



**B. A. SEMESTER III (ENGLISH)**  
**GENERIC ELECTIVE COURSE**  
**FUNCTIONAL ENGLISH**

|                             |   |                     |                  |
|-----------------------------|---|---------------------|------------------|
| Course Code                 | UA03GFEN51  | Title of the Course | WRITING SKILLS I |
| Total Credits of the Course | 04  | Hours per Week      | 04               |
| Course Objective:           | The paper is designed to augment the functional skills of English language. It focuses on some significant concepts and theories which can prove to be useful for creative and exclusive language usages. |                     |                  |

| Course Content |  |                |
|----------------|--|----------------|
| Unit           | Description  | Weightage* (%) |
| 1.             | <ul style="list-style-type: none"><li>• Précis Writing</li><li>• Report writing- Theory and Practice</li></ul> | 25             |
| 2.             | <ul style="list-style-type: none"><li>• Compeering</li><li>• Developing a story</li></ul>                      | 25             |
| 3.             | <ul style="list-style-type: none"><li>• Words often confused</li><li>• Expansion</li></ul>                     | 25             |
| 4.             | <ul style="list-style-type: none"><li>• Comprehension</li><li>• Summarizing</li></ul>                          | 25             |

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|-------------------------------|--|
| Teaching-Learning Methodology | Direct Teaching Method, ICT enabled Teaching, Q&A sessions, Problem Solving Activities, Collaborative & Co-operative Learning, Project, Class Seminar. |
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| Evaluation Pattern |  |           |
|--------------------|--|-----------|
| Sr. No.            | Details of the Evaluation  | Weightage |
| 1.                 | Internal Written / Practical Examination (As per CBCS R.6.8.3)   | 15%       |
| 2.                 | Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3) | 15%       |
| 3.                 | University Examination   | 70%       |





Course Outcomes: Having completed this course, the learner will be able to...

- |    |  |
|----|--|
| 1. | channelize the thinking patterns which will improvise language usages. |
| 2. | conceive creative skills to use language.                              |
| 3. | develop an insight to use language effectively.                        |
| 4. | enhance the comprehending ability.                                     |

Suggested References:

| Sr. No. | References  |
|---------|---|
| 1.      | <i>Grammar and composition</i> by Wren and Martin |
| 2.      | <i>Grammar and composition</i> by David Green     |

Question Paper Format for Semester- end University Exam:

- |  |                                    |
|--|------------------------------------|
| Q.1 Long Answer based on <b>Unit 1, 2, 3, 4</b><br><b>Format:</b> General Question <b>OR</b> General Question  | <b>20 Marks</b>                    |
| Q.2 Short notes (Attempt Any Two) based on <b>Unit 1, 2, 3, 4</b>  | <b>20 Marks</b>                    |
| Q.3 (A) Report Writing (Attempt Any One)<br>(B) Expansion (Attempt Any One)<br><b>OR</b><br>(B) Precis Writing | <b>08 Marks</b><br><b>07 Marks</b> |
| Q.4 (A) Developing a Story<br>(B) Compeering (Attempt Any One)<br><b>OR</b><br>(B) Words often Confused        | <b>08 Marks</b><br><b>07 Marks</b> |

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**B. A. SEMESTER III (ENGLISH)**  
**GENERIC ELECTIVE COURSE**  
**FUNCTIONAL ENGLISH**

|                             |   |                     |                                 |
|-----------------------------|---|---------------------|---------------------------------|
| Course Code                 | UA03GFEN52  | Title of the Course | CONVERSATIONAL ENGLISH SKILLS I |
| Total Credits of the Course | 04  | Hours per Week      | 04                              |
| Course Objective:           | The paper is designed to augment the functional skills of English language. It focuses on the grammatical and creative concepts that help to understand language usages accurately. |                     |                                 |

| Course Content |   |                |
|----------------|---|----------------|
| Unit           | Description   | Weightage* (%) |
| 1.             | <ul style="list-style-type: none"><li>• Styles and registers</li><li>• Dialogue writing on situations</li></ul> | 25             |
| 2.             | <ul style="list-style-type: none"><li>• Effective speaking</li><li>• Negotiation</li></ul>                      | 25             |
| 3.             | <ul style="list-style-type: none"><li>• Homophones</li><li>• Idioms and phrases</li></ul>                       | 25             |
| 4.             | <ul style="list-style-type: none"><li>• Antonyms and synonyms</li><li>• Vocabulary</li></ul>                    | 25             |

|                               |  |
|-------------------------------|--|
| Teaching-Learning Methodology | Direct Teaching Method, ICT enabled Teaching, Q&A sessions, Problem Solving Activities, Collaborative & Co-operative Learning, Project, Class Seminar. |
|-------------------------------|--|

| Evaluation Pattern |  |           |
|--------------------|--|-----------|
| Sr. No.            | Details of the Evaluation  | Weightage |
| 1.                 | Internal Written / Practical Examination (As per CBCS R.6.8.3)   | 15%       |
| 2.                 | Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3) | 15%       |
| 3.                 | University Examination   | 70%       |





Course Outcomes: Having completed this course, the learner will be able to...

- |    |  |
|----|--|
| 1. | channelize the thinking patterns which will improvise language usages. |
| 2. | conceive creative skills to use language.                              |
| 3. | build confidence to speak impressively.                                |
| 4. | understand and solve vocabulary issues.                                |

Suggested References:

| Sr. No. | References  |
|---------|---|
| 1.      | <i>Grammar and composition</i> by Wren and Martin |
| 2.      | <i>Modern Linguistics</i> by T.Balasubramaniam    |

Question Paper Format for Semester- end University Exam:

|   |                 |
|---|-----------------|
| Q.1 Long Answer based on <b>Unit 1, 2, 3, 4</b><br><b>Format:</b> General Question <b>OR</b> General Question | <b>20 Marks</b> |
| Q.2 Short notes (Attempt Any Two) based on <b>Unit 1, 2, 3, 4</b>   | <b>20 Marks</b> |
| Q.3 (A) Situational Dialogues (Attempt Any Two)   | <b>10 Marks</b> |
| (B) Fill in the blanks (Attempt Any Five)   | <b>05 Marks</b> |
| Q.4 (A) Match Making (Antonyms)   | <b>05 Marks</b> |
| (B) Match Making (Synonyms)   | <b>05 Marks</b> |
| (C) One word substitutes  | <b>05 Marks</b> |

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