



BSc SEMESTER III

Course Code	US03AENG21	Title of the Course	FUNTIONAL ENGLISH
Total Credits of the Course	2	Hours per Week	2

Course Objectives:	<ul style="list-style-type: none">a) To process information using a variety of mediab) To use appropriate phrases for performing language functionsc) To edit, select and present information in a format/ perspectived) To listen and reduce information to a point forme) To read and to expand from points to paragraphf) To predict, comprehend, infer and synthesize informationg) To question, probe, and arrive at information through discussions, dialogues and interviews.
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Course Content			Suggestion
Unit	Description	Weightage* (%)	(To meet practical Requirement)
1.	Listening <ul style="list-style-type: none">• To enable students to listen and understand videos to be able to take down and make notes.	25%	
2.	Speaking To enable the students to <ul style="list-style-type: none">• Prepare and Deliver Speeches Welcome Speech, Vote of Thanks, Introduce the Guest speaker.• Be able to speak about social issues.	25%	
3.	Reading To enable the students to Define of Phoneme and Phonetic keys <ul style="list-style-type: none">• Transcribe words from the specified list Words• Understand and classify Types of some of the sounds i.e. voiced and voiceless from the specified list (classify the words) Classification of sounds (vowels, consonants, diphthongs)	25%	





4.	Writing The objectives are to enable the students to <ul style="list-style-type: none"> • Write common and useful letters in business context (i.e. Letter of Inquiry and Reply, Placing Order, Complaining and adjustment. • Write E mails 	25%	
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Teaching-Learning Methodology	Using Audio-Video material Interactive method Group work and pair work
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
3.	University Examination Conducted by the college	50 marks
	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 – BBC Course</i>)	10 Marks
	Total	50 Marks

Course Outcomes: Having completed this course, the learner will be able to	
1.	Write basic business letters and write E mails
2.	Understand long videos to take down and make note
3.	Understand the phonetic symbols and transcribe some words
4.	Deliver short speeches like Welcome speech Vote of Thanks, introducing guests
5.	Use idioms and phrases, homophones correctly and appropriately





Suggested References:

Sr. No.	References
1.	Practical English Grammar, A. J. Thomas & A.V. Martinet
2.	Living English Structure, Standard Allen, Longman
3.	A Comprehensive English Language Course, Chandak Chattarji, Orient Longman
4.	Developing Communication Skills, K. Mohan and M. Banerji, McMillan, Chennai
5.	R P Bhatnagar and R T Bell (1999) Communication in English , (Orient Longman, Hyderabad
6.	Professional English for Work and Life Book 1 - 3. Bob Dignen, Steve Flanders and Symond Sweeney, Cambridge University Press, New Delhi, 2005
7.	Michael McCarthy, Felicity O'Dell. <i>English Vocabulary in Use</i> , Cambridge Uni. Press
8.	E Sureshkumar & P. Shreehari. <i>A Handbook of English Language Laboratories</i> , Cambridge University Press
9.	<i>Starting Business English</i> - Audio-Visual BBC Course

