

SARDAR PATEL UNIVERSITY
Vallabh Vidyanagar
B.Sc. Semester-4
US04AENG21 Functional English
Two hours a week
Marks : External Exam. 50

Credit – 2

Unit 1 Listening for Specific Purposes

- 1 Listening for information
- 2 Identify the language functions

Unit 2 Writing Skills

- 1 Letters for social occasions (Condolence, Making Arrangements, Invitations, encouragement and best wishes)
- 2 Resume and Job Application Writing
- 3 Notice Writing
- 4 Writing dialogue on given situation using language functions

Unit 3 Oral Skills

- 1 Interview Skills and Presentation Skills
- 2 Group Discussion
- 3 Audio-Visual Course *Starting Business English* (BBC)

Unit 4 Grammar and Vocabulary

- 1 Starting Business English
- 2 Words used in Newspaper Headlines

Reference Books:

- R. P. Bhatnagar and R T Bell (1999) *Communication in English*, Hyderabad: Orient Longman, Pp.240-245
- R A Close (1981) *English as Foreign Language*, London: George Allen and Unwin, Pp.182-195
- Professional English for Work and Life Book 1-3. Bob Dignen, Steve Flanders and Symond Sweeney, Cambridge University Press, New Delhi, 2005
- Michael McCarthy, Felicity O'Dell. *English Vocabulary in Use*, Cambridge Uni. Press
- Michael A. Pyle, Mary Ellen Munoz. *Cliffs TOEFL Preparation Guide*, IDG Books India
- E Sureshkumar & P. Shreehari. *A Handbook of English Language Laboratories*, Cambridge University Press
- Audio-Visual BBC Course titled *Starting Business English* (BBC)

Topics to be covered in journal

1. Writing Resume and Job Application
2. Notions and Functions of language
3. Dialogue writing on given situation
4. Newspaper Headlines
5. Notice Writing
6. Letters for social occasions (Condolence, Making Arrangements, Invitations, encouragement and best wishes)
7. Interview Skills
8. Presentation Skills
9. Group Discussion
10. Summary writing from '*Starting Business English*'

Remanadeh
Chairman,
BBS in English

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Evaluation

Viva (05) + Journal (05)	10 Marks
Resume and Job Application	10 Marks
Notions and Functions of Language, Dialogue Writing	04 Marks
Newspaper Headlines	04 Marks
Notice Writing	04 Marks
Social Letters	08 Marks
Starting Business English (Summary Writing)	10 Marks
Total	50 Marks

List of Notions and Functions

- (a) Accepting and declining invitations
- (b) Ways of acknowledging greetings / receipt of letters
- (c) Offering advices and apologies
- (d) Showing agreement or disagreement
- (e) Expressing cause and effect relations / consequences
- (f) Giving commands / orders
- (g) Making comparisons and showing contrasts
- (h) Ways of expressing doubts
- (i) Talking about duration
- (j) Showing hesitation
- (k) Suggesting likelihood / probability
- (l) Indicating negation
- (m) Asking for and granting permission
- (n) Making requests
- (o) Discussing possibility
- (p) Making predictions
- (q) Showing preferences
- (r) Offering and accepting compliments
- (s) Making proposals / suggestions
- (t) Expressing regrets
- (u) Showing / expressing sympathy

Dr Mandelici
Chairman
BoS in English