

Title of Vocational Programme: **Functional English**

Faculty: **Languages**

Department: **English**

Broad Area / Subject/Subjects: **Functional English VOC106**

Course Learning Outcomes:

- This course will enhance speaking and writing skills and enable the students to develop power of communication through composition and conversational skills.
- To develop fluency in English speech in different social situations and to prepare the student for public relations.
- To prepare the students for qualifying TOEFL, GRE, IELTS, CPE and other courses related to proficiency in English language.

Credits: 3	Programme: Vocational
Max. Marks: 100	Min. Passing Marks: 33
Department Name: English	Course Code:

Duration of Programme: 2 SEM

Total No. of Lectures-Tutorials-Practical (in hours per week): 4/W

SEM 1	Unit	Topics	No. of Lectures
	I (Theory)	Listening Skills How to listen well, Listening Models, Barriers to Listening, Body Language. Basic Skills of Listening. Speaking Skills Phonetics: Basic Communication Theory, Basic Knowledge, Pronunciation of words, Spoken Skills, Vocabulary and various kinds of speech. Preparing for speech, Ethical public speaking, Managing Speech Anxiety	15
	II (Practical)	Listening Exercises Students will hear short conversations as well as long conversations. After the short conversation, they will answer the questions based on the listening exercises. Speaking Exercises Students will be required to converse in groups as well as speak as individuals in the various situations given by the teacher. Panel Discussions, Debates.	30

	Unit	Topics	No. of Lectures
SEM 2	I (Theory)	Reading Skills Reading systems and strategies, managing the time, Active reading and thinking skills, building vocabularies and using dictionaries. Writing Skills Basic English grammar, Detailed study of Parts of Speech, Kinds of sentences on the basis of sense and structure. Tenses and Articles.	15
	II (Practical)	Reading Exercises Reading Exercises to understand simple texts and find simple and specific information, words and sentences about known topics/every day material, reading texts which includes posters, messages, forms, time tables, invitations, emails, articles, advertisements, reviews and summaries. Writing Exercises Planning paragraph writing, writing reports, sentence variation and rewriting of the sentences, imaginative features of language.	30

Suggested Readings:

1. Moon, R., (2000) The Power of Extraordinary Listening, Zanshin Press, California, USA.
2. Norman Lewis (2011), RSVP, Special Indian Edition, Goyal Publishers 86 UB Jawahar Nagar, Kamla Nagar, Delhi 110007
3. Bhasker, W.W.S. and Prabhu, N.S. (1975) English Through Reading, MacMillan India Ltd.
4. A. J. Thomson & A. V. Martinet (1986) Practical English Grammar, ELBS Publisher, India.
5. Berry, TE., (1971) Most Common Mistakes in English Usage, McGraw-Hill Education.
6. Balasubramanian, T., (2017) Textbook Of English Phonetics for Indian Students, Laxmi Publications.
7. WREN & MARTIN, (2017) English Grammar & Composition, S Chand Publishing.
8. Lewis, Norman., (2011) R.S.V.P Reading, Spelling, Vocabulary – Pronunciation, Goyal Publisher & Distributor Pvt Ltd.
9. Bhasker, WWS and Prabhu, N S., (1975) English through reading. Vol. 1 and 2, Macmillan, London.

<p>10. EJIL Blog. The students are encourage to go through the blogs and discuss the content among the friends.</p> <p>11. For listening exercises: www.extraordinarylistening.com</p> <p>12. Audio books on www.youtube.com</p> <p>13. Books and study material available with British Council.</p>
<p>Suggested Continuous Evaluation Methods: Assignment / test / Quiz(MCQ) / Seminar/Presentations</p>
<p>Eligibility (Subject specific): 1. Open for All</p>
<p>Suggested equivalent online courses: 1. Online courses by British Council: https://learnenglish.britishcouncil.org/online-courses</p>

Syllabus Developed by:

S. No.	Name	Designation	Department	College/ University
1	Dr. B D Pandey	Principal	English	PPN PG College, Kanpur-208001
2	Dr. G D Duby	Associate Professor	English	PPN PG College, Kanpur-208001
3	Dr. Suman Singh	Associate Professor	English	PPN PG College, Kanpur-208001
4	Dr. Chanchal	Assistant Professor	English	PPN PG College, Kanpur-

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5	Dr. Ram Naresh	Assistant Professor	English	PPN PG College, Kanpur-208001
6	Dr. Dorothy Rai	Retd. Head and Associate Professor	English	Christ Church College, 37/17, The Mall, Kanpur – 208001
7	Dr. Neeru Tondon	Head and Associate Professor	English	VSSD College, Nawabganj, Kanpur, Uttar Pradesh 208002