

Syllabus for UG level to be implemented w.e.f. August 2022 in accordance with the NEP (2020).

Subject: Functional English

Course Type: Minor

No. of Courses: 1

Semester: II

Credits: 4+2

Unit I: Phonetics II

- Classification and description of consonants
- Classification and description of vowels
- Usage of English Speech Sounds
- Phonetic Transcription
- Practice of words and conversation passages

Unit II: Communicative Grammar

- Prescriptive vs Communicative Grammar
- Articles, Prepositions
- Adjectives, Verbs
- Subject-Verb Agreement / Modals
- Punctuation

Unit III: Reading and Listening Skills

- Purpose of listening/ Listening to conversations
- Hearing and listening/ Active Listening
- Types of Reading (Paraphrasing, Skimming, Scanning)
- Reading Comprehension
- Techniques of Effective Reading

Unit IV: Writing Skills

- Paragraph Writing
- Letter Writing (Formal/Informal)
- CV, Email, Resume,
- Note-making/ Summary/ Precis Writing
- Dialogue Writing

Tutorial: Practicals based on all the units.