all success.	Simple	Non-past	Simple	Active
200. This is to certify that on the completion of all the requirements of the course prescribed by the Council for Technical Education & Vocational Training Ms. SONIYA SARU daughter of Mr. CHHABILAL SARU a resident of KHIDIM-5, ARGHAKHANCHI passed the Technical S.L.C. Examination of 2061 B. S. in the field CMA from SIDDHARTHA INSTITUTE OF MEDICAL TECHNOLOGY, PALPA and was placed in the Third	Complex	Past	Simple	Active

division.				
201. Her date of birth as recorded in the register is 2043/03/14 and Registration number is CM-1437-59.	Compound	Non-past	Simple	Active

B. Sentences in Experience Certificates

S.N.	Sentences	Sentence Types	Tense	Aspect	Voice
1.	This is to certify that Mr. MON BAHADUR KHATRI an inhabitant of Lumbini Zone, Gulmi District, Hastichaur V.D.C. Ward No. 05 had rendered in this school as Primary/ lower Secondary Level English and Social Studies Subject Teacher from 2067/01/13 to 2068/02/15 B.S.	Complex	Past	Perfective	Active
2.	He also contributed to this school as the Assistant Headmaster during the period.	Simple	Past	Simple	Active
3.	His bookkeeping and administration was highly appreciated.	Simple	Past	Simple	Passive
4.	He was loyal, punctual and dutiful towards the profession.	Simple	Past	Simple	Active
5.	I am satisfied with his	Simple	Non-	Simple	Active

presentation and performance.		past		
6. I wish him every success in his every steps of life.	Simple	Non-past	Simple	Active
7. This is to certify that Mrs. Nirmala Singjali, permanent resident of Kapilvastu Patna-1, Mechkuri daughter of Mr. Baburam Singjali has been teaching in this school in the post of teacher in primary level for 2 years from 2063-03-20 to 2065-01-31.	Complex	Non-past	Perfect Progressive	Active
8. She is hard working and punctual in her job.	Simple	Non-past	Simple	Active
9. I have found nothing against her till this date.	Simple	Non-past	Perfective	Active
10. She is hard working and dedicated towards her work.	Simple	Non-past	Simple	Active
11. This is to certify that Mr. Ganesh Bahadur Adhikari, son of Tek Bahadur Adhikari, an inhabitant of Simichaur-2, Gulmi, Nepal had been working as a Secondary English & Social Studies teacher since 1st January 2000 A.D. to 8th January 2009.	Complex	Past	Perfect Progressive	Active
12. His work & services are related to teaching profession.	Simple	Non-past	Simple	Active

13. His work and services was satisfactory while at work.	Simple	Past	Simple	Active
14. I wish his every success in future.	Simple	Non-past	Simple	Active
15. This is to certify Ganesh Adhikari is an English language trainer for the British Council's regional English for Teaching; Teaching for English (ETTE) project.	Complex	Non-past	Simple	Active
16. From 25 June to 10 July 09 Mr Adhikari delivered 112 hours of English language teaching to primary school teachers with low levels of English in Gulmi.	Simple	Past	Simple	Active
17. He also facilitated reflection by the teachers on teaching methodology and how to transfer their learning back to the reality of their classrooms.	Simple	Past	Simple	Active
18. Mr. Adhikari dedicated 1 month of his time to this major British Council project in order to help primary school teachers in less advantaged areas increase their ability to teach English in primary schools, and thereby increase the chances of primary school students to learn the language.	Simple	Past	Simple	Active

19. The British Council would like to express its gratitude to him for this invaluable contribution to the ETTE project.	Simple	Non-Past	Simple	Active
20. Mr. Sher Bahadur Kunwar, who is a permanent resident of Gulmi district has been working for the WORD Project as a Consultantsince May, 1994.	Compound	Non-past	Progressive	Active
21. Mr. kunwar has been hired several times for conducting Facilitator Training on adult literacy as well as visited many remote and semi-remote districts in connection with monitoring female adult literacy classes conducted by indigenous NGOs.	Simple	Non-past	Perfective	Passive
22. Pact assisted these programs with financial, technical and education supports.	Simple	Past	Simple	Active
23. I wish him a success in his future career.	Simple	Non-past	Simple	Active
24. This is to certify that Mr. Sher Bahadur Kunwar, resident of Tamghas, Gulmi, Lumbini Zone was employed as District Assistant Training Officer for District Support Unit, Gulmi	Complex	Past	Simple	Passive

since March 5, 19997 till May 10, 1998.				
25. He was entrusted with the responsibilities of need assessments organizing training programmes to SO, UCs and Seminars/ workshops to DDC,CDC and line agencies as well as supervision of WSST and monitoring scheme implementation activities.	Simple	Past	Simple	Passive
26. To our acknowledgement Mr. Kunwar was a self-motivated, sincere, energetic and a hard working person keenly dedicated to complete the assigned tasks in a timely manner and was able to maintain friendly relationship with the concerned.	Compound	Past	Simple	Active
27. He bears an excellent knowledge in all social aspects of water supply and sanitation development.	Simple	Non-past	Simple	Active
28. Therefore, he deserves a position of trust and responsibility on his duty period.	Simple	Non-past	Simple	Active
29. Mr. Kunwar resigned from this project for a better position in	Simple	Past	Simple	Active

Gulmi Arghakhanchi Rural Development Project (GARDP) in Gulmi district funded by European Union (EU).				
30. We wish him every success in his future career.	Simple	Non-past	Simple	Active

C. Sentences in Training Certificates

S.N. Sentences	Sentence Types	Tense	Aspect	Voice
1. This certificate is awarded with hearty congratulation to Mr. Mon Bahadur Khatri teacher of Penga Lower Secondary school, Badagaun for the successful participation on Interactive Methodology training organized by NELTA Branch, Gulmi for the English Teacher at Badagaun Resource Centre from 28th to 29th Magh 2067.	Simple	Non-past	Simple	Passive
2. This certificate is awarded with hearty congratulation to Mr. Mon Bahadur Khatri teacher of Gandaki English Boarding School Tamghas Gulmi for the successful participation on ELF-Led Three-Day Training	Simple	Non-past	Simple	Passive

Organized by NELTA branch, Gulmi from 22 to 24 January, 2010.				
3. This is to certify that Mr. DOR BIKRAM SHREES of SIDDHABABA H.S.S., TAMGHAS-5, GULMI has successfully participated in a Principal Training programme on Educational Leadership Development organized by Planning and Evaluation Divison, Higher Secondary Educatiopn Board at Pokhara, Kaski from 02 to 07 April, 2012.	Complex	Non-past	Perfective	Active
4. This is to certify that Mr. DOR BIKRAM SHREES of SIDDHABABA H.S.School, TAMGHAS-5, GULMI has successfully participated in a FIVE DAY Integrated Teaching Skill Training Programme organized by the Curriculum and Training Division, Higher Secondary Educatiopn Board in TAMGHAS, GULMI from 2068/11/19 to 2068/11/23.	Complex	Non-past	Perfective	Active
5. This certificate is awarded with hearty congratulation to Mr. Dor Bikram Shrees, Roster Trainer,	Simple	Non-past	Simple	Passive

Tamghas Lead Resource Centre, Gulmi for the successful participation on 12 Day TOT Programme on Teachers' Professional Development held at Educational Training Centre, Palpa from Kartik 27-Marga 8, 2068 (Nov. 13-24, 2011).				
6. This is to certify that above mentioned person received the Nepal Saemaul Undong Training at …to make rich global village together under the Saemaul Spirits of Diligence, self-help and co-operation.	Complex	Past	Simple	Active
7. Thank you.	Simple	Non-past	Simple	Active
8. This is our pleasure to honour Mr. Suresh Thapa from Little Star B. School Madhawaliya for actively participating in the one day/s Primary Teacher's orientation programme organized by Sangam Books Publication Pvt. Ltd. Kathmandu at Bhairahawa, Rupandehi.	Simple	Non-past	Simple	Active
9. This is to certify that Ganga Bdr. Khatri of Palpa Paragon has successfully participated in the 1-Day Training Cum Workshop	Complex	Non-past	Perfective	Active

on “KIDS FUN ACTIVITY WORKSHEET IMPLEMENTATION STRATEGY” conducted at Palpa, held on 2068-12-21.				
10. This certificate is thankfully awarded to Mr. Ganga Bahadur Khatri of Paragon Eng. Boarding School, Tansen Palpa fro participating One day/s Teachers’ Training on Teaching Mathematics in Primary/ Lower Secondary/ Secondary Level organized at Tansen Palpa on 2065.05.06.	Complex	Non-past	Simple	Active
11. The training has been focused on the following teaching/ learning aspects.	Simple	Non-past	Perfective	Passive
12. This certificate is awarded with hearty congratiulaion to Mr. Ganga Bahadur Khatri of Palpa Paragon English boarding School, Tansen, Palpa upon successful completion of One Month Head Teacher’s Leadership Capacity Building Training (HTLCBT) for Secondary level Head teachers organized and conducted by Educational Training Cntre,	Simple	Non-past	Simple	Passive

Palpa from 2068/03/15 to 2068/06/07.				
13. He obtained marks as below.	Simple	Past	Simple	Active
14. This is to certify that Mr. MADHUSUDAN NEPAL son of Mr. Ram Hari Nepal permanent resident of Daurali 8, Palpa has successfully completed the following training course of Basic with Q-Basic held in the year 068 first/second/Third session conduction by this Institute.	Complex	Non-past	Perfective	Active
15. This certificate of recognition is awarded to Mr. SURESH THAPA a permanent resident of MADHAWALIYA-7, JUDA, RUPANDEHI son of Mr. DAL BAHADUR THAPA has successfully completed the Computer courses BASIC COMPUTER COURSE conducted between 2063/03/28 to 2063/06/27.	Complex	Non-past	Simple	Passive
16. This is to certify that GANGA NEPALI the daughter of sop Bahadur Nepali in resident of Khaliban V.D.C. 7, Palpa has successfully completed the	Complex	Non-past	Perfective	Active

computer courses of Proficincy in computer application held from 2066/01/02 to 2066/05/01.				
17. We wish her success in her future each endeavor.	Simple	Non-past	Simple	Active
18. This is to certify that Miss ToL SARI RAI inhabitant of GALDA-3, Palpa has successfully completed the following course from 2063/06/10 to 2063/10/25.	Complex	Non-past	Perfective	Active
19. We wish her all the future endavour.	Simple	Non-past	Simple	Active
20. This is to certify that Mr. MANI RAJ DAWADI has completed the Accounting Package course from 2064-05-19 to 2064-06-19 and has secured the “A” Grade in the final examination.	Compound	Non-past	Perfective	Active
21. This is to certify that Mr. Ganga Bahadur Khatri has successfully completed the following course from 2066/07/12 to 2066/12/12.	Complex	Non-past	Perfective	Active
22. We wish him all the future endeavour.	Simple	Non-past	Simple	Active
23. This is to certify that shanta Bhusal an inhabitant of Argha V.D.C. Arghakhanchi District Lumbini Zone Nepal Country has successfully completed the	Complex	Non-past	Perfective	Active

following computer courses/ Language Package Courses From 2065/03/01 To 2065/06/01.				
24. This is to certify that Mrs. Mana Karki (Khati) has successfully completed the following course from 2066/03/16 to 2066/06/16.	Complex	Non-past	Perfective	Active
25. We wish her the future endeavour.	Simple	Non-past	Simple	Active
26. This is to certify that Ram Bahadur Chhetri has successfully completed the prescribed course of study from 6.11.96 to 30.11.98 qualifying in the first Division, and is herewith awarded the ADVANCED DIPLOMA IN COMPUTER INTEGRATED MANAGEMENT Marketing & Sales.	Compound	Non-past	Perfective	Active
27. This certificate has been awarded to Miss Ganga Nepali for successfully participation in JOURNALISM & RADIO ANCHORING TRAINING held from 6th to 13th Baisakh 2066 organised by CAREER GROUP NEPAL, PALPA.	Simple	Non-past	Perfective	Passive
28. Miss SAPANA RANA, resident	Simple	Non-	Perfective	Passive

of HUNGA VDC, Ward No. 2, GULMI has been awarded this certificate for attending 7 days Fundamental Course of Journalism Anchoring & Radio Programme Production Training organized from 2070/04/10 to 2070/04/16 successfully.		past		
29. Hope you will continue your best effort in future for the betterment of the society.	Simple	Non-past	Simple	Passive
30. Mr. MANI RAJ DAWADI inhabitant of BHA. NA. PA.-10 CHITWN has attended and completed 20 days Basic Radio Anchoring Training organized by Vijaya F. M. 101.6 successfully.	Simple	Non-past	Perfective	Active
31. This is to certify that Sher Bahadur Kunwar has successfully participated in a 30 hour Project Proposal Writing Course.	Complex	Non-past	Perfective	Active
32. This Certificate Has Been Awarded To MR. SHER BAHADUR KUNWAR For Actively Participating And Contributing As a PARTICIPANT To The Success Of Training on Feasibility Study	Simple	Non-past	Perfective	Passive

and Business plan.				
33. This is to certify that Mr. Sher Bahadur Kunwar successfully completed the course on Gender Communicated and Applied in Nepal organized by Communication and Management traing Institute (COMAT) from June 07-10, 1999.	Complex	Past	Simple	Active
34. This is to certify that Sher Bahadur Kunwar successfully completed the DDRT (District Disaster Response Team Course) organized by Nepal Red Cross Society Gulmi District Chapter Through the Japanese Red Cross Funded Communities Actions for Resilience to Disaster (CORD) Program Tamghas, Gulmi.	Complex	Past	Simple	Active

D. Sentences in Administrative Certificates

S.N. Sentences	Sentence Types	Tense	Aspect	Voice
1. This is to certify, as per the birth register maintained at this office and the information provided by Mrs.	Complex	Past	Simple	Passive

	Bhawani Bhat Chhetri (Gyanwali) in the information form of schedule 2, that Mr. Aprit Gyanwali son of Mr. Mahendra Gyanwali and Mrs. Bhawani Bhat Chhetri (Gyanwali) grandson of Mr. Kedar Raj Gyanwali a resident of ward No. 15 Tansen municipality, Palpa district was born on 2067-2-23 B.S. (2010-6-6 A.D.) at Hospital.				
2.	This is to certify, as per the marriage register maintained at this office and information provided by Mr. Kamal Bista and Mrs. Sonu Pandey in the information form schedule 4, that Mr. Kamal Bista aged 23 son of Mr. Bhupal Singh Bista, grandson of Mr. Tan Bahadur Bista, a resident of Ward No. 2 , Hastichaur Village development committee, Gulmi District, married Miss. Sonu Pandey aged 23, daughter of Mr. Bal Bahadur Pandey granddaughter of Mr. Dal Bahadur Pandey a resident of Ward No. 6 Ichangu Narayan Village Development Committee / Municipality Kathmandu District, on 2070-8-30 B.S. (…..A.D.) in accordance with the Social customs.	Complex	Past	Simple	Active
3.	This is to certify that **Mr. Mon Bahadur Khatri** is the permanent	Complex	Non-Past	Simple	Active

	resident of Hastichaur V.D.C. Ward No. 5, Gulmi.				
4.	His relationship to the following person is as follows.	Simple	Non-past	Simple	Active
5.	This is to certify, as per the migration register maintained at this office and the information provided by Mr.Govinda Bhakta Paudel in the information form of Schedule 6, that Mr. Govinda Bhakta Paudel resident of ward No. 8, Arkhale Village Development Committee Gulmi District, along with his family members, migrated to Ward No. 5, Hastichaur Village Development Committee, Gulmi District on 2nd Baishakh, 2044 B.S.	Complex	Past	Simple	Active
6.	This is to certify, as per the death register maintained at this office and the information provided by Mr. Sher Bahadur Kunwar in the information form of schedule-3, that Mr. Bhim Bahadur Kunwar, aged 77 son of Mr. Bal Bahadur Kunwar grandson of Mr. Balbir Kunwar, husband of Mrs. Gam Kumari Kunwar, a regident of ward No. 4, Hastichaur Village Development Committee, Gulmi District, died on 2068-8-24 B.S. (----------A.D.).	Complex	Past	Simple	Active

E. Sentences in Miscellaneous Certificates

S.N. Sentences	Sentence Types	Tense	Aspect	Voice
1. This certificate is presented to Ganga Bahadur Khatri, Hastichaur –Gulmi in recognition of your generous blood donation made for saving numerous lives.	Simple	Non-past	Simple	Passive
2. Thank you for kind cooperation.	Simple	Non-past	Simple	Active
3. This is certificate has been provided to Ms. Ganga Nepali for participating in 3 days training entitled “WOMEN INB NEEDS OF LEGAL SERVICE INCLUDING LEGAL FRAME WORKS AT NATIONAL AND INTERNATIONAL LEVELS INCLUDING THE 1325 RESOLUTION” organized by FEDO, PALPA under the supervision of central office, FEDO, LALITPUR, held from 18th to 20th, February, 2010.	Simple	Non-past	Perfective	Passive
4. This is to certify that Mr. Ganga Bahadur Khatri of Hastichaur-5, Gulmi [Palpa Paragon English Boarding School] participated in	Complex	Past	Simple	Active

the 17th International Conference of NELTA held at St. Xavier's School, Jawalakhel, Lalitpur, Nepal on 18-20 February, 2012.				
5. As Miss Radha Subedi aged 21 a resident of ward no. 1 of Semlar Village Development Committee, Rupandehi District Lumbini Zone fulfilled the requirement to qualify for getting her name registered in Nepal Nursing Council as set out in Nepal nursing Council Act, 1996, this certificate of Registration is hereby issued after having registered the name in the Nurse Register of Nepal Nursing Council by decision of Nepal Nursing council dated 27th June, 2005 made in pursuance of section 17 of Nepal Nursing council Act 1996 and rules 18 and 19 of Nepal Nursing Council Regulation, 1996.	Complex	Non-past	Simple	Passive
6. This certificate shall remain valid for a six-year period from the date of the decision of this council to register the name.	Simple	Non-past	Simple	Active
7. I hereby certify that the Medical Practitioner named below has been registered permanently in the	Complex	Non-past	Perfective	Active

Nepal Medical Council Register.				
8. All registered doctors must report the change of address or profession within one month.	Simple	Non-past	Simple	Active
9. Any enquiries of letters sent by the council should be immediately replied by the concerned physician.	Simple	Past	Simple	Passive
10. Registration with the Nepal Medical Council authorizes to practice modern scientific medicine only.	Simple	Non-past	Simple	Active
11. In circumstances like malpractice, misconduct & immoral acts council can remove the name from registered doctors list.	Simple	Non-past	Simple	Active

Appendix VI

The names of the persons form whose certificates I have collected the data:

Academic Certificates			
S.N.	**Name**	**Address**	**Certificate Issuer**
1.	Bikash K.C.	Khanigaun-8, Palpa	Janata H.S.S. Tansen, Palpa
2.	Bimala Aryal	Marbhng-1, Gulmi	Malika H. S.School, Marbhung
3.	Bishnu Pd. Gautam	Bhurtung-9, Gulmi	DurgaBhawani S.S.Chhapchaur
4.	Chandra Bdr.	-	Abdul BM.College Jamshedpur
5.	Chandra Bdr.	-	Jai Prakash Colleg Jamshedpur
6.	Chandra Bdr.	Ujung, Gulmi	A.B.M. College, Jamshedpur-3
7.	Chura Bdr. Thapa	-	Xi'an Jiaotong University China
8.	Dadhiram Panthi	-	Tribhuvan University (C.D. of Nepali) Kritipur
9.	Deb Bdr. B.K.	Darlamchaur-7, Gulmi	Thaddhunga S.S. Gulmi
10.	Dor Bikram Shrees	Tamghas-5, Gulmi	Balkumari College, Chitwan
11.	Dor Bikram Shrees	-	Tribhuvan University
12.	Dr. Laxman Bhusal	-	Maharajgunj Medical Campus
13.	Durga Bashyal	Malunga-3, Syangja	Sarvajanik MV Syangja

14.	Ganga Bdr. Khatri	Hastichaur-5, Gulmi	Siddhababa S.S. Tamghas
15.	Ganga Bdr. Khatri	Hastichaur-5, Gulmi	Tansen Multiple Campus,Palpa
16.	Ganga Nepali	Khaliban-7, Palpa	Bhanubhakta S.S. Palpa
17.	Ganga Nepali	-	Tribhuvan Campus, Tansen
18.	George Thapa	-	CMJ University Meghalaya
19.	GhanBdr. Chauhan	Rahabas-6, Palpa	Dharadevi S.S. Palpa
20.	Gokarna Kunwar Chhetri	Hastichaur-9, Gulmi	Himalaya H.S.S. Hastichaur
21.	Hari Gnyawali	-	Tribhuvan University
22.	Hira Kumari Ghimire	-	Padma Public Model, Palpa
23.	Hom Bdr. Kunwar	-	Nepal Don Boosco S. Lalitpur
24.	Indra Bdr. Mahat Chhetri	-	Tribhuvan University
25.	Janakrai Bhattarai	Baugha Gumba, Palpa	Sharada S.S. Baugha Gumba
26.	Jitendra Kandel	-	Kathmandu University
27.	Kanta Ghatraj	Tansen-2, Palpa	Mahendrabodhi, Palpa
28.	Lokraj Acharya	Phoolbari-1, Dang	Divya Jyoti Eng. B. Dang
29.	Lok Raj Acharya	Fulbari-1, Dang	Padmodaya Public Model S.
30.	Manju Kunwar		H.S.E.Board
31.	Mon Bdr. Khatri	Hastichaur-5, Gulmi	Resunga Campus, Gulmi
32.	Mona Malla	Chhapani-6, Palpa	New Horizon Palpa

33.	Padam Thapa	Hastichaur-5, Gulmi	Devisthan S.S. Gulmi
34.	Pragya Shrestha		Purbanchal University
35.	Rishiram Marasini	-	Government of Nepal, Ministry of Education , Office of the Controller of Examination
36.	Rishiram Marasini	Hastichaur-6, Gulmi	Palukha S.S. Hastichaur, Gulmi
37.	Shanta Bhusal	Argha-6Arghakhanchi	Janajyoti S.S. Arghakhanchi
38.	Shanta Bhusal	Argha-6Arghakhanchi	Janata H.S.S.Tansen, Palpa
39.	Shanti Kumari Thapa	Musikot-2, Gulmi	Khasthok S.S. Gulmi
40.	Shiva Thapa	-	Don Bosco H.S.S. Manipur
41.	Shiva Thapa	-	Government H.S.S. Phek, Nagaland
42.	Sher Bdr. Kunwar	-	Tribhuvan University (C.d. Ed.) Kritipur
43.	Sita Khadka	-	His majesty's Government Regional Education Directorate
44.	Sita Khadka		H.S.E. Board
45.	Soniya Saru	Khidim,Arghakhanchi	CTEVT Sanothimi, Bhaktapur
46.	Sumanlal Vishwakarma		The Ramkrishana Mission Vivekananda Society, Jamshedpur
47.	Suresh Thapa	Rupandehi	Pashupati H.S.S.

			Rupandehi
48.	Suresh Thapa	baughaGumba, Palpa	Bhanubhakta S.S. Palpa
49.	Yam Bdr. Rai	Galdha-3, Palpa	Saraswati H.S.S. Palpa
50.	Yajan Thapa	-	Millennium H.S.S.Palpa
51.	Yajan Thapa	Chandibhanjyang -3	Nepal English Preparatory B.S.
Experience Certificates			
52.	Ganesh Bdr. Adhikari	Simichaur-2, gulmi	Mahendra H.S.S. Tamghas
53.	Ganesh Bdr. Adhikari	Simichaur-2, gulmi	British Council
54.	Mon Bdr. Khatri	Hastichaur-5, Gullmi	Penga L.S.S. Badagaun, Gulmi
55.	Nirmala Singjali	Patna-1, Rupandehi	Ever Green English Boarding
56.	Sher Bdr. Kunwar	Hastichaur-3, Gulmi	Government of Nepal/ Government of Finland Rural Water Supply and Sanitation Support Programme
57.	Sher Bdr. Kunwar	Hastichaur-3, Gulmi	Pact
Training Certificates			
58.	Dor Bikram Shrees	Tamghas-5, Gulmi	Educational Training Centre Palpa, H.S.E.B. Sanothimi, Nepal Saemaul Undong Center
59.	Ganga Bahadur Khatri	Palpa Paragon	Educational Training Center Palpa,

			New Dynamic Computer Academy, Palpa, Srijana International Publication Pvt. Ltd., United Nepal Publication Pvt. Ltd.
60.	Ganga Nepali	Khaliban-7, Palpa	Career GroupNepal, Palpa Netional Computer Academy, Palpa
61.	Madhusudan Nepal	-	Penisofi Computer Institute, Palpa
62.	Mana Karki (Khati)	-	Pooja Computer Consult, Palpa
63.	Maniraj Dawadi	Bha.Na. PA-10, Chitwan	KU Multimedia, Vijay FM 101.6
64.	Mon Bahadur Khatri	Hastichaur-5, Gulmi	Nepal English Teachers' Association, Gulmi Branch
65.	Ram bahadur Chhetri	-	First Computers, University of Indianapolis, USA
66.	Sapana Rana	Hunga-2, Gulmi	Radio Resunga Sathi Samuha, Balithum, Gulmi
67.	ShantaBhusal	ArghaKhanchi	New Century Computer Education Centre, Arghakhanchi
68.	Sher Bahadur Kunwar	-	The British Council, Comat Nepal Lotus Holding Pvt. Lte.

			Nepal Redcross Society
69.	Suresh Thapa	Little Star Boarding School	Sangam Books Publication Pvt. Ltd.
70.	Suresh Thapa	Madhawaliya-7, Rupandehi	Kantipur Vision Computer Institute, Rupandehi
71.	Tol Sari Rai	Galda-3, Palpa	CMC Computer Training Centre, Palpa
Administrative Certificates			
72.	Bhim Bahadur Kunwar	Hastihaur-4, Gulmi	Hastichaur VDC, Gulmi
73.	Kamal Bista	Hastichaur-2, Gulmi	Hastichaur VDC, Gulmi
74.	Kedr Raj Gyanwali	Tansen Municipality-15, Palpa	Tansen Municipality, Palpa
75.	Govinda hakta Paudyal	Hastichaur-5, Gulmi	Hastichaur VDC, Gulmi
76.	Mon Bahadur Khatri	Hastichaur-, Gulmi	Hastichaur VDC, Gulmi
Miscellaneous			
77.	Dr. Laxman Bhusal	Tamghas-1, Gulmi	Nepal Medical Council
78.	Ganga Bdr. Khatri	Hastichaur-5, Gulmi	Lions Clubs International
79.	Ganga Bdr. Khatri	Hastichaur-5, Gulmi	Nepal English Language Teachers' Association
80.	Ganga Bdr. Khatri	Palpa Paragon E.B.S.	Buddha Publication
81.	Ganga Nepali		Feminist Dalit Organization
82.	Radha Subedi	Semlar-1, Rupandehi	Nepal Nursing Council