

Syllabus for B.A. 2nd year as per Single Paper Scheme

Subject: Functional English (Vocational Subject)

Effective from Academic Session-2014

Subject Code	Subject Name	Theory				Practical			
		External		Internal		External		Internal	
		Max	Min	Max	Min	Max	Min	Max	Min
FE	Functional English(VC)	75	27	25	9	25	9	25	9

Component	Theory paper carrying 100 marks
Attendance	5 marks 1 mark (75-80%) 3 marks (80-90%) 5 marks (90-100%)
Midterm test/project work/assignment	20 marks
	Total:-5+20=25

Functional English Syllabus

AIMS AND OBJECTIVES OF THE PROGRAMME

The syllabus of B.A. Functional English has been designed keeping in view English as a major language of international communication in the present world scenario. A multi-focal academic programme, this U.G. programme aims at equipping the student with excellent communicative skill in diverse applications of English Language designed to open up a wide spectrum of career avenues in a fast evolving knowledge society.

Features

- Advanced Level English Programme with an interactive approach.
- Primary focus on basic language skill-LSRW (Listening, Speaking, Reading and Writing)
- Application of English in major areas-Media, Business etc.
- Providing support for IELTS, TOEFL and other international language testing system.

Instructions for the Teacher:

Functional English being a vocational subject calls for a teaching methodology that is student centric and sensitive to the needs for students for absorption in the job market. As such teachers while teaching the subject should keep following things in mind.

- I. For the development of different language skills, instead of using the lecture mode, interactive approach using group work, pair work, role play, information gap activities etc should be used.
- II. Proper and balanced emphasis should be laid on the development of both productive and receptive language skills.
- III. The teacher role should be that of a facilitator in the conduct of practical activities in the classroom/laboratory and it needs to be ensured that there is more student talk time than teacher in the classroom.
- IV. While conducting practical examinations marks should be equally allotted to the practical notebook, viva-voce and written test. The examiner should ensure that the practical work has been recorded and signed by the teacher concerned.
- V. Panel of examiners shall be submitted by the Head, Department of English, University of Kashmir to the Controller of Examinations.
- VI. The paper setters should set imaginative and resourceful tasks in the question paper that discourage rote learning and predictability.

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Unit I: Linguistics

- Linguistics: Scope; Branches; Origin and properties of human language.
- Socio-linguistics: Communicative competence; Speech Community; language variation(lexical, phonological and syntactic); idiolect, dialect and its types; Isogloss; register; jargon; slang; pidgin; Creole; bilingualism; multilingualism code-mixing; code switching. Language change.
- Evolution and development of English language.
- Varieties of English: British (R.P);American(NAM)and Indian.

Unit II: Communication

- Communication; process of communication
- Macro functions of language
- Barriers to Communication
- Different Types of Communication

Unit III: Introduction to Writing

- Understanding written communication (writing process); considering audience and purpose
- Principle of CODER; Collection of ideas (free writing, brainstorming, clustering, looping) organisation: Drafting, Editing; Redrafting.
- Paragraph writing (200-250 words)
- Word formation in English (inflections, derivations, coinage, borrowing, compounding, blending, clipping, back formation, conversion, acronyms and abbreviations).

Unit IV : Business English I

- Letter Writing: Mechanics and format
- Writing and replying to the letters of request, complaint, jobs,
- Ordering of goods, thanks, invitations
- Writing of Curriculum Vitae (C.V) and e-mails
- Memo: Difference between a letter and a memo
- Format, style and types of memo

Unit V: Business English II

- Preparing minutes of a meeting: Format of minutes: Language and style of minutes
- Writing announcements, circulars, notices and agenda.

- Business Reports; Informational and analytic; Format, pattern and presentation.
- Writing Notes(Arrangements .inquiries, requests, apologies and explanations)):Note taking skills (essential components)

Practical: 50 Marks

- Intensive training in formation of new words using'derivational and inflectional affixes
- Writing letters of different types using the proper format
- Writing paragraphs, C.V's, e-mails, and memos on different subjects.
- A project on the writing of a business report carrying 5 marks.
- Preparing a detailed list of differences that exist between different varieties of English.

Suggested Readings:

1. Liz Hamp Lyous, Ben Hearley Study Writing : A Course in Writing Skills Academic Purpose : Cambridge University Press- 2008
2. Grey Brook - Heart Business Benchmark'- Advanced: by, Cambridge University Press 2007
3. Jean Withrow: Effective Writing Cambridge University Press
4. David Jolly; Writing Tasks: Cambridge University Press
5. Geetha Nagraj: Comprehend and Compose I&II, Foundation Books.
6. Syal, Pushpinder, and DV.Jindal. An Introduction To Linguistics: Language, Grammar and Semantics.(Eastern Economy Edition) New Delhi: PHI. 2007.
7. Lyon, John. Language and Linguistics- An Introduction. Cambridge: Cambridge University Press, 1999.
8. Yule ,George. The Study of Language. Cambridge: Cambridge University Press, 1995:
9. Crystal, David, Linguistics. Harmondsworth : Penguin, 1998.12. .
10. Verma,S K,and N Krishna Swamy. Modern Linguistics: An Introduction Delhi: OUP.1998.
11. Hall, Christopher. J. An Introduction to Language and Linguistics. Viva Continuum Edition, 2008.

Scheme/Instructions for teachers/paper setters

- There will be two types of questions in the question paper i.e; medium and long answer type questions comprising of Section A and Section B.
- In section A there will be five medium type questions, one question with internal choice from each unit. All the five questions will be compulsory.
- There will be five long answer type questions in Section B, one from each unit and the students will be required to attempt any three questions.
- Duration of the final examination will be 3 hrs.

Theory paper carrying 100 marks

Section A

5 medium answer type questions each carrying 7 marks (5x7) = 35

Section B

3 long answer type questions each carrying 13 marks (3x13) = 39
(approx. 40 marks)

Internal examination = 25 marks

External examination = 75 marks

Total (25+75) = 100 marks