

Functional English

Functional English

Semester-I ✓

Subject: ~~General English~~ *Functional English* Total Marks: 100

Duration of Exam: 3hrs Semester End Examination: 80

Internal Assessment: 20

Unit-I

What is communication? Objectives and principles of effective communication.
Types of communication? Formal and Informal communication.

Unit-II

The organs of speech and air-stream mechanism. The classification and description of speech sounds i.e. consonants and vowels.

Unit-III

Articles, Verbs-Transitive, Intransitive; regular and irregular; subject-verb concord; linking verbs; helping verbs and Negative verbs.

Unit-IV

Tenses and their uses, Active and Passive voice, Question tags.

Mode of Examination

The paper will be divided into four sections. Each section will have two questions. Each question will be of 10 marks.

Section A will have two questions from Unit-I with internal choice.

Section B will have two questions from Unit-II with internal choice.

Section C will have two questions from Unit-III with no internal choice. However choice may be given within the question.

Section D will have two questions from Unit-IV with no internal choice. However choice may be given within the question.

Semester-II

Subject: General English Total Marks: 100

Duration of Exam: 3hrs Semester End Examination: 80

Internal Assessment: 20

Unit-I

Phonetic Transcription, word stress and its functions.

Unit-II

Syllable: an introduction, accent and rhythm in connected speech. Intonation pattern and uses of falling tone, rising tone and falling-rising tone.

Unit-III

Transformation of sentences, difficulties with comparative and superlative. Confusion of adjectives and adverbs, adverbial use of 'No', 'None' and 'N.A.'

Unit-IV

The Prop. ~~Word~~ One, prepositions redundant, the use of correlatives, use of 'who', 'Whom', 'much', 'many', 'still', 'yet', 'so that', 'so as', 'make' and 'do'. Errors in the use of individual words, ~~the~~ courtesy words, 'please', 'thank you', 'date', 'time', and greetings'.

Mode of Examination

The paper will be divided into four sections. Each section will have two questions. Each question will be of 10 marks.

Section A will have two questions from Unit-I with internal choice.

Section B will have two questions from Unit-II with internal choice.

Section C will have two questions from Unit-III with no internal choice. However choice may be given within the question.

Section D will have two questions from Unit-IV with no internal choice. However choice may be given within the question.

Functional English Practical

Semester – I

1. To familiarize students with the basic skills of learning English language. The basic skills include: listening, speaking, reading and writing.
2. Students must be able to demonstrate the functions of different organs of speech. Focus should be on the intensive drill in the production of various speech sounds with the help of different organs of speech.
3. Students should be intensively exposed to the speech sounds of English (Vowels and consonants).
4. Students should be able to consult standard dictionaries for the purpose of correct pronunciation.
5. Focus should be on practice of spoken English and communication.

Evaluation:

Total marks	:	50
External	:	25
Internal	:	25

Functional English Practical

Semester – II

1. Intensive drilling in phonetic skills.
2. Students must be able to understand syllable and its type.
3. Students must be able to use International Phonetic Alphabet.
4. Students must develop the ability to make use of transcription
5. Students must be able to demonstrate simple and basic intonation, and its patterns.

Evaluation:

Total marks	:	50
External	:	25
Internal	:	25

FUNCTIONAL ENGLISH

SEMESTER-III ✓

Syllabus for the Examination to be held in Dec. 2015, 2016 & 2017

Course No. FE 301
Duration of Exam: 3 hrs.
Theory: 100

Practical: 50

Title – Functional English
Total Marks: 150
Semester End Examination: 80
Internal Assessment: 20
Internal 25
External 25

Objective: The objective of this Paper is to enhance the communication ability of the students by introducing situational conversation, strategies of advanced writing skills and also the figurative aspect of English language. They will also be introduced to the skill of copywriting and to improve the competitive skills required in the job market.

Unit-I:- Developing Conversational Ability-

Introducing Self, Meeting and Greeting people, Welcoming visitors, Fixing an appointment, Making/ receiving a telephone call, At the office, At the reception / enquiry counters, At the airport / railway station, At the restaurant, At the travel agency, At the doctor's clinic, At the Chemist, At the hospital At the bank, At the police station.

Unit-II:- Advanced writing skills-

Reports and Factual descriptions- Sports, Accidents, Political; Press release, News items.

Unit-III:- Comprehension, Paragraph writing with imaginative use of words as simile, metaphor, irony, satire, personification.

Unit-IV:- Copywriting-

Language of advertisement-commercial and classified ads; Notice/Poster Writing.

Mode of Examination:

The question paper will contain 8 questions in all with an internal choice and all are to be attempted. Two questions from each unit with internal choice to be set. Each question will carry 10 marks.

PRACTICUM

Role Playing/ Enactment for, e.g. Doctor- patient, salesman-customer.

Pictorial development of stories

Development of Posters, Collage making etc.

Field Visit: visit to any newspaper/media house

One Workshop on Basic Computer Learning

Suggested Reading

- ❖ **Spoken English-A Foundation course**
Part A & B- by Kamlesh ; Susheela Punitha
- ❖ **Speaking on Special Occasions: Roger Mason**
- ❖ **Speaking English Effectively: Krishna Mohan, N. P. Singh**
- ❖ **Communication in English (Orient Longman): Bhatnagar & Bell**
- ❖ **Hedge, T. 1988, Writing, OUP**
- ❖ **John, A. And Harmer, J. 1979, Advance writing Skills, Longman.**
- ❖ **Jolly, D. Writing Tasks, OUP**
- ❖ **Extensive Use of Newspapers Magazines, VCR and TV in the class is highly recommended.**
- ❖ **Halliday & Beangrade An introduction to Text Analysis, Longman**
- ❖ **Discourse Analysis, OUP Text Book Series.**

- ❖ **University Grammar of English**
- ❖ **A Fundamental Grammar of English.**
- ❖ **Strange, B. Modern English Structure.**

GOVT. COLLEGE FOR WOMEN ,PARADE GROUND, JAMMU

Functional English

Semester I (under CBCS)

Title: Functional English

Credits: 4

Semester End Examination: 80

Duration of Examination: 03 Hrs.

Course Code: UFETC101

Maximum Marks: 100

Internal Assessment: 20

(Test: 15 Marks, Attendance -5Marks)

Detailed Syllabus for the Examination to be held in year 2016, 2017, & 2018.

UNIT-I

Communication: Importance, Objectives and Principles of Effective Communication, Types of Communication: Formal and Informal Communication.

Unit-II

Air- stream mechanisms and Organs of Speech. Classification and Description of Speech Sounds i.e. Consonants and Vowels.

Unit-III

Articles, Verbs: transitive, Intransitive; regular and irregular; subject- verb concord, linking verbs, helping verbs and negative verbs. Paragraph construction and development.

Unit-IV

Tenses and their uses, Active and Passive Voice, Questions Tags

Mode of Examination:

Internal Assessment test: 15Marks

Syllabus to be covered: up to 50%; Time allotted: 1 Hour; Marks % Weightage: 15 % (15 Marks)

*5 short answer type questions of 3 marks each shall be given which may include fill in the blanks, multiple choice questions and short answers type questions. (5x 3=15)

External Semester End Examination:

The paper will be divided into four sections. Each section will have two questions. Each question will be of 10 marks.

Section A will have two questions from **Unit-I** with an internal choice. {2X10=20 Marks}

Section B will have two questions from **Unit- II** with an internal choice. {2X10=20 Marks}

Section C will have two questions from **Unit- III** with no internal choice. However, choice may be given within the question. {2X10=20 Marks}

Section D will have two questions from **Unit- IV** with no internal choice. However, choice may be given within the question. {2X10=20 Marks}

Practicum

Course Code: UFEPC101

Credits: 2

Total Marks =50

Distribution of Marks

Internal-25 Marks

Test-15 marks

Presentation: 5 Marks

Attendance -5 Marks

External -25 Marks

Test -15 Marks

Viva - voce - 10 Marks

Syllabus

1. Retelling a Story, Individual presentation
2. Debate, Extempore, Group discussion
3. Practice of Listening, Speaking and Reading

4. Power point Presentations
5. Practice of Sounds i.e. Vowel and Consonants
6. Exposure to British and American English spellings and Pronunciation.

Suggested Reading

- Balasubramanian, T. *The Text book of English Phonetics for Indian Students.*
- Kamlesh, Susheela Punitha. *Spoken English: A Foundation Course Part A & B*
- Mason, Roger. *Speaking on Special Occasions.*
- Mohan, Krishan, N.P. Singh. *Speaking English Effectively.*
- Bhatnagar & Bell. *Communication in English.* Orient Black Swan.
- John, A. & J. Harmer. *Advance Writing Skills* Longman 1979
- *Spoken English and Broken English*, Linguaphone institute.

Functional English
Semester –II (Under CBCS)

Title: Functional English
Credits: 4
Semester End Examination: 80
Duration of Examination: 03 Hrs.

Course Code: UFETC 201
Maximum Marks: 100
Internal Assessment: 20
(Test: 15 Marks, Attendance -5 Marks)

Detailed Syllabus for the examination to be held in year 2017, 2018, & 2019

Unit-I

Phonetic Transcription, word stress and its functions.

Unit-II

Syllable: an introduction, accent and rhythm in connected speech. Intonation pattern and uses of falling tone, rising tone and falling-rising tone.

Unit-III

Transformation of sentences, difficulties with comparative and superlative. Confusion of adjectives and adverbs, adverbial use of 'No', 'None' and 'N.A.'

Unit-IV

The Prop. Word one, prepositions redundant, the use of correlatives, use of 'who', 'Whom', 'much', 'many', 'still', 'yet', 'so that', 'so as', 'make' and 'do'. Errors in the use of individual words the courtesy words, 'please', 'thank you', 'date', 'time', and greetings'.

Mode of Examination

Internal Assessment Test:

Syllabus to be covered: upto 50% ; Time allotted: 1 Hour; Marks % Weightage: 20% (20 Marks)

10 Short answer type Questions of 2 mark each shall be given which may include some multiple choice questions, fill in the blanks, one word/ line answer questions. (10x2=20)

External End Semester University Examination:

The paper will be divided into four sections. Each section will have two questions. Each question will be of 10 marks.

Section A will have two questions from **Unit-I** with internal choice.

Section B will have two questions from **Unit-II** with internal choice.

Section C will have two questions from **Unit-III** with no internal choice. However choice may be given within the question.

Section D will have two questions from **Unit-IV** with no internal choice. However choice may be given within the question.

PRACTICUM

Total Marks=50

Distribution of Marks

Internal - 25 Marks

Test -15 Marks

Presentation- 5 Marks

Attendance- 5Marks

External – 25 Marks

Test- 15 Marks

Viva – 10 Marks

Syllabus

1. Practice of Word stress.
2. Practice of accent and rhythm
3. Practice of Intonation.
4. Group discussion/ Brain storming session

Suggested Reading:

- Spoken English – A Foundation Course Part A & B by Kamlesh, Susheela Punitha.
- Speaking on Special Occasions: Roger Mason.
- Discourse Analysis, OUP Text Book Series.
- Writing Tasks by D. Jolly OUP
- Modern English Structure by B. Strange
- The Routledge Handbook of Language and Professional Communication by Vijay Bhatia, Stephen Bremner. Routledge Publishing House

Unit-I

Phonetic Transcription, word stress and its functions.

Unit-II

Syllable: an introduction, accent and rhythm in connected speech. Intonation pattern and uses of falling tone, rising tone and falling-rising tone.

Unit-III

Transformation of sentences, difficulties with comparative and superlative. Confusion of adjectives and adverbs, adverbial use of 'No', 'None' and 'N.A.'

Unit-IV

The Prop. Word one, prepositions redundant, the use of correlatives, use of 'who', 'Whom', 'much', 'many', 'still', 'yet', 'so that', 'so as', 'make' and 'do'. Errors in the use of individual words the courtesy words, 'please', 'thank you', 'date', 'time', and greetings'.

Mode of Examination

Internal Assessment Test:

Syllabus to be covered: upto 50% ; Time allotted: 1 Hour; Marks % Weightage: 20% (20 Marks)

10 Short answer type Questions of 2 mark each shall be given which may include some multiple choice questions, fill in the blanks, one word/ line answer questions. (10x2=20)

External End Semester University Examination:

The paper will be divided into four sections. Each section will have two questions. Each question will be of 10 marks.

Section A will have two questions from **Unit-I** with internal choice.

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Section C will have two questions from **Unit-III** with no internal choice. However choice may be given within the question.

Section D will have two questions from **Unit-IV** with no internal choice. However choice may be given within the question.

PRACTICUM

Course Code UFETC 201

Credits : 2

Total Marks=50

Distribution of Marks

Internal - 25 Marks

Test -15 Marks

Presentation- 5 Marks

Attendance- 5Marks

External – 25 Marks

Test- 15 Marks

Viva – 10 Marks

Syllabus

1. Practice of Word stress.
2. Practice of accent and rhythm
3. Practice of Intonation.
4. Group discussion/ Brain storming session

Suggested Reading:

- Spoken English – A Foundation Course Part A & B by Kamlesh, Susheela Punitha.
- Speaking on Special Occasions: Roger Mason.
- Discourse Analysis, OUP Text Book Series.
- Writing Tasks by D. Jolly OUP
- Modern English Structure by B. Strange
- The Routledge Handbook of Language and Professional Communication by Vijay Bhatia, Stephen Bremner. Routledge Publishing House

Functional English
Semester III (under CBCS)

Title: Functional English

Credits: 4

Semester End Examination: 80

Duration of Examination: 03 Hrs.

Course Code: UFETC301

Maximum Marks: 100

Internal Assessment: 20

(Test: 15 Marks, Attendance -5 Marks)

Detailed Syllabus for the examination to be held in year 2017, 2018, & 2019

Unit-I Developing Conversational Ability

- a. Greetings and Introduction
- b. Participating in small talks- At the office, At the railway station, At the airport, At the travel agency, At the bank, At the doctor's clinic, At the hospital.
- c. Talking on the phone- Taking message, making appointments, making enquires/ regarding travel/ hotel booking, apologies, complaining, giving information etc.

Unit -II Reading and Writing skills

- a. Reading and writing Official letters
- b. Reading and writing News Reports
- c. Reading Online content
- d. Reading comprehension, Description and Narration (Objects, Places and People)

Unit III: Language and Literary Skills

- a. Figures of Speech: Simile, Metaphor, Irony, Personification, Hyperbole, Alliteration. (Identifying the same in given passage)
- b. Idioms and Phrases
- c. One word substitution

Unit IV Copy writing

- a. Language of advertisements: Classified and Commercial ads
- b. Reading of advertisements

Mode of Examination

Internal Assessment Test: 15 Marks

Syllabus to be covered: up to 50%; Time allotted: 1 Hour; Marks: % Weightage: 15% (15 Marks)

5-short answer type Questions of 3 marks each shall be given which may include some multiple choice questions, fill in the blanks and one word questions (5x3= 15)

External Semester End Examination

The paper will be divided into four sections. Each section will have two questions. Each question will be of 10 marks

Section A will have two questions from Unit- I with internal choice. {2x10=20 Marks}

Section B will have two questions from Unit- II with internal choice {2x10=20 Marks}

Section C will have two questions from unit –III with no internal choice. However choice may be given with in the question. {2x10=20 Marks}

Section D will have two questions from Unit- IV with no internal choice. However choice may be given with in the questions.

Practicum

Course Code: UFEP301

Credits: 2

Total Marks =50

Distribution of Marks

Internal-25 Marks

Test-15 marks

Presentation: 5 Marks

Attendance -5 Marks

External -25 Marks

Test -15 Marks

Viva - voce - 10 Marks

Syllabus

1. Role playing /Enactment e.g. Doctor-patient
2. Picture description e.g. framing story based on picture/ visual
3. Field visit: visit to print media
4. Mock TV News Reading

Suggested Reading:

- Kamlesh, Susheela Punitha. *Spoken English: A Foundation course part A&B*
- Mason, Roger. *Speaking on special Occasions.*
- Mohan, Krishana, N.P. Singh. *Speaking English Effectively.*
- Hart, steve, Arvind R. Nair and Veena Bhambhani. *Embark: English for Undergraduate*
- Tickoo, Champa and Jaya Sasikumar *writing a Purpose.*

FUNCTIONAL ENGLISH

SEMESTER-V

Syllabus for the Examination to be held in Dec. 2016, 2017 & 2018

UFETC

Course No. ~~UFEC~~501

Duration of Exam: 3 hrs.

Theory: 100

Practical: 50

Title – Functional English

Total Marks: 150

Semester End Examination: 80

Internal Assessment: 20

Internal 25

External 25

Objective: - The objective of the paper is to give practical training to the students in news reading, announcing and reporting on Television and Radio from a written script and to improve the personality of the students.

Unit I: - Communication, Elements of communication, Formal and Informal Communication channels.

Formal – Downward, Upward, Horizontal, Diagonal.

Informal – Grapevine, consensus

Communication barriers, Socio-psychological barriers

Unit II: - Non-Verbal Communication

Types of non-verbal communication, personal appearance, facial expression; eye-contact, gestures, Pro-xemics, Para-language, Kinesis and Body movement, touching.

Functions of non-verbal communication, face to face communication. Audio-Visual communication, silence

Unit III: - Reading and Reading Techniques

Reading – Meaning and nature

Reading Techniques – Skimming, scanning and Sensitising, Developing effective reading skills, reading comprehension.

Unit IV: - Communication through mass media, characteristics of mass communication. Functions and effects of mass media, Future of mass media. Emerging trends in the fields of media: Digitalization - Computer, email, internet, multi-media. Role of Satellite Communication.

Mode of Examination:

The question paper will contain 8 questions in all with an internal choice and all are to be attempted. Two questions from each unit with internal choice to be set. Each question will carry 10 marks.

PRACTICUM

1. Practical training in overcoming the communication barriers
2. Enhancing the nonverbal communication skills
 - a) Gestures b) Facial expressions c) Eye movements d) Body movement
3. Improving reading skills
 - a) Reading comprehension in the classroom
 - b) Improving reading speed from skimming to scanning
4. Power points and two reports (300 words, on contemporary topics like social, global, political, sports).

Suggested Reading:

1. Greenall, Simon, Michael Swan. *Effective Reading Teacher's book: Reading Skills for Advanced Students*. Cambridge University Press, 2010.

2. Langan, John. *Ten Steps to Improving College Reading Skills*. 5 Ed. Townsend Press, 2008.
3. McWhorter, Kathleen T and Brette M Sember. *College Reading and Study Skills*. 12 Ed. 2012.
4. Fawcett, Susan. *Evergreen: A Guide to Writing with Readings*. 10 Ed. New York: Cengage Learning, 2013.
5. Hancock, Ophelia H. *Reading Skills for College Students*. 6 Ed. New York: Prentice Hall, 2008.
6. Riggio, Ronald E. *Applications of Nonverbal Communication*. Mahwah, NJ: Lawrence Erlbaum Associates, 2005.
7. Mehrabian, Albert. *Non Verbal Communication*. University of Michigan Press, 1972.

FUNCTIONAL ENGLISH

SEMESTER-VI

Syllabus for the Examination to be held in May 2017, 2018 & 2019

UFETC

Course No. **EE 601**

Duration of Exam: **3 hrs.**

Theory: **100**

Practical: **50**

Title – **Functional English**

Total Marks: **150**

Semester End Examination: **80**

Internal Assessment: **20**

Internal **25**

External **25**

Unit I: - Announcing for Electronic media. Role of announcer, Importance of announcer as communicator, fundamentals of anchoring radio and T.V. news.

Unit II: - Voice analysis and improvement: The importance of voice improvement, speech, personality analyzing the speech voice analysis, pitch volume, tempo, vitality, energy, voice quality, resonance vs thinness.

Unit III: - Speech delivery: Communication apprehension Principles of speech delivery; physical delivery vocal delivery, improving vocalization style of speech delivery. Audience report, overcoming microphone and camera fright; a study of the main causes of microphone and camera fright, microphone and camera consciousness.

Unit IV: - Listening and Feedback: The listening process, the hearing listening distinction, stages of listening process, types of listening, variables affecting listening, developing effective listening skills.

Mode of Examination:

The question paper will contain 8 questions in all with an internal choice and all to be attempted. Two questions from each unit with internal choice to be set. Each question will carry 10 marks.

Practicum

1. Voice training
 - a) Pitch
 - b) Volume
 - c) Tempo
 - d) Nasal resonanceThese voice improvement techniques should be used to improve the voice personality of the candidate.
2. Practical training in facing the camera and the microphone
 - a) Reducing camera fright
 - b) Reducing microphone fright
 - c) Anchoring radio and T.V. news
3. Two power points, two video shoots on topics of current relevance.
4. Job training- to enhance the employability in the fields of IT, media and journalism. The candidate will be placed in job training for 2 weeks.

Suggested Readings

Hargie, Owen. Ed. *The Handbook of Communication Skills*. New York: Routledge, 2006.

Barker, Alan. *Improve Your Communication Skills*. London: Kogan Page, 2013.

Baker, Joanna and Heather Westrup. *Essential Speaking Skills*. London: VSO Books, 2003.

Bygate, Martin. *Speaking*. New York: OUP, 2003.

Stuart W. Hyde : *Television and Radio announcing*,

C. S. Rayudu: *Communication*.

Larry L Barker: *Communication*.

Francois Grellar *Developing Reading Skills*. Cambridge University Press.

Krihan Menon: *Developing Communication Skills*.