

## CAREER ORIENTED PROGRAMME

### CERTIFICATE COURSE IN COMMUTATIVE FUNCTIONAL ENGLISH

Duration: 1 (one) year

PAPER – I Phonetics

Full Marks: 100

Group A: theoretical – 50 marks

Group B – Practical – 50 marks

#### Objectives:

To enable the students to acquire phonetics skills required for 'oral skills'.

#### Course Content:

Theory: Linguistics and Phonetics; Phonetics & Phonology – the Phonemes of English – the speech organs – place of articulation, manner of articulation – speech sounds: vowels and consonants – consonant clusters in English – the syllable – word accent, accent and rhythm in connected speech – intonation – phonemic symbols – phonemic transcription

Practicals: Intensive Drilling in Phonetic skills.

#### Teaching hours (per week)

Theory - 2 hours

Practicals - 2 hours

Marks - 100

Mode of examination - 50 Theory

50 Practical (Oral)

Each candidate shall be examined for 30 minutes for the purpose of practical examination.

Unit-wise distribution of marks for practical examination shall be as follows:

Unit I – Listening - 10 marks

Unit II – Reading - 10 marks

Unit III – Conversation - 15 marks

Unit IV – Speech - 15 marks

Note; Not more than 15 (fifteen) examinees to be examined per day

#### Books recommended:

1. An Introduction to the Pronunciation of English: A. C. Gimson
2. A text Book of English Phonetics for Indian Students: T. Balasubramaniam (Macmillan)
3. English Phonetics for Indian Students (A workbook) : T. Balasubramaniam (Macmillan)
4. English Pronouncing Dictionary: Daniel Jones (Latest Ed) (Universal Book Stall)
5. Oxford Advanced learner's Dictionary of Current English: A. S. Hornby (Latest Ed) (OU)
6. Better English pronunciation – J.D. O'Connor (Latest Ed) ELBS



PAPER – II Remedial Grammar  
Full Marks - 100

Objectives:

1. To introduce corrective measures to students
2. To eradicate grammatical errors in speech
3. To eradicate grammatical errors in writing

Teaching Hours:

Theory : 3 hours  
Tutorial : 1 hour

Mode of Examination : 100 Theory

Course Contents:

Theory: The Article, parts of Speech, Linking verbs, Negative Sentences, Questions, Agreement or Concord, Verbs Transitive/Intransitive, Regular/Irregular, Tense and their uses, Helping Verbs, Verbs and Adverbs, Question Tags, Transformation

Nouns: Singular or plural

The possessive Adjective, the Definite & Indefinite Article, Nouns denoting parts of the body, confusion of Adjective and Adverbs, adverbial use of No, Not and None, difficulties with Comparative and Superlative, confusion of Participles, Active and Passive Voice, the use of 'one'

Exercises: Practical Exercises from different subjects

Preposition, Negative Verbs, redundant Pronouns and Prepositions, the use of correlative The use of who and whom, much and many, still and yet, so that, so as, make and do, errors in the use of individual words, the courtesy, words like please and thank you, dates and the time, greeting and salutation

Books recommended:

1. A Remedial English Grammar for Foreign Students – F.T. Wood (ELBS)
2. Grammar Practice Activities: Penny, Ur, Cambridge, Cambridge University Press
3. A Practical English Grammar: A.J. Thomson & A.V. Martinet (ELBS) (all the volumes)

PAPER – III

Writing Skills

Full Marks – 100

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|---|----------|
| 1. Letter writing   | 15 marks |
| 2. Report Writing   | 15 marks |
| 3. Précis   | 15 marks |
| 4. Comprehension  | 20 marks |
| 5. Paragraph Writing (developing a paragraph, topic sentence etc) | 10 marks |
| 6. Scripts writing or compering                                   | 15 marks |
| 7. Note taking & note making                                      | 10 marks |

Books recommended:

1. Modern English by N. Krishnaswami, Macmillan, India
2. Radio News Writing and Editing by Carl Warren
3. Writing with a Purpose – Champa Tickoo & Jaya Sasikumar OUP