

## **COURSE DESCRIPTION**

A course developing university-wide skills of reading, writing and analysis addresses the needs of students in English and other disciplines where both writing and reading have an important role in learning. The course fosters personal writing skills and also introduces writing as a subject of study in itself.

## **OVERVIEW**

FUNCTIONAL ENGLISH aims to help improve your ability to read, write and think, no matter what is your major or degree. The course targets and strengthens literary skills that are important for academic success, equipping you with the ability to read, write, listen and speak more effectively and to navigate the university environment with greater confidence. The course also focuses on transferable literary skills that assist you in workplace, digital and professional communications.

## STUDY AND EVALUATION SCHEME FOR CERTIFICATE PROGRAMME IN FUNCTIONAL ENGLISH

### FIRST SEMESTER

Code	Units	Hours per week			Study scheme		Credits	Marks in evaluation scheme								Total marks
		L	T	P	Total hours			Internal Assessment			External Assessment					
					Th	Pr		Th	Pr	Tot	Th	Hr	Pr	Hrs	Tot	
CHUMU1-101	Reading	1	0	4	16	64	3	25	75	100	25	1	25	-	50	150
CHUMU1-102	Writing	2	1	6	48	96	6	50	100	150	25	1	50	-	75	225
CHUMU1-103	Grammar	1	1	0	32	0	2	50	0	50	25	1	0	-	25	75
CHUMU1-104	Listening	0	0	2	0	32	1	0	25	25	0	0	25	-	25	50
CHUMU1-105	Speaking	0	0	8	0	128	4	0	100	100	0	0	50	-	50	150
CHUMU1-106	Real Encounters (Group Practice)	0	0	6	0	96	3	0	100	100	0	0	50	-	50	150
	SCA	0	0	3	0	48	0	0	0	0	0	0	0	-	0	0
	<b>Total</b>	<b>4</b>	<b>2</b>	<b>29</b>	<b>96</b>	<b>464</b>	<b>18</b>	<b>125</b>	<b>400</b>	<b>525</b>	<b>75</b>		<b>200</b>		<b>275</b>	<b>800</b>

# SCA will comprise of co-curricular activities like extension lectures on entrepreneurship, environment and energy conservation, sports, hobby clubs e.g. photography etc., seminars, declamation contests, educational field visits, N.C.C., NSS, Cultural Activities etc

**Total weeks per Semester = 16 Total working days per week = 5 Total hours in a Semester = 16 x 5 x 7 = 560**      **Total hours per day = 7**

**One credit is defined as one hour of lecture per week or two hours of practicals per week for one semester. Fractions in credits have been rounded to nearest integer.**

## **GUIDELINES FOR ASSESSMENT OF STUDENT CENTRED ACTIVITIES (SCA)**

The maximum marks for SCA should be 25. The marks may be distributed as follows:

- i) 5 marks for general behaviour and discipline  
(by Principal or HOD in consultation with the instructor(s)/trainers)
  - ii) 5 marks for attendance as per following  
(by the instructors/ trainers of the department)
    - a) Up to 75% Nil
    - b) 75% to 80% 02 marks
    - c) 80% to 85% 03 marks
    - d) Above 85% 05 marks
  - iii) 15 marks maximum for sports/ NCC/ NSS/ Cultural/ Co-curricular activities as per following:  
(by In-charge of Sports/ Cultural/ NCC/ NSS/ Co-curricular activities)
    - 15 marks - for National level participation or inter-university competition
    - 10 marks - participation any two of the activities.
    - 05 marks - participation at the internal sports of the institute/college/university
- Note: There should be no marks for attendance in the internal sessional of different subjects.

**UNIT-1.1**  
**SUBJECT CODE: CHUM1-101**  
**READING**

**Learning Outcomes:**

After undergoing this unit, the students will be able to:

Fully understand a complex argument which they encounter in a text; critically assess an article; comprehend the relations between arguments presented within a text or in several texts; write a piece of their own which integrates information from several sources; construct a convincing argument of their own.

1. What is reading?
2. How to understand complex ideas.
3. Time management while reading.
4. Reading practice.

**UNIT-1.2**  
**SUBJECT CODE: CHUM1-102**  
**WRITING**

**Learning Outcomes:**

After undergoing this unit, the students will be able to:

1. Will have a wide range of vocabulary to put his/her ideas confidently.
2. Will know how to use variety of patterns in writing.

**Theory**

1. What is writing?
2. Simple, complex and compound sentences.
3. Essay writing.
4. Letter writing.
5. Writing practice

**UNIT-1.3**  
**SUBJECT CODE: CHUM1-103**  
**GRAMMAR**

**Learning Outcomes:**

After undergoing this unit, the students will be able to:

1. Will have a wide range of vocabulary to put his/her ideas confidently.
2. Will know how to use variety of patterns in writing.

**Theory:**

The Grammar syllabus will include the following :

1. Tenses
2. Modals
3. Use of passive voice
4. Subject – verb concord
5. Reporting
  - (i) Commands and requests

- (ii) Statements
- (iii) Questions
- 6. Clauses:
  - (i) Noun clauses
  - (ii) Adverb clauses
  - (iii) Relative clauses
- 7. Determiners
- 8. Prepositions

**UNIT-1.4**  
**SUBJECT CODE: CHUM1-104P**  
**LISTENING**

**Learning Outcomes:**

After undergoing this unit, the students will be able to:

1. Comprehend spoken English, of Indian as well as international speakers.
2. Accent of the students will be improved.

**Practical**

1. IELTS listening.
2. English speeches.
3. English stories.
4. English short movies.
5. BBC Documentaries.
6. TED talks.

**UNIT-1.5**  
**SUBJECT CODE: FE-105P**  
**SPEAKING**

**Learning Outcomes:**

After undergoing this unit, the students will be able to:

1. Will start speaking fluently.
2. Accent of the students will be improved.

**Practical**

1. Introduction to the sounds of English-Vowels, Diphthongs and Consonants.
2. Situational Dialogues / Role Play.
3. Oral Presentations- Prepared and Extempore.
4. 'Just a minute' Sessions (JAM).
5. Describing Objects/ Situations/ People.
6. Information Transfer.
7. Debates.
8. Group Discussion.
9. Telephonic Skills.
10. Giving Directions.
11. Interview Skills.
12. Listening Exercise.

**UNIT-1.6**  
**SUBJECT CODE: CHUM1-106P**  
**REAL ENCOUNTERS**

**Learning Outcomes:**

After undergoing this unit, the students will be able to:

1. Face real life situations to improve confidence to speak and comprehend English.

**Practical**

1. Going to a Bank.
2. Giving orders at CCD, Hotels and Restaurant etc.
3. Taking Interviews.
4. Talking to any receptionist.

**Means of Assessment**

1. Assignments and quiz/class tests
2. Mid-term and end-term written tests
3. Laboratory and practical work
4. Viva-voce

- |    |                            |     |
|----|----------------------------|-----|
| a) | Punctuality and regularity | 20% |
| b) | Industrial training report | 50% |
| c) | Presentation and viva-voce | 30% |