

SARDAR PATEL UNIVERSITY
Vallabh Vidyanagar
B.Sc. Semester-3
US03AENG21 Functional English

Credit – 2

Two hours a week

Marks : External Exam. 50

Unit 1 Introduction to Phonetics of English Language

1. Definition of Phoneme and Phonetic key:
(Match the following)
2. Phonetic Transcription from the specified list (Words)
3. Types of some of the sounds i.e. voiced and voiceless from the specified list (classify the words)
4. Classification of sounds (vowels, consonants, diphthongs)
Ref: CDs of Cambridge Dictionary (for No. 3 and 4)

Unit 2 Writing Skills

1. Writing Emails
2. Business Letters (i.e. Letter of Inquiry and Reply, Placing Order, Complaining and adjustment)

Unit 3 Oral Skills

1. Preparing and Delivering Speeches (Welcome Speech, Vote of Thanks, Key note address etc.) (On specified topic)
2. Social Awareness Videos
3. Audio-Visual Course (On We Go), BBC

Unit 4 Grammar and Vocabulary

1. Idioms and Phrases
2. Homophones and Homonyms, Misused words

Reference Books:

- 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
- 'On We Go' - Audio-Visual BBC Course

Topics to be covered in journal

1. Definition of Phoneme and Phonetic Keys
2. Classification of Sounds – Voiced and Voiceless
3. Classification of Sounds – Vowels, Consonants and Diphthongs
4. Phonetic Transcription
5. Writing E-mail
6. Business Letters (Inquiry, Reply, Order, Complaint, Adjustment)
7. Homophones, Homonyms
8. Idioms and Phrases
9. Social Awareness Videos (Viva)
10. Note-taking and Note-making ('On We Go' – BBC Course)

Ramandhari
Chairman
BES in English

Evaluation

Viva (05) + Journal (05)	10 Marks
Definition of Phoneme and Phonetic Keys	04 Marks
Classification of Sounds – Voiced and Voiceless	04 Marks
Classification of Sounds – Vowels, Consonants and Diphthongs	04 Marks
Phonetic Transcription	04 Marks
Writing E-mail	04 Marks
Business Letters (Inquiry, Reply, Order, Complaint, Adjustment)	10 Marks
Note-taking and Note-making (<i>On We Go</i> – BBC Course)	10 Marks
Total	50 Marks

*Françoise
Chairman
B&S in English*

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Vallabh Vidyanagar
B.Sc. Semester-4
US04AENG21 Functional English
Two hours a week
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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*'

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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 complements
- (s) Making proposals / suggestions
- (t) Expressing regrets
- (u) Showing / expressing sympathy

*Dr Mandelica
Chairman
BoS in English*