

B.A.II
Semester III
2011-12
FUNCTIONAL ENGLISH

SCHEME OF EXAMINATION

Max.Marks :	100 marks
End Semester Exam :	90 marks
Internal Assessment/	10 marks
Time :	3 hours

Communicative and Writing Skills:

Course Content:

1. Spotting the errors pertaining to nouns, pronouns, adjectives and adverbs, subject verb concord.
2. Lexis : Idioms and phrases, words often confused, one -word substitution, foreign words (A selected list), vocabulary development through synonyms, antonyms, formation of words with affixes.
3. Developing writing skills: Writing small paragraphs on general and current issues, events and slogan writing.
4. Technical Writing:
 - (a) Drafting memo and circular
 - (b) e-mail writing
 - (c) Resume writing, Press Report Writing
 - (d) Writing Notices, Agendas, Minutes
 - (e) Note taking
- 5.Editing Skills : Use of capital letters, punctuation , parentheses, square brackets , ellipsis, apostrophe and quotation marks

Note: The question paper will carry a maximum of 90 marks.

The paper will have five questions as per details given below

1. Students will be required to spot errors in any *eighteen* out of the given *twenty two* sentences 18 marks
2. This question will have sub -parts on all items with internal choice. The candidate will be required to attempt any *sixteen* out of the given *twenty* items. 16 marks
- 3.(a)Students will be required to write *one* paragraph out of given *four* on general and current issues/events. 10 marks

(b) Students will be required to give a slogan to a paragraph. 10 marks
4. Students will be asked to write on any two of the given four topics under technical writing. 20 marks

5. Students shall be given a paragraph for editing.

16 marks

Suggested Reading

Communication Skills in English by S D Sharma

Written Communications In English by Sarah Freeman

Corridors to Communication by Ranu Vanikar

Grammar and Composition for Communication by Sagarmal Gupta, Alpana Gupta,
(Orient BlackSwan)

Synergy: Communication in English and Study Skills by Board of Editors
(Orient BlackSwan).

B.A.II
Semester-IV
2011-2012
FUNCTIONAL ENGLISH

SCHEME OF EXAMINATION

Max. Marks :	100 marks
End Semester Exam :	70 marks
Practical :	20 marks
(Field Work & Practical Training and Viva)	
Internal Assessment/	10 marks
Time :	3 hours

Course Contents

Unit-I Introducing Communication:

- i) Nature and objectives of communication
- ii) Process of communication
- iii) Principles of effective communication
- iv) Barriers to communication: Wrong choice of medium, physical barriers, semantic barriers, sociophysiological barriers

Unit- II Non-verbal Communication:

- (i) Body language, appearance, voice, facial expression, posture and gestures
- (ii) Functions of non-verbal communication

Unit-III Communication through mass media:

Basic understanding of role of information technology and media:
Newspapers, radio, television, computers, internet and multimedia.

Unit-IV English in Situations:

1. Greetings
2. Receiving and Seeing people off
3. Making complaints
4. Making an appointment
5. Buying at shops
6. Placing orders
7. Offering apologies
8. Consulting a Doctor
9. Making enquiries
10. Conversation on telephone

11. Asking the time : Time expression
12. In the post-office
13. At the bank
14. At the customs

15. At the airport
16. At the travel agency
17. Booking a room in a hotel
18. Buying guidebook
19. At the temple
20. At the police Station
21. At a dinner party
22. Hiring a taxi
23. At the stock exchange
24. At the chemist
25. At the Restaurant
26. Description of events

(Students shall develop dialogue based paragraphs on the above mentioned situations)

Field Work & Practical Training

- i) Visit to various places offering different situations and practicing conversation in actual situations
- ii) Students should be asked to write dialogues relating to the situations.

Note: The question paper will carry a maximum of 70 marks.

There will be eight questions in all out of which students shall attempt any five selecting at least one question from every unit. All questions shall be of fourteen marks each

Books Recommended :

English in Situations by R.O.Neill (O.U.P.)

English Conversation Practice by Grant Taylor(Tata Mc Graw Hill Co.)

Developing Communication Skills by Krishna Mohan (Macmillan Indian Ltd.)

A Self Learning Guide to Conversation Practice (with cassettes) by Sasikumar V. and P.V.Dhamija New Delhi: Tata Mg.Graw Hill Co.

Success with English : The Penguin Course Course Book I by Geoffrey Bronghton(Peguin Books)

What To Say When Ed. Viola Huggins (BBC London).

Fifty Ways to Improve your Presentation Skills in English by Bob Dignen(Orient Black Swan)

Television and Radio Announcing by Stuart Hyde (Kanishka)

Communication by Larry Barker (Prentice Hall)

Essential of Business Communication by Rajinder Pal and Korahlar (Sultan Chand & Sons)

Deevolving Reading Skills by Francoise Grellar (Cambridge Uni. Press).