



# UNIVERSITY OF JAMMU

(NAAC ACCREDITED 'A' GRADE UNIVERSITY)

Baba Sahib Ambedkar Road, Jammu-180006 (J&K)

## NOTIFICATION

(19/Aug./Adp/33)

It is hereby notified for the information of all concerned that the Vice-Chancellor, in anticipation of the approval of the Academic Council, is pleased to authorize the adoption of the revised Syllabi and Courses of Study in the subject of **Functional English** for semesters I and II under the **Choice Based Credit System** at the Undergraduate level (as given in the Annexure) for the examinations to be held in the years indicated against each semester as under:-

Subject	Semester	Title/Course Code	For the examinations to be held in the year	%of Change
Functional English	Semester-I	Functional English (UFETC 101)	Dec. 2019, 2020 and 2021	75%Change
	Semester-II	Functional English (UFETC 201)	May 2020, 2021 and 2022	80%Change

The Syllabi of the courses is available on the University website: [www.jammuuniversity.in](http://www.jammuuniversity.in)

Sd/-

DEAN ACADEMIC AFFAIRS

No. F.Acd/II/19/4882-4946

Dated: 20-8-19

Copy to:

1. Dean, Faculty of Arts
2. HOD/Convener, Board of Studies in English
3. All members of the Board of Studies
4. C.A. to the Controller of Examinations
5. Director, Computer Centre, University of Jammu
6. Asst. Registrar (Conf. /Exams. UG)
7. Incharge University Website for necessary action please

Assistant Registrar (Academic)

*[Handwritten signature]*  
20/8/19 20/08/19

## Semester I

*Detailed Syllabus of Functional English under CBCS for the Examination to be held in the December 2019, 2020, 2021*

**Title: Functional English**

**Course Code: UFETC101**

**Maximum Marks: 100**

**Credit: 6**

**Internal Assessment: 20**

**Semester End Examination: 80**

**Duration of Examination: 3 Hrs**

### **SYLLABUS**

**Objective:** The objective of this course is to initiate the learners into new aspect of English language. They will be acquainted with language and communication, production of speech sounds, articulatory phonetics, communicative and functional grammar.

#### **Unit-I : Communication**

- Definition, objectives and process of communication. Language as a tool of communication. Various Principles of effective communication. Five functions of language.
- Types of communication: Features of Formal and Informal communication; Interpersonal communication: Types and Principles. Group and Mass Communication, its types, characteristics and importance.

#### **Unit-II : Articulatory Phonetics-I**

- Introduction to the organs of speech, Air-stream mechanism, Production of Speech Sounds (Respiration, Phonation, Articulation, Resonance), Introduction to phonetic symbols.
- Classification and articulatory description of vowels: Cardinal vowel chart, High, Mid, Low Front and Back Vowels; Voice and Voicelessness; Monophthongs and Diphthongs.

#### **Unit-III: Articulatory Phonetics-II**

- Classification and articulatory description of consonants: Manner and place of articulation. Labialisation, Palatiation, Nasalisation, Retroflexion. Consonant Clusters.

*Monika Sethi*

**Semester I**  
*Detailed Syllabus of Functional English under CBCS for the Examination to be held in the December 2019, 2020, 2021*

**Title: Functional English** **Course Code: UFETC101**

**Unit-IV : Communicative English Grammar-I**

- Features of spoken English: Tag Questions, Ellipsis, Coordination and subordination of clauses, Finite clauses, Signposts, Contracted forms.
- Specific and Generic use of ‘the’ , Generic use of Pronouns (One, you, they).

**Unit-V : Communicative English Grammar-II**

- Emotive emphasis in speech: Interjections, Exclamations, Emphatic negation, Expressing obligation /compulsion, Words describing emotions, Rhetorical Questions.

**Mode of Examination**

**Internal Assessment Test:**

- Syllabus to be covered: upto 50% ; Time allotted: 1 Hour;
- Marks % Weightage: 20% (20 Marks) 10 Short answer type Questions of 2 mark each shall be given which may include some multiple choice questions, fill in the blanks, one word/ line answer questions. (10x2=20)

**External End Semester University Examination:**

The paper will be divided into three sections.

Section A will have 10 very short answer questions of 2 marks each in from of filling in the blanks, multiple/ objective type questions etc. from Unit IV & V. (10x2=20)

Section B will have Four medium answer type questions of 5 marks each from any four units. Three to be attempted. (5x3=15)

Section C will have Four long answer type questions of 15 marks each from Unit I to III. Three to be attempted. (15x3=45)

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*Manika Selhi*



**Semester I**

*Detailed Syllabus of Functional English under CBCS for the Examination to be held in the December 2019, 2020, 2021*

**Title: Functional English**

**Course Code: UFETC101**

**PRACTICUM**

Total Marks=50

Internal Practical - 25 Marks: Test -15 Marks+ Presentation- 5 Marks +Attendance- 5Marks

External Practical: 25 marks: Test- 15 Marks + Viva – 10 Marks

**Syllabus**

1. Individual Presentation, Small Talk, Debate, Extempore with the special use of the components of Unit IV & V.
2. Practice of Listening, Speaking and Reading with the special use of the components of Unit IV & V.
3. Power Point Presentations
4. Practice of Sounds as per Unit II
5. Practice of Sounds as per Unit III.

**Suggested Reading:**

- Functional English Grammar: An Introduction for Second Language Teachers by Graham Lock. Cambridge University Press, 1996
- Professional Communication and Remedial English by Sadhna Gupta, University Science Press.
- A Communicative Grammar of English by Geoffrey Leech and Jan Svartvik.
- The Structure of Modern English: A Linguistic Introduction, Volume 1, by Laurel J. Brinton
- A Course in English Phonetics by Tej R Kansakar, Orient Longman, 2001.
- Functional English for Communication by Ujjwala Kakarla, Tanu Gupta, Leena Pundir, Sage Publications, 2019.
- Exercises in functional English by Lillian Barclay

*Manika Selhi*

## Semester-II

*Detailed Syllabus of Functional English under CBCS for the Examination to be held in the May 2020, 2021, 2022*

**Title: Functional English**

**Course Code: UFETC201**

**Maximum Marks: 100**

**Credit: 6**

**Internal Assessment: 20**

**Semester End Examination: 80**

**Duration of Examination: 3 Hrs.**

**Objective:** The objective of this course is to initiate the learners into functional aspects of English language. They will be acquainted with advanced stages of speaking correct English sounds, understand syllables, word stress, intonation and rhythm in connected speech.

### **Unit-I : Phonetics and Phonology-I**

- Phonetics and Phonology, Phones, Phonemes, Allophones. Phonetic transcription Vs Orthographic representation of English words, Transcription of words, sentences and paragraphs and vice versa.

### **Unit-II : Syllables and Word stress**

- Syllables, syllable structure (monosyllabic to Polysyllabic words) ; Onset, Nucleus and Coda; Word stress, Rules of word-stress (nouns, verbs, adjectives, compound words); Weak forms and strong forms of vowels. Stress-shifting.

### **Unit-III: Connected Speech**

- Pitch and Intonation: Tonality, tonicity, falling tone, rising tone and falling-rising tone.
- Connected speech: Assimilation, coalescence, epenthesis, elision, compression & linking. Accent and rhythm in connected speech.

### **Unit-IV : Formal English Grammar**

- Subject-verb concord, Correct use of tenses.
- Word-formation: Classification of words, Affixation, compounding, neologisms, abbreviations, blendings, conversion, calque.

### **Unit-V : Functional English Grammar**

- Formal and functional grammar, Noun and noun Groups, Verb groups, determiners, Quantifiers, Partitives, Describers, Classifiers, Modifiers. Modal Auxiliaries.

*Monika Selhi*

<b>Semester-II</b>	
<b>Detailed Syllabus of Functional English under CBCS for the Examination to be held in the May 2020, 2021, 2022</b>	
<b>Title: Functional English</b>	<b>Course Code: UFETC201</b>

**Mode of Examination**

**Internal Assessment Test:**

- Syllabus to be covered: upto 50% ; Time allotted: 1 Hour;
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**PRACTICUM**

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Internal Practical: 25 Marks: Test: 15 Marks+ Presentation: 5 Marks +Attendance: 5Marks

External Practical: 25 marks: Test: 15 Marks + Viva: 10 Marks

<b>Semester-II</b>	
<b>Detailed Syllabus of <i>Functional English under CBCS</i> for the Examination to be held in the May 2020, 2021, 2022</b>	
<b>Title: Functional English</b>	<b>Course Code: UFETC201</b>

**Syllabus**

1. Practice of IPA and Cardinal Vowel Charts.
2. Practice of Phonetic Transcription of words, sentences and paragraphs and vice versa.
3. Practice of Syllables and word stress.
4. Practice of Intonation.
5. Practice of Accent and Rhythm in connected Speech.
6. Reading Activity: Reading a transcribed text .
7. Speaking activity: Describing an event, person etc with correct use of subject-verb & tense.

**Note: Presentation in internal practical test may be from S.no 6 & 7.**

**Suggested Reading:**

- *English Phonology: An Introduction* by Heinz J. Giegerich
- *An Introduction to English Phonology* by April McMahon Edinburgh University Press
- *Basics of Phonetics and English Phonology* by Frank Loren
- Clark, John; & Yallop, Colin. (1995). *An Introduction to Phonetics and Phonology* (2nd ed.). Oxford: Blackwell.
- *Functional English Grammar: An Introduction for Second Language Teachers* by Graham Lock. Cambridge University Press, 1996
- *The Structure of Modern English: A Linguistic Introduction, Volume I*, by Laurel J. Brinton
- *Exercises in functional English* by Lillian Barclay
- *A Course in Phonetics* by Peter Ladefoged, Keith Johnson

