

**SARDAR PATEL UNIVERSITY**  
**Programme: B.Sc**  
**Semester: III**  
**Syllabus with effect from: June-2012**

<b>Paper Code: US03FENG01</b>	<b>Total Credit: 2</b>
<b>Title of Paper: Functional English</b>	

Unit	Description in detail	Weightage (%)
<b>I</b>	<b>Introduction to Phonetics of English Language</b> Definition of Phoneme and phonetic keys ( Match the following) Phonetic Transcription from the specified list ( Words) Types of some of the sounds i.e. voiced and voiceless from the specified list (classify the words) Classification of sounds (vowels, consonants, diphthongs) Ref: CDs of Cambridge Dictionary (for No. 3 and 4)	<b>25%</b>
<b>II</b>	<b>Writing Skills</b> Writing Emails and short messages (In general) Writing Circulars / Notices /Memos( only for information) --- Business Letters (i.e. Letter of Inquiry and Reply, Placing Order, Complaining and adjustment) Report Writing (Individual Reports on for example, suitability of some premises, general inefficiency of staff, increasing competition from rival enterprises etc.)	<b>25%</b>
<b>III</b>	<b>Oral Skills</b> Preparing and Delivering Speeches (Welcome Speech, Vote of Thanks, Key note address etc.) (On specified topic) Making presentat ion in seminars (just information) Handling formal meetings (just information) AV (Look Ahead) BBC (31 to 45) 10	<b>25%</b>
<b>IV</b>	<b>Grammar and Vocabulary</b> Use of Verbs, Tenses, Preposit ions, Modals (fill in the blank) Degrees of Comparison (fill in the blank) Abbreviation used in English language (Write the full form) Homophones and Homonyms, Misused words (fill in the blank)	<b>25%</b>

<b>Topics to be covered in the Journal</b>	
<b>I</b>	<b>All the Topics from Unit - I</b>
	Definition of Phoneme and phonetic keys ( Match the following)
	Phonetic Transcription from the specified list (Words)
	Types of some of the sounds i.e. voiced and voiceless from the specified list (classify the words)
	Classification of sounds (vowels, consonants, diphthongs)
<b>II</b>	<b>1, 3 &amp; 4 from Unit - II</b>
	Writing Emails and short messages (In general)
	Business Letters (i.e. Letter of Inquiry and Reply, Placing Order, Complaining and adjustment)
	Report Writing (Individual Reports on for example, suitability of some premises, general inefficiency of staff, increasing competition from rival enterprises etc.)



<b>III</b>	<b>1 &amp; 4 from Unit - III</b>
	Preparing and Delivering Speeches (Welcome Speech, Vote of Thanks, Key note address etc.)(On specified topic)
	AV (Look Ahead) Cambridge University
<b>IV</b>	<b>All the topics from Unit - IV</b>
	Use of Verbs, Tenses, Prepositions, Modals (fill in the blank)
	Degrees of Comparison (fill in the blank)
	Abbreviation used in English language (Write the full form)
	Homophones and Homonyms, words Misused (fill in the blank)

