

SARDAR PATEL UNIVERSITY
Programme: B.Sc
Semester: II
Syllabus with effect from: November-2011

Paper Code: US02FENG01	Total Credit: 2
Title of Paper: Functional English	

Unit	Description in detail	Weightage (%)
I	<p>Reading Read to skim and scan through a passage. Read to get the overall idea, and comprehend the passage. Reading from a collection of units in a compiled text and the lessons selected from it below</p> <p>Basic Text & Reference Books:</p> <ul style="list-style-type: none"> ➤ Corridors to Communication --By Ranu Vanikar Orient Longman . (Units – 6 - 10) 	25%
II	<p>Writing Write paragraphs on given topics Develop points/ideas into longer composition (Press note/Report Writing). Write resume, job applications. Write letters of request / complaint(to civil authorities) / invitation (Invite/accept/decline)</p> <p>Basic Text & Reference Books:</p> <ul style="list-style-type: none"> ➤ Champa Tickoo and Jaya Sasikumar (2000) Writing with a purpose, Chennai, OUP. ➤ David Jolly (1988). Writing Tasks: An authentic task approach to individual writing needs (Cambridge University Press) 	25%
III	<p>Listening Narrations, dialogues, talks Identify language functions.(Please refer to List No. 2 in the Appendix) Note making</p> <p>Basic Text & Reference Books:</p> <ul style="list-style-type: none"> ➤ On We Go (A BBC Video Course) 	25%
IV	<p>Speaking Use various notions and functions of everyday use (Please refer to List No.2 in the Appendix) Give short formal and informal talks, speeches</p> <p>Basic Text & Reference Books:</p> <ul style="list-style-type: none"> ➤ Grant Taylor. English Conversation Practice (Tata McGraw Hill, New Delhi) ➤ R. P. Bhatnagar and R T Bell (1999) Communication in English, (Orient Longman, Hyderabad) 	25%



