

Syllabus of “Functional English ” , Vith Semester BE (Common For All Branches)

Total Credits: 02

Teaching Scheme

Theory: 2 hrs per week

Duration of University Examination :2 hrs

Examination Scheme

T (University): 40 marks

T (Internal): 10 marks

Objective: At the end of the semester, students will have enough confidence to face competitive examinations (IELTES/ TOEFL/CAT/ MAT/ XAT/SNAP/GMAT/GATE etc.)to pursue masters degree. They will also acquire language skills required to write their Reviews/Projects/Reports. They will be able to organize their thoughts in English and hence face job interviews more confidently.

Scope: The Curriculum designed is student –centered and it is guidance for their career

Course Structure

Unit 1. Functional Grammar: (4 hours)

Common errors, Transformation of Sentences, Phrases, Idioms & Proverbs.

[50 sentences of common errors, 50 examples of Transformation of Sentences, (5 each type), 50 noun/prepositional phrases, 50 idioms/proverbs]

Unit II. English for Competitive Exams & Interview Techniques: (6 hours)

IPA (vowel & consonant phonemes), Word building (**English** words /phrases derived from other languages), Technical Jargons, Synonyms/Antonyms, Analogies, Give one word for, Types & Techniques of Interview

Assignment : [25 Words for teaching IPA, 25 words/phrases of foreign origin, 25 technical jargons, 25 words for Synonyms/ Antonyms, 25 words for Analogies, 50 examples of give one word for]

Unit III. Formal Correspondence (4 hours)

Business Letters, e-mail etiquettes [Orders, Complaints , Enquiries, Job applications and Resume Writing ,Writing Memorandum, Circulars, notices]

Unit IV. Analytical comprehension: (4 hours)

[Four fictional & four non-fictional unseen texts]

Unit V. Technical & Scientific Writing: (6 hours)

Features of Technical Writing, Writing Scientific Projects, Technical Report writing, Writing Manuals, Writing Project Proposals, Writing Research papers.

Assignment: (Any one project/review as assignment)

RECOMMENDED BOOKS

• Reference Books:

1. Effective technical Communication by Barun K. Mitra, Oxford University Press,
2. *Technical Communication-Principles and Practice* by Meenakshi Raman & Sharma, Oxford University Press, 2011, ISBN-13-978-0-19-806529-
3. *The Cambridge Encyclopedia of the English Language* by David Crystal , Cambridge University Press
4. *Contemporary Business Communication* by Scot Ober , Published by Biztantra,

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5. *BCOM- A South-Asian Perspective* by C.Lehman, D. DuFrene & M. Sinha, Cenage Learning Pvt. Ltd.2012
6. *Business English*, by Dept of English, University of Delhi, Published by Dorling Kindersley (India), Pvt .Ltd.,2009, ISBN 978 81 317 2077 6
7. *How to Prepare a Research Proposal: Guidelines for Funding and Dissertations in the Social and Behavioral Sciences* by Krathwohl & R David
8. *Technical Writing- Process and Product* by Sharon J. Gerson & Steven M. Gerson, 3rd edition, Pearson Education Asia, 2000
9. *Developing Communication skills* by Krishna Mohan & Meera Banerjee

EVALUATION PATTERN:

Internal Examination: Weightage = 10 marks

Written Examination: 05 marks

Project Seminar : 05 marks

External Examination: Weightage = 40 marks

Question pattern for end semester examination

Unit No	Q. No	Question type	No. of Questions	Weightage
Unit 1	1(A)	objective	3 out of 5	3+3+4=10
	1(B)	objective	3 out of 5	
	1(C)	objective	4 out of 6	
Unit 2	2 (A)	objective	3 out of 5	3+3+4=10
	2(B)	objective	3 out of 5	
	2(C)	subjective	1 (no choice)	
Unit 3 &	3 (A)	Subjective	1 set (out of 2 sets)	5
Unit4	3(B)	subjective	1(no choice)	5
Unit 5	4(A)	subjective	1 out of 2	5
	4(B)	subjective	1 out of 2	5