

Detailed Syllabus of Functional English for B.A./B.Sc. under CBCS for the Examination to be held in Dec. 2017, 2018, 2019

Semester III

Title: Functional English

Course Code: UFETC 301

Semester End Examination: 80

Credits: 6

Internal Assessment: 20

Duration of Examination:-2½ hrs

Total Marks: 100

SYLLABUS

Unit I: Developing Conversational Ability

- a) Greetings and Introduction
- b) Participating in small talks- At the office, At the railway station, At the airport, At the travel agency, At the bank, At the doctor's clinic, At the hospital.
- c) Talking on the telephone.

Unit II: Functional Reading

- a) Reading official Letters and Profiles
- b) Reading News Reports/Newspapers
- c) Reading Online Content
- d) Reading Comprehension, Description and Narration (Objects, Places and People)

Unit III: Language and Literary Skills

- a) Figures of speech: Simile, Metaphor, Irony, Personification, Hyperbole, Alliteration.(Identifying the same in a given passage)
- b) Idioms and Phrases
- c) One word substitution

Unit IV: Copy Writing

- a) Language of advertisements: Classified and Commercial ads.
- b) Reading advertisements

Mode of Examination

**Internal Assessment Test:
(20 Marks)**

Time Duration -1 Hour

**Section A-
(10 Marks)**

5 Very Short Answer Questions of 2 marks each to be attempted from 8 given questions covering 50% of the syllabus, set across all Units

(at least 2) covered.

Section B- 1 Long Answer Questions of 10 marks to be attempted out of 2 given
(10 Marks) questions set from at least two different units of the 50 % covered.

External End Semester University Examination:

The paper will be divided into Sections A, B & C.

Section A shall have three short answer questions of 5 marks each from Unit III. All are to be attempted in about 80 words. **(3x5=15 Marks)**

Section B will have six medium answer questions from **all units**. Two questions from Unit III. No internal choice is to be given. The candidate will answer any five (theory answers in 150-160 words) **(5x7= 35 Marks)**

Section C will have three long answer questions from **Unit-I, II & IV** of 15 marks each. The examinee shall answer any two in 250-300 words. **(2x15=30 Marks)**

Note to the examiner: No component shall be repeated in the questions asked.

Practicum Total Marks=50

Syllabus

1. Role playing/Enactment e.g. Doctor-Patient
2. Picture description e.g. framing story based on picture/visual
3. Field visit: Visit to Print Media
4. Mock TV News Reading

Mode of Practical Examination

Internal: 25 Marks

- (a) Attendance 5 Marks
- (b) Viva Voce 5Marks
- (c) Practical Work/ Book based on the practical done as per time table (Day to day performance) 10 Msarks
- (d) Internal test (to be conducted by the class teacher or a committee of subject teacher constituted by the college) 5 Marks

External: 25 Marks

(a) Practical Paper 20 Marks

(b) Viva Voce 5 Marks

Suggested Reading:

- *Spoken English- A Foundation Course Part A&B* by Kamlesh, Susheela Punitha
- *Speaking on Special Occasions* by Roger Mason
- *Speaking English Effectively* by Krishna Mohan, N.P. Singh
- *Embark: English for Undergraduated* by Steve Hart, Aravind R. Nair and Veena Bhambhani
- *Writing With a Purpose* by Champa Tickoo and Jaya Sasikumar

Detailed Syllabus of Functional English for B.A./B.Sc. under CBCS for the Examination to be held in May 2018, 2019, 2020

Semester IV

Title: Functional English
Semester End Examination: 80
Internal Assessment: 20
Total Marks: 100

Course Code: UFETC 401
Credits: 6
Duration of Examination:-2½ hrs

SYLLABUS

Unit I: Developing Conversational Ability

- a) Formal Interviews
- b) Making enquiries
- c) Making requests and seeking permissions
- d) Expressing gratitude and apologizing
- e) Complaining
- f) Expressing sympathy and offering condolences
- g) Congratulating people and responding to congratulations

Unit II: Media

- a) Fundamentals of TV & Radio- Writing Scripts for TV and Radio Programmer/Radio Jockey

Unit III: Writing Skills

- a) Letter Writing in Email format
- b) Precis of a given passage
- c) Speech writing
- d) Article writing

Unit IV: Developing Soft Skills

- a) Adaptability
- b) Time Management
- c) Stress Management
- d) Problem Solving

Mode of Examination

Internal Assessment Test: (20 Marks)

Time Duration -1 Hour

- Section A-** (10 Marks) 5 Very Short Answer Questions of 2 marks each to be attempted from 8 given questions covering 50% of the syllabus, set across all Units (at least 2) covered.
- Section B-** (10 Marks) 1 Long Answer Questions of 10 marks to be attempted out of 2 given questions set from at least two different units of the 50 % covered.

External End Semester University Examination:

The paper will be divided into three sections.

Section A shall have three short answer questions of 5 marks each from Unit III. All are to be attempted. **(3x5=15 Marks)**

Section B will have six medium answer questions from **all units**. Two questions from Unit III. No internal choice is to be given. The candidate will answer any five in 150-160 words **(5x7= 35 Marks)**

Section C will have three long answer questions from **Unit I/II/III/IV** of 15 marks each. The examinee shall answer any two in 250-300 words **(2x15=30 Marks)**

Note to the examiner: No component shall be repeated in the questions asked.

Practicum Total Marks=50

Syllabus

1. Role Playing/ Enactment
2. Field visit to Radio/TV Station
3. Mock Press Conference- (Mock interview with one student as a famous celebrity being interviewed by the whole class as members of the press)

Mode of Practical Examination

Internal: 25 Marks

- (e) Attendance 5 Marks
- (f) Viva Voce 5Marks
- (g) Practical Work/ Book based on the practical done as per time table (Day to day performance) 10 Msaraks
- (h) Internal test (to be conducted by the class teacher or a committee of subject teacher constituted by the college) 5 Marks

External: 25 Marks

(c) Practical Paper 20 Marks

(d) Viva Voce 5 Marks

Suggested Reading:

- *Spoken English- A Foundation Course Part A&B* by Kamlesh, Susheela Punitha
- *Speaking on Special Occasions* by Roger Mason
- *Speaking English Effectively* by Krishna Mohan, N.P. Singh
- *Embark: English for Undergraduated* by Steve Hart, Aravind R. Nair and Veena Bhambhani
- *Writing With a Purpose* by Champa Tickoo and Jaya Sasikumar

Detailed Syllabus of Functional English for B.A./B.Sc. under CBCS for the Examination to be held in Dec. 2018, 2019, 2020

Semester V

Title: Functional English
Semester End Examination: 80
Internal Assessment: 20
Total Marks: 100

Course Code: UFETC 501
Credits: 6
Duration of Examination:-2½ hrs

SYLLABUS

Objective: - The objective of the paper is to give practical training to the students in news reading, announcing and reporting on Television and Radio from a written script and to improve the personality of the students.

Unit I: - Communication, Elements of communication, Formal and Informal Communication channels.

Formal – Downward, Upward, Horizontal, Diagonal.

Informal – Grapevine, consensus

Communication barriers, Socio-psychological barriers

Unit II: - Non-Verbal Communication

Types of non-verbal communication, personal appearance, facial expression; eye-contact, gestures, Pro-xemics, Para-language, Kinesis and Body movement, touching.

Functions of non-verbal communication, face to face communication. Audio-Visual communication, silence

Unit III: - Reading and Reading Techniques

Reading – Meaning and nature

Reading Techniques – Skimming, scanning and Sensitising, Developing effective reading skills, reading comprehension.

Unit IV: - Communication through mass media

characteristics of mass communication. Functions and effects of mass media, Future of mass media.

Emerging trends in the fields of media: Digitalization - Computer, email, internet, multi-media. Role of Satellite Communication.

Mode of Examination

Internal Assessment Test:
(20 Marks)

Time Duration -1 Hour

- Section A-** (10 Marks) 5 Very Short Answer Questions of 2 marks each to be attempted from 8 given questions covering 50% of the syllabus, set across all Units (at least 2) covered.
- Section B-** (10 Marks) 1 Long Answer Questions of 10 marks to be attempted out of 2 given questions set from at least two different units of the 50 % covered.

External End Semester University Examination:

The paper will be divided into three sections.

Section A shall have three short answer questions of 5 marks each from Unit III. All are to be attempted. **(3x5=15 Marks)**

Section B will have six medium answer questions from **all units**. Two questions from Unit III. No internal choice is to be given. The candidate will answer any five in 150-160 words **(5x7= 35 Marks)**

Section C will have three long answer questions from **Unit I/II/III/IV** of 15 marks each. The examinee shall answer any two in 250-300 words **(2x15=30 Marks)**

Note to the examiner: No component shall be repeated in the questions asked.

Practicum Total Marks=50

Syllabus

1. Practical training in overcoming the communication barriers
2. Enhancing the nonverbal communication skills
 - a) Gestures b) Facial expressions c) Eye movements d) Body movement
3. Improving reading skills
 - a) Reading comprehension in the classroom
 - b) Improving reading speed from skimming to scanning

4. Power points and two reports (300 words, on contemporary topics like social, global, political, sports).

Mode of Practical Examination

Internal: 25 Marks

(a) Attendance 5 Marks

(b) Viva Voce 5 Marks

(c) Practical Work/ Book based on the practical done as per time table (Day to day performance) 10 Marks

(d) Internal test (to be conducted by the class teacher or a committee of subject teacher constituted by the college) 5 Marks

External: 25 Marks

(a) Practical Paper 20 Marks

(b) Viva Voce 5 Marks

Suggested Reading:

1. Greenall, Simon, Michael Swan. *Effective Reading Teacher's book: Reading Skills for Advanced Students*. Cambridge University Press, 2010.
2. Langan, John. *Ten Steps to Improving College Reading Skills*. 5 Ed. Townsend Press, 2008.
3. McWhorter, Kathleen T and Brette M Sember. *College Reading and Study Skills*. 12 Ed. 2012.
4. Fawcett, Susan. *Evergreen: A Guide to Writing with Readings*. 10 Ed. New York: Cengage Learning, 2013.
5. Hancock, Ophelia H. *Reading Skills for College Students*. 6 Ed. New York: Prentice Hall, 2008.
6. Riggio, Ronald E. *Applications of Nonverbal Communication*. Mahwah, NJ: Lawrence Erlbaum Associates, 2005.
7. Mehrabian, Albert. *Non Verbal Communication*. University of Michigan Press, 1972.

Detailed Syllabus of Functional English for B.A./B.Sc. under CBCS for the Examination to be held in May 2019, 2020, 2021

Semester VI

Title: Functional English

Course Code: UFETC 601

Semester End Examination: 80

Credits: 6

Internal Assessment: 20

Duration of Examination:-2½ hrs

Total Marks: 100

SYLLABUS

Unit I: - Announcing for Electronic media. Role of announcer, Importance of announcer as communicator, fundamentals of anchoring radio and T.V. news.

Unit II: - Voice analysis and improvement: The importance of voice improvement, speech, personality analyzing the speech voice analysis, pitch volume, tempo, vitality, energy, voice quality, resonance vs. thinness.

Unit III: - Speech delivery: Communication apprehension Principles of speech delivery; physical delivery vocal delivery, improving vocalization style of speech delivery. Audience report, overcoming microphone and camera fright; a study of the main causes of microphone and camera fright, microphone and camera consciousness.

Unit IV: - Listening and Feedback: The listening process, the hearing listening distinction, stages of listening process, types of listening, variables affecting listening, developing effective listening skills.

Mode of Examination

Internal Assessment Test:

Time Duration -1 Hour

(20 Marks)

Section A-

(10 Marks)

5 Very Short Answer Questions of 2 marks each to be attempted from 8 given questions covering 50% of the syllabus, set across all Units (at least 2) covered.

Section B-

(10 Marks)

1 Long Answer Questions of 10 marks each to be attempted out of 2 given questions set from at least two different units of the 50 % covered.

External End Semester University Examination:

The paper will be divided into three sections.

Section A shall have three short answer questions of 5 marks each from all units. All are to be attempted in about 80 words **(3x5=15 Marks)**

Section B will have six medium answer questions from **all units**. Two questions from Unit III. No internal choice is to be given. The candidate will answer any five in 150-160 words **(5x7= 35 Marks)**

Section C will have three long answer questions from **Unit I/II/III/IV** of 15 marks each. The examinee shall answer any two in 250-300 words **(2x15=30 Marks)**

Note to the examiner: No component shall be repeated in the questions asked.

Practi cum

Total Marks=50

Syllabus

1. Voice training
 - a) Pitch
 - b)Volume
 - c)Tempo
 - d)Nasal resonance

These voice improvement techniques should be used to improve the voice personality of the candidate.
2. Practical training in facing the camera and the microphone
 - a) Reducing camera fright
 - b) Reducing microphone fright
 - c) Anchoring radio and T.V. news
3. Two power points, two video shoots on topics of current relevance.
4. Job training- to enhance the employability in the fields of IT, media and journalism.
The candidate will be placed in job training for 2 weeks.

Mode of Practical Examination

Internal: 25 Marks

- (a) Attendance 5 Marks
- (b)Viva Voce 5Marks
- (c) Practical Work/ Book based on the practical done as per time table (Day to day performance) 10 Msasrks
- (d) Internal test (to be conducted by the class teacher or a committee of subject teacher constituted by the college) 5 Marks

External: 25 Marks

- (a) Practical Paper 20 Marks

(b) Viva Voce 5 Marks

Suggested Readings

Hargie, Owen.Ed. *The Handbook of Communication Skills*. New York: Routledge, 2006.

Barker, Alan. *Improve Your Communication Skills*. London: Kogan Page, 2013.

Baker, Joanna and Heather Westrup. *Essential Speaking Skills*. London: VSO Books, 2003.

Bygate, Martin. *Speaking*. New York: OUP, 2003.

Stuart W. Hyde: *Television and Radio announcing*,

C. S. Rayudu: *Communication*.

Larry L Barker: *Communication*.

Francois Grellar *Developing Reading Skills*. Cambridge University Press.

Krihan Menon: *Developing Communication Skills*.