Functional English Syllabus

First Year: Semester I

Paper 1103  Remedial Grammar

Objectives

1. To introduce corrective measures to eliminate grammatical errors in speaking and writing. Theoretical and conceptual understanding of the elements of grammar.
2. To enhance the learners’ ability of communicating accurately and fluently.

Course content

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

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

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

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

Mode of examination:

Written exam: 70 marks

Reference books:


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Paper 1104  Introduction to Phonetics

Objectives
1. To familiarise the learners with English sounds through listening.
2. To enable the learners to achieve accuracy in oral production by encouraging the use of a pronunciation dictionary (Oxford Advanced Learners’ Dictionary).
3. To enable the learners to achieve an optimum level of intelligibility and fluency in speech.

Course Content

Unit I  Introduction to linguistics and speech sounds (Ch. 2, 3, 4 and 5)
Unit II  Description and classification of vowels (Ch. 7 & 10)
Unit III  Description and classification of consonants (Ch. 6 & 11)
Unit IV  Introduction to phonetic symbols, phonology & minimal pairs (Ch. 1 & 8)

Mode of Examination:

Written:  40 marks (all are to be objective type questions.)
Viva voce:  30 marks (course based questions, reading/listening comprehension)

Reference books:


First Year: Semester II

Paper 2103  Writing Skills

Objectives

1. To make learners familiar with the sub-skills of writing.
2. To enhance learners’ writing skills.
3. To train learners in the use of specific formats of the written discourse.

Course content

Unit I  Mechanics of writing – features and sub-skills linguistic and discoursal writings (cohesion, coherence, style, context and content, aesthetic function of language, literal and figurative language).
Unit II  Application writing (jobs and academic): CV, Statement of Purpose (SOP).

Unit III  Story writing based on given outline.

Unit IV  Social Media (emails, blogs etc)

Mode of Examination:

Written exam: 70 marks

Reference books:


Paper 2104  Introduction to Phonetics

Course content

Unit I  The syllable and consonant clusters (Ch. 9 & 12)

Unit II  Word accent and rhythm (Ch. 14 & 15)

Unit III  Intonation in connected speech, Assimilation and Elision (Ch. 16 & 17)

Unit IV  Transcription of words and short sentences with primary stress and tonic accent

Mode of Examination:

Written: 40 marks (all are to be objective type questions.)
Viva voce: 30 marks (course based questions, reading/listening comprehension)

Reference books:

Same as those suggested above for semester 3.
Second Year: Semester III

Paper 3103  Conversational Skills

Objectives

1. To introduce different social situations to learners for developing their conversational skills.
2. To enhance learners English language proficiency in social and work situations, particularly in spoken interaction.
3. To make learners aware of the special features of the format and style of informal communication through various modes.

Course content

Unit I  
Mode - face to face (interaction in formal and informal situations): greetings, replying to greetings, introducing others, welcoming, bidding farewell, appearing in an interview, talking about oneself (strengths and weaknesses, likes and dislikes, future plans, describing one’s family etc.).

Unit II  
Telephonic interactions: taking messages, making appointments, making enquiries regarding travel/hotel bookings, apologising, complaining, giving information etc.

Unit III  
Mode - face to face: public address/presentation through role play, simulation etc. Describing products and services, describing processes, answering trade enquiries, persuading people, giving opinions, presenting arguments, explaining, proposing, presenting a product (e.g. household appliances) or services (e.g. facilities provided by your hotel or company)

Mode of examination

Written: 40 marks
Viva voce: 30 marks (public speaking, debate, ex tempore, presentations, reading and listening comprehension)

Reference books:

Paper 3104  Radio and Television

Objectives

1. To acquaint learners with the different mechanisms of Radio and TV broadcasting
2. To train learners in script writing and announcing for different purposes.

Course content


Unit II  Introduction to broadcasting, concept of mass communication: its status and a brief introduction to its different mediums (radio, TV etc.). Autonomy of the media, social responsibilities of the media. Concept of audience, types of audiences. Feedback and its importance, market-based and research-based feedback.

Unit III  Role of Radio and TV as means of communication at the rural/urban levels, at the local/regional/national levels. Concept of Network Societies. Expansion of Radio and TV network in India (Educational TV, Satellite TV, Doordarshan). AIR and FM radio broadcasts.

Mode of examination

Written: 40 marks
Viva voce: 30 marks (course based questions, news reading, general viva)

Reference books:

Second Year: Semester IV

Paper 4101  Conversational Skills

Course content

Unit I  Introduction to communication, communication and society, need for communication, communication and language, defining communication, types of communication, interpersonal communication, group communication, mass communication, organisational communication, barriers to communication.

Unit II  Types of interviews. Interview as a means of collecting information. Interview in relation to purpose, situation, interest, and taste. Writing questions for interviews. Conducting/facing an interview. Group discussions.

Unit III  Theory of anchoring, anchoring at various functions/occasions: inaugural, annual, valedictory, entertainment programme, fashion shows, awards ceremony, etc.

Unit IV  Class presentations, power point presentations (pros and cons).

Mode of examination

| Written: 40 marks | Viva voce: 30 marks (public speaking, debate, ex tempore, presentations, reading and listening comprehension) |

Reference books:

Same as those suggested above for Semester 3.

Paper 4102  Radio and Television

Course content

Unit I  Understanding the message. Finding key words, mood, pace, purpose of a script. Communicating the message v/s merely reading the script. Marking the copy. Genuine delivery, style of broadcasting.

Unit II  Ad-libbing. Aspects of gait, dress sense, grace and demeanour. Nuances: gestures, energy, body language.

Unit III  Introduction to New Age Media. Internet, websites, social media (pros and cons), emails, blogs.

Mode of examination
Written: 40 marks
Viva voce: 30 marks (course based questions, news reading, general viva)

Reference books:

Same as those suggested above for semester 3.