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	Total Credit: 2

Unit	Description in detail	Weightage (%)
Ι	Reading	<u> </u>
	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	25%
	Basic Text & Reference Books:	
	Corridors to CommunicationBy Ranu Vanikar Orient Longman.	
	(Units – 6 - 10)	
II	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)	25%
		25 / 0
	Basic Text & Reference Books:	
	➤ 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)	
III	Listening	
	Narrations, dialogues, talks	
	Identify language functions.(Please refer to List No. 2 in the Appendix)	
	Note making	25%
	Basic Text & Reference Books:	
	> On We Go (A BBC Video Course)	
IV	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	
		25%
	Basic Text & Reference Books:	
	Figure 1. Figure 2. Figure	
	New Delhi)	
	R. P. Bhatnagar and R T Bell (1999) Communication in English,	
	(Orient Longman, Hyderabad)	



NOTE: As mentioned earlier the subject Functional English in Semester-2 (US02FENG01) respectively is practical based course. Hence the Students would be required to submit a journal duly certified by the course teacher and the head of the department at the time of the external exams at the end of each Semester without fail. The journal will include the following topics:

	Topics to be covered in the Journal
1	Writing a Résumé + Job Application
2	Letters of Complaint to Civil Authorities
3	Paragraph Writing
4	Note Taking / Note Making
5	Report Writing
6	Vocabulary Building
7	Connectives
8	Jumbled up Sentences
9	Group Discussions
10	Project

