



**B. Sc. SEMESTER III**  
**ABILITY ENHANCEMENT COURSE**

Course Code	<b>US03AEENG01</b>	Title of the Course	<b>FUNCTIONAL ENGLISH</b>
Total Credits of the Course	2	Hours per Week	2

Course Objectives:	<ul style="list-style-type: none"> <li>a) To process information using a variety of media</li> <li>b) To use appropriate phrases for performing language functions</li> <li>c) To edit, select and present information in a format/ perspective</li> <li>d) To listen and reduce information to a point form</li> <li>e) To read and to expand from points to paragraph</li> <li>f) To predict, comprehend, infer and synthesize information</li> <li>g) To question, probe, and arrive at information through discussions, dialogues and interviews.</li> </ul>
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Course Content			Suggestion
Unit	Description	Weightage* (%)	(To meet practical Requirement)
1.	<b>Listening</b> <ul style="list-style-type: none"> <li>• To enable students to listen and understand videos to be able to take down and make notes.</li> </ul>	25%	
2.	<b>Speaking</b> To enable the students to <ul style="list-style-type: none"> <li>• Prepare and Deliver Speeches Welcome Speech, Vote of Thanks, Introduce the Guest speaker.</li> <li>• Be able to speak about social issues.</li> </ul>	25%	
3.	<b>Reading</b> To enable the students to Define of Phoneme and Phonetic keys <ul style="list-style-type: none"> <li>• Transcribe words from the specified list Words</li> <li>• Understand and classify Types of some of the</li> </ul>	25%	





	<p>sounds i.e. voiced and voiceless from the specified list (classify the words)</p> <p>Classification of sounds (vowels, consonants, diphthongs)</p>		
4.	<p><b>Writing</b></p> <p>The objectives are to enable the students to</p> <ul style="list-style-type: none"> <li>• Write common and useful letters in business context (i.e. Letter of Inquiry and Reply, Placing Order, Complaining and adjustment.</li> <li>• Write E mails</li> </ul>	25%	

Teaching-Learning Methodology	Using Audio-Video material Interactive method Group work and pair work
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
	Internal Evaluation	25
3.	University Examination Conducted by the college	25 marks
	Viva	5 Marks
	Definition of Phoneme and Phonetic Keys	02 Marks
	Classification of Sounds – Voiced and Voiceless	02 Marks
	Classification of Sounds – Vowels, Consonants and Diphthongs	02 Marks
	Phonetic Transcription	02 Marks
	Writing E-mail	05 Marks
	Business Letters (Inquiry, Reply, Order, Complaint, Adjustment)	05 Marks
	Note-taking and Note-making ( <i>On We Go – BBC Course</i> )	07 Marks
	Total	25 Marks





Course Outcomes: Having completed this course, the learner will be able to

1.	Write basic business letters and write E mails
2.	Understand long videos to take down and make note
3.	Understand the phonetic symbols and transcribe some words
4.	Deliver short speeches like Welcome speech Vote of Thanks, introducing guests
5.	Use idioms and phrases, homophones correctly and appropriately

Suggested References:

Sr. No.	References
1.	Practical English Grammar, A. J. Thomas & A.V. Martinet
2.	Living English Structure, Standard Allen, Longman
3.	A Comprehensive English Language Course, Chandak Chattarji, Orient Longman
4.	Developing Communication Skills, K. Mohan and M. Banerji, McMillan, Chennai
5.	R P Bhatnagar and R T Bell (1999) <b>Communication in English</b> , (Orient Longman, Hyderabad
6.	Professional English for Work and Life Book 1 - 3. Bob Dignen, Steve Flanders and Symond Sweeney, Cambridge University Press, New Delhi, 2005
7.	Michael McCarthy, Felicity O'Dell. <i>English Vocabulary in Use</i> , Cambridge Uni. Press
8.	E Sureshkumar & P. Shreehari. <i>A Handbook of English Language Laboratories</i> , Cambridge University Press
9.	<i>Starting Business English</i> - Audio-Visual BBC Course

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