

SANT GADGE BABA AMRAVATI UNIVERSITY, AMRAVATI

Syllabus Prescribed for CBCS  
B.A. Part-II Examination Functional English  
(Optional Subject)

Semester-III

Total Marks - 100 Theory - 60

Internal - 20

Practical - 20

Work-load : 4 lectures and 2 practical per week (For a batch of 10 students)

**POs:**

- 1) To familiarise the learners with the functioning of English sounds through phonetic transcription and listening.
- 2) To enable the learners to achieve accuracy in oral production by encouraging the use of a dictionary of pronunciations.
- 3) To enable the learner to achieve an optimum level of intelligibility and fluency in speech.
- 4) To gain accuracy in grammar and syntax.

**COs: After completion of this module students will be able to enhance:**

1. The course will familiarise students with the Fundamental principles of Grammar
2. It will develop an understanding of Syntax
3. The course will equip students with the skill of Phonetic.
4. The students will learn correct pronunciation of the words.

**Course**

**contents Theory**

**Unit-I**

10 Marks

- 1) International phonetic alphabet
- 2) Phonetic transcription of a sentence
- 3) Phonetic transcription of a given passage
- 4) Intonation patterns in simple sentences

**PRACTICAL: Intensive drilling in phonetics**

**Books Recommended:**

- 1) A Textbook of English phonetics for Indian students By. T. Balasubramaniam (Macmillan)
- 2) An Introduction to the pronunciation of English By. A.C. Gimson (ELBS)
- 3) A History of English Language and Elements of Phonetics. By. Lalitha Ramamurthi (Macmillan)
- 4) Spoken English R.K. Bansal and J.B. Harrison (O.L.)

**Unit-II**

10 Marks

1. The concept of mass communication and its advantages and disadvantages.
2. Radio News
  - i. News sources
  - ii. Important points covered in news
  - iii. Scope and limitations of Radio news
3. Print Media
  - i. News sources
  - ii. Importance of print media
  - iii. Scope and limitations of print Media

**Books Recommended:**

- 1) A Textbook of English phonetics for Indian students By. T. Balasubramaniam (Macmillan)
- 2) An Introduction to the pronunciation of English By. A.C. Gimson (ELBS)
- 3) A History of English Language and Elements of Phonetics. By. Lalitha Ramamurthi (Macmillan)
- 4) Spoken English R.K. Bansal and J.B. Harrison (O.L.)

**Unit-III**

10 Marks

1. Reporting in Media
  - i. Role of a Radio reporter

- ii. Role of a T.V. reporter
- 2. Interview
  - i. Radio Interview
  - ii. T.V. Interview

PRACTICALS: Intensive drilling in phonetic skills.

**Books Recommended:**

- 1) A Textbook of English phonetics for Indian students By T. Balasubramaniam (Macmillan)
- 2) An Introduction to the pronunciation of English By A.C. Gimson (ELBS)
- 3) A History of English Language and Elements of Phonetics. By Lalitha Ramamurthi (Macmillan)
- 4) Spoken English R.K. Bansal and J.B. Harrison (O.L.)

**Unit-IV**

10 Marks

- i. Comprehension of unseen passage.
- ii. Use of idioms and phrases
- iii. Figures of speech

**Books Recommended:**

- 1) A Remedial English Grammar for Foreign students F.T. Wood (Macmillan)
- 2) Creative English for Communication N. Krishnaswamy & T. Sriraman (Macmillan)
- 3) Macmillan Foundation English R.K. Dwivedi & A. Kumar (Macmillan)
- 4) Contemporary English Grammar structures and Composition. David Green (Macmillan)
- 5) Learners English Grammar and Composition N.D.V. Prasad (S.Chand)

**Unit-V**

10 Marks

- a) Dialogue to paragraph
- b) Paragraph of dialogue
- c) Logical sequencing of sentences
- d) Making a tree diagram on the basis of a given paragraph

**Books Recommended**

- 1) Remedial English Grammar for Foreign students F.T. Wood (Macmillan)
- 2) Creative English for Communication N. Krishnaswamy & T. Sriraman (Macmillan)
- 3) Macmillan Foundation English R.K. Dwivedi & A. Kumar (Macmillan)
- 4) Contemporary English Grammar structures and Composition. David Green (Macmillan)
- 5) Learners English Grammar and Composition N.D.V. Prasad (S.Chand)

**Unit – VI Skill Enhancement Module**

**Reading Skill**

**COs: After completion of this module students will be able to enhance:**

1. Phonetic Understanding
2. Correct Pronunciation.
3. Intonation
4. Fluency

**INTERNAL ASSESSMENT**

**20 Marks**

- i) Assignment – Home Assignments given for phonetic transformation of Paragraphs.
- ii) Presenting Seminar.

**PRACTICAL 20 Marks**

- iii) Reading of a given Passage for testing and evaluation of phonetic proficiency – 10
- iv) Viva voce – 10

**Functional English CBCS Semester-III**  
(Distribution of Marks)

Theory-60  
Internal-20  
Practical-20

Min. Passing Marks-24  
Min. Passing Marks-08  
Min. Passing Marks-08

**UNIT-I**

1. The examinee shall have to attempt any ONE out of TWO answer question of TEN Marks  
1x10 =10 Marks

**UNIT-II**

2. The examinee shall have to attempt any TWO out of FOUR Short Notes of FIVE Mark each.  
2x5=10 Marks

**UNIT-III**

3. The examinee shall have to attempt any TWO out of FOUR short Notes of FIVE Mark each.  
2x5 =10 Marks

**UNIT- IV**

4. The examinee shall have to attempt any FIVE out of TEN questions on Grammatical exercises of two Mark each.

5x2=10 Marks

**Unit -V**

5. The examinee shall have to attempt any TWO out of FOUR short Notes of FIVE Mark each.  
2x5 =10 Marks

6. 10 Multiple choice questions (MCQs) based on Unit-I, II, III, IV & V (one marks each)  
10x1=10 Marks

**INTERNAL ASSESSMENT**

**20 Marks**

- i) Assignment – Home Assignments given for phonetic transcription of Paragraphs. 10
- ii) Presenting Seminar. 10

**PRACTICAL 20 Marks**

- iii) Reading of a given Passage for testing and evaluation of phonetic proficiency – 10
- iv) Viva voce – 10

**SANT GADGE BABA AMRAVATI UNIVERSITY, AMRAVATI**

**Syllabus Prescribed for CBCS**  
**B.A. Part-II Examination Functional English**

## (Optional Subject)

### Semester-IV

#### Total Marks-100

Theory-60

Practical-20

Internal-20

Workload : 4 lectures and 2 practical per week (For a batch of 10 students)

#### POs:

1. To write analytically in a variety of formats like letters, agendas, notices, minutes, reports, and tenders.
2. To improve the communication skill of the students in English
3. To learn writingscripts for T.V. and Radio.
4. To learn proper presentation skill in English language.
5. To improve expansion of given ideas/ thoughts in English.

#### Cos

- 1) Students will enhance their employability prospects due to the highly valued writing skill.
- 2) Students will get accuracy both in oral and written communication as they will be perfect in grammar and its usage.
- 3) Students will develop confidence to respond in English during situations where the use of English is imperative.
- 4) Students will use Internationally accepted sounds and symbols.
- 5) Students will acquire the advanced knowledge of English phonetics.

#### Course Content

##### Theory

##### Unit-I Phonetics

10Marks

1. Semantics and its types
2. Morphology
3. Phonemes & Allophones

**PRACTICALS:** Practice in Phonetic Transcription of words, speaking and listening. B

ooks Recommended:

- 1) A Textbook of English phonetics for Indian students By. T. Balasubramaniam (Macmillan)
- 2) English Phonetics for Indian students. (A Workbook By T. Balasubramaniam (Macmillan)
- 3) Better English pronunciation By. T. D. O'Connor (OUP)
- 4) Advanced Learners Dictionary (Fifth Edition OUP 1996) BY. Hornby A.S.
- 5) Exercises in spoken English CIEFL
- 6) Living English Speech By. Standard Allen (O.L.)
- 7) Course in spoken English CIEFL Hyderabad. (A set of 21 cassettes)

##### Unit-III Introduction to Telecasting

10Marks

1. Interview techniques
2. Types of Interview
3. Anchoring and the qualities of a good anchor
4. Writingscript for T.V. News

**PRACTICALS:** Practice in Phonetic Transcription of sentences, speaking and listening tasks, using a dictionary

#### Books Recommended:

- 1) A Textbook of English phonetics for Indian students By. T. Balasubramaniam (Macmillan)
- 2) English Phonetics for Indian students. (A Workbook By T. Balasubramaniam (Macmillan)
- 3) Better English pronunciation By. T. D. O'Connor (OUP)
- 4) Advanced Learners Dictionary (Fifth Edition OUP 1996) BY. Hornby A.S.
- 5) Exercises in spoken English CIEFL
- 6) Living English Speech By. Standard Allen (O.L.)
- 7) Course in spoken English CIEFL Hyderabad. (A set of 21 cassettes)

**Unit-III Aspect of Language** 10 Marks

1. Language and Society
2. Dialect & Standard Language
3. Registers and style.

**Books Recommended:**

- 1) Contemporary English Grammar structures and Composition, David Green (Macmillan)
- 2) Macmillan Foundation English
- 3) Success with Grammar and Composition K.R. Narayana Swami (O.L.)
- 4) Basic English Usage M. Swan (OUP)
- 5) Macmillan Grammar, A Handbook E.A. Augustine K.V. Joseph (M)

**Unit-IV General Language Skills.** 10 Marks

1. Review writing (Book/Movie)
2. Expansion of idea or proverb.
3. Leaflet making

**Books Recommended:**

- 1) A Remedial English Grammar for Foreign students F.T. Wood (Macmillan)
- 2) Creative English for Communication N. Krishnaswamy & T. Sriraman (Macmillan)
- 3) Macmillan Foundation English R.K. Dwivedi & A. Kumar (Macmillan)
- 4) Contemporary English Grammar structures and Composition. David Green (Macmillan)
- 5) Learners English Grammar and Composition N.D.V. Prasad (S Chand)

**Unit-V Business Correspondence.** 10 Marks

1. Notices, Agenda, Minutes
2. Preparing Curriculum Vitae.
3. Letters of placing Order/Complaint/Application
4. E-mail writing

**Unit – VI Skill Enhancement Module**  
**Script Writing Skill**

**COs: After completion of this module students will be able to enhance:**

- 1) Students will get accuracy both in oral and written communication.
- 2) Students will develop confidence to respond in written English during situations where the use of English is imperative.
- 3) Students will use internationally accepted sounds and symbols.
- 4) Students will acquire the firsthand knowledge of English journalism.

**Internal Assessment:**

**20 Marks**

1. Home assignment for writing script Radio and T.V. on given topic/s.
2. Two Class tests on writing Review of book and film

**Practical:**

**20 Marks**

1. Preparing and Presenting news items as on anchor on T.V. or Radio.
2. Viva Voce

**B.A. Part-II Examination Functional English Semester-IV (CBCS)**  
**(Distribution of Marks)**

Theory-60	Min. Passing Marks-24
Practical-20	Min. Passing Marks-08
Internal-20	Min. Passing Marks-08

**UNIT-I Phonetics**

1. The examinee shall have to attempt any ONE out of TWO answer question of TEN Marks.  
1x10 =10 Marks

**UNIT-III Introduction to Telecasting**

2. The examinee shall have to attempt any TWO out of FOUR short notes of FIVE Marks each.  
2x5=10 Marks

**UNIT- III Aspect of Language**

3. The examinee shall have to attempt any ONE out of TWO of TEN Marks  
1x10 =10 Marks

**UNIT–IV General Language skills.**

4. The examinee shall have to attempt any TWO question out of FOUR of FIVE Marks each  
2x5 =10 Marks

**Unit–V Business Correspondence**

5. The examinee shall have to attempt any TWO question out of FOUR of FIVE Marks each  
2x5 =10 Marks

7. 10 Multiple choice questions (MCQs) based on Unit-I, II, III, IV & V (ONE marks each)  
10x1=10 Marks

**Internal Assessment:**

**20 Marks**

- a. Home assignment for writing script Radio and T.V. on given topic/s. 10  
b. Two Class tests on writing Review of book and film 10

**Practical:**

**20 Marks**

- a. Preparing and Presenting news items as on anchor on T.V. or Radio. 10  
b. Viva Voce 10