

**DEPARTMENT OF ENGLISH
CHAUDHARY RANBIR SINGH UNIVERSITY,
Jind (Haryana)**

**(A Haryana State Government University)
(Established by the Haryana State Legislature Act 28 of 2014 and
recognized by UGC Act 1956 U/S 2(f) & 12-B)**

**Scheme of Examination and Syllabus for
Undergraduate Programme**

**Scheme : A
Subject: Functional English**

**Under Multiple Entry-Exit, Internship and CBCS-LOCF
in accordance with NEP-2020 w.e.f. 2023-24 (in phased
manner)**



DEPARTMENT OF ENGLISH

**Scheme of Examination for Undergraduate Programme (Multidisciplinary)
Under Multiple Entry-Exit, Internship and CBCS-LOCF in accordance with NEP-2020
w.e.f. 2023-24 (in phased manner)**

Subject: Functional English

| Semester | Course Type | Course Code | Nomenclature of Course | Credits | Contact Hours/Week | Internal marks | External Marks | Total Marks | Exam Duration |
|----------|-------------|-------------|-------------------------------------|---------|--------------------|----------------|----------------|-------------|---------------|
| I | CC-1 | B23-EFE-101 | Phonetics and Remedial Grammar-I | 3 | 3 | 20 | 50 | 70 | 3 hrs. |
| | | | Practical | 1 | 2 | 10 | 20 | 30 | 2 hrs. |
| II | CC-2 | B23-EFE-201 | Phonetics and Remedial Grammar-II | 3 | 3 | 20 | 50 | 70 | 3 hrs. |
| | | | Practical | 1 | 2 | 10 | 20 | 30 | 2 hrs. |
| III | CC-3 | B23-EFE-301 | Communicative and Writing Skills-I | 4 | 4 | 30 | 70 | 100 | 3 hrs. |
| IV | CC-4 | B23-EFE-401 | Communicative and Writing Skills-II | 4 | 4 | 30 | 70 | 100 | 3 hrs. |
| V | CC-5 | B23-EFE-501 | Business Communication-I | 3 | 3 | 20 | 50 | 70 | 3 hrs. |
| | | | Practical | 1 | 2 | 10 | 20 | 30 | 2 hrs. |
| VI | CC-6 | B23-EFE-601 | Business Communication-II | 3 | 3 | 20 | 50 | 70 | 3 hrs. |
| | | | Practical | 1 | 2 | 10 | 20 | 30 | 2 hrs. |

FUNCTIONAL ENGLISH

SEMESTER-I

Nomenclature of the Course: **Phonetics and Remedial Grammar-I**

Course Code: **B23-EFE-101**

Course Type: **CC-1**

Level of the Course: **100-199**

Credits: 4 (3 Theory and 1 Practical)

Max. Marks: 100

End Term Exam Marks: 50

Internal Assessment Theory: 20

Practical: 20

Practical Internal: 10

Time: 3 Hours

Workload: Theory 3 hours and Practical 1 hour per group of 20 students

Course Learning Outcomes:

After the successful completion of the course, the student will be able to:

B23-ENG -FE-101.1 The students will understand the meaning of Linguistics and Phonetics.

B23-EFE-101.2 They will be familiarized with speech mechanism and sounds of English.

B23-EFE-101.3 They will understand the R. P. Sound system.

B23-EFE-101.4 They will be able to rectify grammatical errors in speech and writing.

2Contents of the Course:

Unit I: Definition and Scope of Linguistics

Difference between Phonetics and Phonology

The Speech Mechanism

Unit II: Basic Concepts: Phoneme, Allophone, Vowel, Consonant, Consonant Cluster and Syllable

Description of the British R.P. Speech Sounds: Vowels and Consonants.

Unit III: Articles; Parts of Speech; Nouns; Singular and Plural; Verbs: Linking Verbs, Transitive & Intransitive Verbs; Agreement of Verbs and Subject

Unit IV: Tenses & their Use; Tag questions; Transformation; Confusion of Adjectives and Adverbs; Adverbial use of No, Not and None

Practical: Oral Exam/Viva

20 Marks

Intensive drilling in Phonetic Skills and Grammar

Instructions to the Paper Setter:

1. There will be five questions in all. Question No. 1 will be compulsory. Students will be required to attempt remaining 4 questions selecting at least one from each Unit. All questions will carry equal marks.
2. Question No. 1 will have 5 parts and students will be required to attempt all the five.
3. Question No 2 and 3 with internal choice will be based on Unit I.
4. Question No 4 and 5 with internal choice will be based on to Unit II.
5. Question No 6 will be based on Unit-III. It will have 14 parts evenly based on items prescribed in the Unit. Students will be required to attempt any 10.
6. Question No 7 will be based on Unit-IV. It will have 14 parts evenly based on items prescribed in the Unit. Students will be required to attempt any 10.

Evaluation of Internal Assessment (Theory)

Internal Assessment (Theory) will be based on the following components.

- | | | |
|------|--|----------|
| i. | Class Participation | 5 Marks |
| ii. | Seminar/Presentation/Assignments/ Quiz/Class Test | 5 Marks |
| iii. | Mid-Term Exam | 10 Marks |

Evaluation of Internal Assessment (Practical)

Internal Assessment (Practical) will be based on the following components.

- | | | |
|-----|---------------------|---------|
| i. | Class Participation | 4 Marks |
| ii. | Mid-Term Exam | 6 Marks |

Suggested Readings:

- Balasubramanian, T. *A Textbook of English Phonetics for Indian Students*. Macmillan, 1981.
- Gimson, A. C. *An Introduction to the Pronunciation of English*. Hodder Arnold, 1980.
- Wood, Frederick T. *A Remedial English Grammar for Foreign Students: Answers to exercises*. Trinity, 1966.

FUNCTIONAL ENGLISH

SEMESTER-II

Nomenclature of the Course: **Phonetics and Remedial Grammar-II**

Course Code: **B23-EFE-201**

Course Type: **CC-2**

Level of the Course: **100-199**

Credits: 4 (3 Theory and 1 Practical)

Max. Marks: 100

End Term Exam Marks: 50

Internal Assessment Theory: 20

Practical: 20

Practical Internal: 10

Time: 3 Hours

Workload: Theory 3 hours and Practical 1 hour per group of 20 students

Course Learning Outcomes:

After the successful completion of the course, the student will be able to:

B23-EFE 201.1 The students will understand the meaning of Linguistics and Phonetics.

B23-EFE-201.2 They will be familiarized with speech mechanism and sounds of English.

B23-EFE-201.3 They will understand the R. P. Sound system.

B23-EFE-201.4 They will be able to eradicate grammatical errors in speech and writing.

Contents of the Course:

Unit I: Word-Accent; Accent and Rhythm in Connected Speech

Intonation: Tune I & II (with reference to short and simple sentences only)

Unit II: Phonemic Transcription Simple Words in Common Use in IPA symbols (as used in Oxford Advanced Learner's Dictionary)

Unit III: Difficulties with Comparatives and Superlatives; Contusion of Participles Active and Passive Voice; The Prop. Word On; Prepositions; Redundant Pronouns and Preposition.

Unit IV: The Use of Correlatives; Use of Who, Whom, Much, Many, Still & Yet, So That, So As, Make and Do; Errors in the use of individual words; the courtesy words: Please Thank you; Dates and time; Greetings and Salutations; Intensive practice exercises in all the above topics.



Suggested Readings:

- Brians, Paul. *Common Errors in English Usage*. Franklin, Beedle & Associates, 2003.
- Hancock, Mark. *English Pronunciation in Use Intermediate with Answers, Audio CDs (4) and CD-ROM*. Cambridge UP, 2012.
- Murphy, Raymond. *English Grammar in Use with Answers*. Cambridge UP, 2002.
- Swan, Michael. *Practical English Usage: Hardback*. 3rd ed., Oxford UP, 2005.
- Trim, John. *English Pronunciation Illustrated Cassettes (2)*. Cambridge UP, 1984.
- Wells, J. C. *English Intonation PB and Audio CD: An Introduction*. Cambridge UP, 2006.

Practical: Oral Exam/Viva

Intensive drilling in phonetic skills and Grammar

(20 Marks)

Instructions to the Paper Setter:

1. There will be five questions in all. Question No. 1 will be compulsory. Students will be required to attempt remaining 4 questions selecting at least one from each Unit. All questions will carry equal marks.
2. Question No. 1 will be compulsory having 5 parts based on all the four Units.
3. Question No 2 with internal choice will be based on Unit-I.
3. Question No. 3, 4 and 5 will be based on Unit-II, III and IV. Every question will have 14 parts evenly based on items prescribed in each Unit. Students will be required to attempt any 10 parts in each question.

Evaluation of Internal Assessment (Theory)

Internal Assessment (Theory) will be based on the following components.

- | | | |
|------|---|----------|
| i. | Class Participation | 5 Marks |
| ii. | Seminar/Presentation/Assignments/ Quiz/Class Test etc. | 5 Marks |
| iii. | Mid-Term Exam | 10 Marks |

Evaluation of Internal Assessment (Practical)

Internal Assessment (Practical) will be based on the following components.

- | | | |
|-----|---------------------|---------|
| i. | Class Participation | 4 Marks |
| ii. | Mid-Term Exam | 6 Marks |

FUNCTIONAL ENGLISH

SEMESTER-III

Nomenclature of the Course: **Communicative and Writing Skills-I**

Course Code: **B23-EFE-301**

Course Type: **CC-3**

Level of the Course: **200-299**

Credits: 4 (3 Theory and 1 Tutorial)

Max. Marks: 100
End Semester Exam marks: 70
Internal Assessment Theory: 30
Exam Time: 3 hours

Workload: Theory 3 hours and Tutorial 1 hour per group of 30 students

Course Learning Outcomes:

After the successful completion of the course, the student will be able to:

B23-EFE-301.1 The students will find and rectify various types of errors in written English

B23-EFE-301.2 They will be able to enrich their vocabulary and use it in different contexts.

B23-EFE-301.3 They will be able to communicate in writing in the business context

B23-EFE-301.4 They will be able to edit text written in English.

Contents of the Course:

Unit I: Spotting the errors pertaining to nouns, pronouns, adjectives and adverbs, subject verb concord; Lexis: Idioms and phrases, words often confused, one-word substitution, foreign words (A selected list)

Unit II: Vocabulary development through synonyms, antonyms, formation of words with affixes; Developing writing skills: Writing small paragraphs on general and current issues, events and slogan writing

Unit III: Technical Writing; Drafting memo and circular; e-mail writing; Resume writing
Press Report Writing; Writing Notices, Agendas, Minutes; Note taking

Unit IV: Editing Skills: Use of capital letters, punctuation, parentheses, square brackets, ellipsis, apostrophe, and quotation marks

Instructions to the Paper Setter:



1. There will be five questions in all. All questions will carry equal marks.
2. Question No. 1 shall be compulsory having 14 parts based on all the four Units. Students will be required to attempt all the 14.
3. Question No. 2 will be based on Unit-I having 18 parts. Students will be required to attempt any 14.
4. Question No. 3 will be based on Unit II having Part A and B. Part A will have 10 questions based on Vocabulary and students will be required to attempt any 7. Part B will be based on writing skills having 7 marks.
5. Question No 4 with internal choice will be based on Unit-III.
6. Question No. 5 shall be based on Unit-IV having 18 parts. Students will be required to attempt any 14.

Suggested Readings:

Lewis, Norman. *Word Power Made Easy: The Complete Handbook for Building a Superior Vocabulary*. Anchor, 2014.

Murphy, Herta A., et al. *Effective Business Communications*. McGraw-Hill Ryerson, 1990.

Murphy, Raymond. *English Grammar in Use with Answers*. Cambridge UP, 2002.

Strunk, William. *The Elements of Style: The Original Edition*. Courier Corporation, 2012.

Truss, Lynne. *Eats, Shoots & Leaves: The Zero Tolerance Approach to Punctuation*. Profile Books(GB), 2003.

Evaluation of Internal Assessment (Theory)

Internal Assessment (Theory) will be based on the following components.

- | | | |
|------|---|----------|
| i. | Class Participation | 5 Marks |
| ii. | Seminar/Presentation/Assignments/ Quiz/Class Test etc. | 10 Marks |
| iii. | Mid-Term Exam | 15 Marks |



FUNCTIONAL ENGLISH**SEMESTER-IV**

Nomenclature of the Course: **Communicative and Writing Skills-II**

Course Code: **B23-EFE-401**

Course Type: **CC-4**

Level of the Course: **200-299**

Credits: 4 (3 Theory and 1 Tutorial)

Max. Marks: 100

Internal Assessment Marks: 30

End Semester Exam Marks: 70

Exam Time: 3 Hours

Workload: Theory 3 hours and Practical 1 hour per group of 20 students

Course Learning Outcomes:

After the successful completion of the course, the student will be able to:

B23-EFE-401.1 The students will be understand meaning and context of communication

B23-EFE-401.2 They will be able to understand and use para-language

B23-EFE-401.3 They will understand use of English in the context of IT and media

B23-EFE-401.4 They will able to use greetings and courtesies in different situations

Contents of the Course:

Unit-I: Nature and objectives of communication; Process of communication; Principles of effective communication; Barriers to communication: Wrong choice of medium, physical barriers, semantic barriers, socio-psychological barriers

Unit- II: Body language, appearance, voice, facial expression, posture, and gestures; Functions of non-verbal communication.

Unit-III: Basic understanding of role of information technology and media: Newspapers, radio, television, computers, internet and multimedia.

Unit-IV: Greetings; Receiving and seeing people off; Making complaints; Making an appointment; Buying at shops; Placing orders; Offering apologies; Consulting a Doctor; Making enquiries

Instructions to the Paper Setter:

1. There will be five questions in all. Question No.1 will be compulsory. Students will be required to attempt remaining 4 questions selecting at least one from each Unit. All questions will carry equal marks.
2. Question No 1 will be compulsory having 7 parts based on all the four Units.
3. Question No 2, 3, 4, and 5 with internal choice will be based on Units I-IV.

Suggested Readings:

- Adler, Ronald B., et al. *Understanding Human Communication*. Oxford UP, USA, 2019.
- Floyd, K. *Interpersonal communication: The whole story (2nd ed.)*. McGraw-Hill Education, 2019
- Guffey, M. E., & Loewy, D. *Essentials of business communication (11th ed.)*. Cengage Learning, 2017
- Knapp, Mark L., et al. *Nonverbal Communication in Human Interaction*. Cengage Learning, 2013.
- Murphy, Herta A., et al. *Effective Business Communications*. McGraw-Hill Ryerson, 1990.
- Pease, Allan, and Barbara Pease. *The Definitive Book of Body Language*. Orion, 2017.

Evaluation of Internal Assessment (Theory)

Internal Assessment (Theory) will be based on the following components.

- | | | |
|------|---|----------|
| i. | Class Participation | 5 Marks |
| ii. | Seminar/Presentation/Assignments/ Quiz/Class Test etc. | 10 Marks |
| iii. | Mid-Term Exam | 15 Marks |