

VOCATIONALIZATION OF UNDERGRADUATE COURSES

FUNCTIONAL ENGLISH

F. Y. B. A. Functional English

(w. e. f. 2019-2020)

(Choice Based Credit System)

(70-Semester-End Exam & 30-Internal Evaluation)

Course Content

FYFE Paper 1- An Introduction to English Language and Writing Skills in English

Aims and Objectives

1. To introduce students to Spoken English
2. To create awareness about using language according to the situation/context
3. To create an awareness among students about mispronunciation
4. To reinforce grammar studied up to std. XII
5. To help learners acquire the basic skills of effective writing

Semester I

Unit 1- Orientation

- 1) Definition of Language, Levels of Linguistic Analysis, Verbal and Non Verbal Communication
- 2) Difference between Phonetics and Phonology
- 3) Organs of Speech and Speech Mechanism
- 4) Developing language habits listening, speaking, reading and writing

Unit II- Remedial Grammar

- 1) Parts of Speech
- 2) Tenses and Concord
- 3) Active and Passive Voice
- 4) Common Indian Errors

Unit III- Language Skills

- 1) Understanding a passage-its content and structure
- 2) Building Vocabulary
 - a) Synonyms and Antonyms
 - b) Lexical Web
 - c) Collocation
 - d) Use of a Dictionary and Thesaurus
- 3) Dialogue Writing

Semester II

Unit I- Introduction to English Phonology

- 1) Vowels, Consonants and Consonant Clusters
- 2) Syllable, Stress, Word Accent and Sentence Accent
- 3) Weak Forms, Rhythm and Intonation

Unit II- Writing Skills

- 1) Paragraph Writing
- 2) Email Writing

Unit III- Information Transfer

- 1) Converting information from charts, tables, diagrams etc verbally and vice-a-versa
- 2) Summerising, Note making and Note taking

Internal Evaluation 30 Marks

- Mid Semester Examination – 20 Marks
- Home Assignments / Presentation / Field Visit Report / Library Work/ Class Tests- 10 Marks

❖ Books Recommended

- 1) Bansal and Harrion: Spoken English for India
- 2) Augustine, A.E. Joseph, K.V.: Macmillan Grammar, A Handbook, Macmillan India Ltd, Delhi 1986
- 3) Green, David: Contemporary English Grammar, Structure and Composition, Macmillan India Ltd, Madras, 1971
- 4) Narayan Swami, K.R.: Success with grammar and Compositon, Orient Longman, Hyderabad, 1995
- 5) Freeman, Serah: Written Communication in English, Orient Longman
- 6) Home Crofton: Essay, precise, composition and Comprehension Macmillan
- 7) Intyhira, S R. Saraswathi, S: Enrich Your English CIEEL OUP
- 8) Balasubramanian, T. (1981), a Text book of English Phonetics for Indian Students, Macmillan

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FYFE Paper II- Oral Communication in English

Aims and Objectives

1. To introduce students to Oral Skills in English
2. To introduce students to basics of computer
3. To introduce students to various conversational situations

Semester I

Unit I- Conversational Skills I

- 1) Greetings and Response to Greetings
- 2) Introducing Yourself
- 3) Introducing Others
- 4) Joining and Leaving a Conversation

Unit II- Conversational Skills II

- 1) Simple oral descriptions: describing familiar things, places, persons, pictures etc.
- 2) Describing simple events, routine activities of oneself and others

Unit III- Key Competency Modules I

- 1) Basics of Computer
- 2) MS Office: Word, Excel and Power Point Presentation

Semester II

Unit I- Conversational Skills III

- 1) Telling stories with the help of Points / Pictures
- 2) Asking questions to get Information
- 3) Agreeing, Partly Agreeing and Disagreeing
- 4) Inviting, Accepting and Declining Invitation

Unit II- Conversational Skills IV

- 1) Oral Presentation Skills
- 2) Group Discussion
- 3) Telephonic Communication

Unit III: Key Competency Modules II

- 1) Use of Internet – surfing, searching and downloading
- 2) Use of Mobile Apps for Improving Conversational Skills in English