

**A Career Oriented Course Syllabus
under
Ordinance- 181**

**The Shirpur Education Society's
Smt. H.R.Patel Arts Mahila College, Shirpur
Dist- Dhule**



**DIPLOMA COURSE
IN
FUNCTIONAL ENGLISH**

Faculty of Arts and Fine Arts

2017-2018

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SYLLABUS
DIPLOMA COURSE IN FUNCTIONAL ENGLISH

Objectives:

- 1 To enable the students to develop the power of effective communication through various expressions.
- 2 To develop effective communication skills to maintain good interpersonal relations and various activities in daily life.
- 3 To engage the student in various creative activities so as to develop their personality and endow them with etiquettes and manners of amicable interaction.
- 4 To introduce different social situations and to develop conversational skills

Duration of the Course : 1 year

Course Structure :

Paper I : English Language and Conversational Skills (6 Credits)

Paper II: Functional English Grammar and Writing Skills (6 Credits)

Paper III: Applications -II (Field work/Project Work/GDPI/ On Job
Training (8 Credits)

Eligibility: Any Certificate Course affiliated to NMU

Scheme of Marking :

Paper IV : Theory 100 Marks = 100 (60 External) +(40 Internal)

Paper V: Theory 100 Marks = 100 (60 External) +(40 Internal)

Paper VI : Practical = 100 (60 External) +(40 Internal)

Mode of Examination: Annual (60 Marks) + Internal Exam(40 Marks)

Diploma in Functional English

Paper –I: English Language and Conversational Skills

Objectives:

1. To avail students several situations for developing functional conversational/ communicative English.
2. To introduce students effective methods of forming communication skills in English language.
3. To develop among students the conversational skills with necessary linguistic competence in and outside the classroom situations.
4. To develop among students the patterns of the use of spoken and written English practices.

Teaching Hours: 45 hours each term

Marks: 100 Marks (60 External) +(40 Internal)

First Term:

A) Meaning and importance of communication (08)

1. Meaning

2. Process of communication
3. Objectives of communication
4. Need for communication.
5. Barriers in effective communication
6. Techniques of effective communication

- B) Formal and Informal Communication (06)
- C) Oral and Written Communication (04)
- D) Body Language and Graphic Language. (06)
- E) Morphology (06)
- F) Word Formation : Major and Minor processes (06)
- G) Vowels and Consonants- revision (05)
- H) Transcription of English words (04)

Second Term:

- A .English as a Second Language (06)
- B. Problems of Studying English to the Indian Students (06)
- B . Registers, Styles, Pidgin and Creole (06)
- C . Dialects and Idiolects (04)
- E . Indian English and American English (04)
- F. British English and American English (04)
- F . Situational Conversations: (15)
 - 1 In the post office
 - 2 At the doctor's clinic
 - 3 At the bank
 - 4 At the travel agency
 - 5 At the hospital

- 6 Buying Vegetables
- 7 At the dinner party
- 8 In a beauty parlour
- 9 At the garage
- 10 Taking a taxi/hiring a rickshaw
- 11 On the bus
- 12 At the restaurant
- 13 In the language laboratory

Reference Books:

- 1) Effective Communication - Pal and Korallahalli.
- 2) Oxford Guide to Writing & Speaking: John Sealy
- 3) Grammar & Communication – K.V.Tirumalesh
- 4) Effective Eng. Communication for You – U.Syamala
- 5) Eng. Conversation Practice – Grant Taylor
- 6) Everyday Dialogues in English – Robert J. Dixon
- 7) Speaking Effectively –Jeremy Comfort Rogerson Stott & Utley
- 8) A Handbook of Communication Skills in English –Prin. .A.Kulkarni

Format of Question Paper

**English Language and Conversational Skills
(Paper- I)**

Marks: 60
Time : 2hrs

Q.1 Attempt any two of the followings. (Out of Four) (12)

(Communication, meaning, process, barriers, techniques, Objectives etc.)

Q.2 Attempt any three of the followings (Out of five) (12)

(Body language, morphology, vowels/ consonants, transcriptions etc)

Q.3 Write short notes any three of the followings. (Three out of five)

(Register, style, Pidgin, Creole, Dialect, Idiolect, etc) (12)

Q.4 Situational Dialogues (Any two out of four) (12)

Q.5 Write short notes on any three of the following (12)

(Any three out of five)

(English as Second Language, Problems of SLA, Indian, American, British English etc.)

Paper II: Functional English Grammar and Writing Skills

Objectives:

1. To overcome difficulties occurring in the usages of grammar and in both speech and writing.
2. To teach students modern English grammar with reference to the present day usages
3. To avail students several writing types in order to make them develop the powers of effective draft making for various writing skills.
4. To enable students practice correct English grammar in written and spoken English.

Marks: 100 marks [60(External) +40 (Internal)]

First Term: Functional English Grammar and Writing Skills

A) English Grammar :

- a) The structure of sentences
- b) Transformation of sentences
- c) Usage of primary and modal auxiliaries
- d) Concord
- e) Linkers
- f) Punctuations

- g) Syntax and semantics
 - h) Noun Phrase
 - i) Verb Phrase
 - j) Common errors in the usages of the parts of speech
- B) English Vocabulary
- a) Idioms and phrases
 - b) Figures of Speech
 - c) Proverbs, Expressions

Second Term: Writing Skills

1. Fundamentals of writing skills (04)
2. Qualities of good and effective/impressive writing (04)
3. Resume and Effective Profiling (04)
4. Agenda, Circular, Notice, and Memo. (06)
5. Defining, describing objects and giving instructions (04)
6. Business letters and official letters (06)
7. Writing / Preparing Advertisement (04)
8. Writing a tourist leaflet (04)
9. Expansion of an idea. (04)
10. Writing Minutes (05)

References:

1. Business Communication – Shiv Kumar
2. Effective Business Communication – Murphy
3. Communication and Society- Kamlesh Mahajan
4. Exercises in Spoken English (audio cassettes) CIEFL Hyderabad
5. English for colleges – Sara Freeman
6. A University Grammar of English – By Randolph Quirk & Sidney Greenbaum.

7. Effective Eng. Communication for You – U.Syamala
8. An Introduction to the Pronunciation of English –A.C.Gimson
9. A Remedial English Grammar for Foreign students –F.T.Wood
- 10.Effective Communication –Urmila Rai, S.M.Rai
- 11.Business Communication –Theory and Application –Lesikar, Pettit.

**Question Paper Format
(Paper –II)**

Functional English Grammar and Writing Skills

Marks : 60
Time : 2hrs

- | | |
|---|-----|
| Q.1 Write Short notes on any three of the following.(3/5) | 12 |
| Q.2 a) Noun / Verb Phrases, their analysis, short notes etc | 06 |
| b) Do as directed | 06 |
| Q.3 a) Auxiliaries/ Punctuations/syntax-semantic/Linkers | 06 |
| b) Idioms, phrases, proverbs, figures of speech etc. | 06 |
| Q.4 A) Short answer Questions in about 150 words on Fundamentals
of writing/Questions of Good/Effective writing etc.
(any one out of two) | (6) |
| B) Writing an Advertisement./ Expansion of an idea/ Writing Minutes
(any one out of three) | (6) |
| C) Business letter OR any official letter | (6) |
| Q.5 A) Writing a tourist leaflet OR Agenda, Circular, Notice, and Memo | (6) |
| B) Resume and Effective Profiling | (6) |

Or

Defining, describing objects and giving instructions

Paper-III

Practical/Field work /Project work/On Job Training

Total Marks : 100 [60(External)+40(Internal)]

A) Project Work:

A student is expected to complete a project assigned by the teacher after making survey by maintaining a project journal.

B) On Job Training

In includes practicing conversations in actual situations.

C) G.D.P.I and Soft Skills : Lectures and practicals to be completed

E) Attendance & General Performance.

Scheme of Marking

Paper I & II : Internal Assessment: 40 Marks

One Test : 20

Two Tutorials: 10

Participation in Activities & Lab Work : 05

Attendance : 05

External : Annual Exam : 60 Marks

Paper III : Internal Assessment: 40 Marks

GDPI, Presentation Skills : 20

Practicals/ project : 10

On Job Training: 10

External: 60 Marks

Personal Interview: 20

Project Work: 20

Group Discussion: 20

S r	Paper	Name of the Subj.	Theory/ Pract.	Teac hing. Hour s	Maximum Marks allotted			Passing			Gra de
					Ext	Int	Tota l	Ext	Int	Tot al	
1	Paper I	As Above	Theory	90	60	40	100	24	16	40	6
2	Paper II	As Above	Theory	90	60	40	100	24	16	40	6
3	Paper III	As Above	Practical	120	60	40	100	24	16	40	8

Syllabus Approval Committee

Prin. Dr. Ashok Khairnar - Dean (Faculty of Arts & Fine Arts, NMU, Jalgaon)

Dr.S.P.Patil - Principal .

Prof. V.M.Patil - Subject Expert

Ms. Vidya Y.Patil- Co-ordinator (Functional English)