

# 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:

Leech, G. & J. Svartvik (2002) A Communicative Grammar of English. Pearson, India.

Pandey J. H. (2008) Complete Grammar, Shree Book Centre, Mumbai, India.

Murphy, R. (2009) Intermediate English Grammar. Cambridge Univ. Press, India.

Hewings, M. (2011) Advanced English Grammar. Cambridge Univ. Press, India.

Wren, P. C. & H. Martin (2000) High School English Grammar and Composition, S. Chand & Co, New Delhi.

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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

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

### Mode of Examination:

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

### Reference books:

1. Balasubramanian, T. (2013) A Textbook of English Phonetics for Indian Students, 2<sup>nd</sup> Ed., Macmillan, New Delhi.
2. Sethi, J. and P. V. Dhamija (2007) A Course in Phonetics and Spoken English, 2<sup>nd</sup> Ed., Prentice Hall, New Delhi.
3. Oxford Advanced Learner's Dictionary, 8<sup>th</sup> Ed., Oxford, 2010.
4. Jones, Daniel: English Pronouncing Dictionary.

## 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 discursal writings (cohesion, coherence, style, context and content, aesthetic function of language, literal and figurative language).
- Unit II** Academic Writing / Technical Writing / Content Writing
- Unit III** Story writing based on given outline.
- Unit IV** Social Media (emails, blogs etc)

**Mode of Examination:**

Written exam: 70 marks

**Reference books:**

1. Raman, M. & S. Sharma (2011) Communication Skills, OUP, New Delhi, India.
  2. Lata, P. & S. Kumar (2011) Communication Skills, OUP, New Delhi, India.
  3. Pandey J. H. (2008) Complete Grammar, Shree Book Centre, Mumbai, India.
  4. Wren, P. C. & H. Martin (2000) High School English Grammar and Composition, S. Chand & Co., New Delhi.
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## **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:**

Jones, Daniel: *English Pronouncing Dictionary*.  
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 weakness, 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:

1. Kumar, K. J. (2012) Mass Communication in India, 4<sup>th</sup> Ed., Jaico Publishing House, Mumbai.
2. Ravindran, R. K. (2000) Media in Development Arena, Indian Publishers, Delhi.
3. Raman, M. & S. Sharma (2011) Communication Skills, OUP, New Delhi, India.

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## 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 I** Voice anatomy and voice production. Evaluation of voice - problems of voice quality, problems in vocal delivery, and problems in breathing. Evaluation of speech: deviations in the categories of sounds, sloppy diction, regionalism, cluttering and rate problems. Language and the broadcaster. Regional and social dialects. Foreign accent.

**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 networks 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:

1. *Broadcast Voice Handbook: How to Polish Your On-air Delivery* by Ann S Utterback (3rd edition)
2. *Television and Radio Announcing* by Stuart Hyde (12th edition)
3. *Broadcast Announcing Work text* by A R. Stephenson and et.al. (2nd edition)
4. *The Cambridge Encyclopedia of the English Language* by David Crystal (2nd edition)
5. *Mass Communication in India* by Kumar K J. (4th edition)

## Second Year: Semester IV

### Paper 4103 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, powerpoint 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 4104 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:**

1. *Broadcast Voice Handbook: How to Polish Your On-air Delivery* by Ann S Utterback (3rd edition)
2. *Television and Radio Announcing* by Stuart Hyde (12th edition)
3. *Broadcast Announcing Work text* by A R. Stephenson and et.al. (2nd edition)
4. *The Cambridge Encyclopedia of the English Language* by David Crystal (2nd edition)
5. *Mass Communication in India* by Kumar K J. (4th edition)