

**SEMESTER: 2<sup>nd</sup>**  
**MINOR COURSE**

**FEN222N: FUNCTIONAL ENGLISH**

**THEORY: 4 CREDITS**  
**PRACTICAL: 2 CREDITS**

**THEORY (4 CREDITS)**

**Unit I: Phonetics II**

- Classification and description of consonants
- Classification and description of vowels
- Usage of English Speech Sounds
- Phonetic Transcription
- Practice of words and conversation passages

**Unit II: Communicative Grammar**

- Prescriptive vs Communicative Grammar
- Articles, Prepositions
- Adjectives, Verbs
- Subject-Verb Agreement / Modals
- Punctuation

**Unit III: Reading and Listening Skills**

- Purpose of listening/ Listening to conversations
- Hearing and listening/ Active Listening
- Types of Reading (Paraphrasing, Skimming, Scanning)
- Reading Comprehension
- Techniques of Effective Reading

**Unit IV: Writing Skills**

- Paragraph Writing
- Letter Writing (Formal/Informal)
- CV, Email, Resume,
- Note-making/ Summary/ Precis Writing
- Dialogue Writing

**Practicals (2 CREDITS)**

Based on all the units.