

**DIPLOMA COURSE IN COMMUTATIVE FUNCTIONAL ENGLISH**  
**PAPER – IV Internet**  
**Full Marks – 100**

Duration: 1 (one) year

Eligibility: A pass in the Certificate Course in Functional Communicative English of the University of North Bengal

Objectives:

1. To enable the students to search for information in the internet
2. To enable the students to send receive or send mails through internet

Teaching hours (per week): Theory : 1 hour  
Practicals : 3 hours

Marks : 100

Mode of Examination : 50 Theory  
50 Practical

Course contents

- A. Computer/Internet
  1. Overview of computers and internet
  2. Some Key Terms
  3. Search
  4. How to send an e-mail
  5. Attachment
  6. How to compose a mail
  7. How to open a mail in inbox
  8. Chatting
  9. Power-Point Presentation



PAPER V Conversational English  
Full Marks – 150

Group A – Theoretical 65 marks

Group B – Practical 85 marks

Group A – Theoretical

- A. Language and Society, Style and registers
- B. Language and communication – Dialogue Writing
- C. English in Situations:

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|--------------------------------------|---------------------------------|
| 1. Greetings                         | 18. Offering an apology         |
| 2. Asking to Pay                     | 19. On the Bus                  |
| 3. At the Post Office                | 20. At the Restaurant           |
| 4. Catching a train                  | 21. Taking a Taxi               |
| 5. Buying a dress                    | 22. Hiring a Rickshaw           |
| 6. Booking a room at a hotel         | 23. At the Doctor's Clinic      |
| 7. At the Bank                       | 24. Buying a theatre ticket     |
| 8. Making a telephone call           | 25. Making an appointment       |
| 9. At a place of worship             | 26. At the Chemist's shop       |
| 10. Asking the time: Time Expression | 27. Buying vegetables           |
| 11. Receiving and seeing off a Guest | 29. At the Dinner Party         |
| 12. Buying a guide book              | 30. In the Ladies Hair Dressers |
| 13. At the Travel Agency             | 31. At the Men's Hair Dressers  |
| 14. At the Air Port                  | 32. At the Garage               |
| 15. At the Customs                   | 33. In a Coffee Bar             |
| 16. At the Police Station            | 34. Lost Property               |
| 17. At the International Air Port    | 35. At the Stock Exchange       |

Group B – Practical

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|--|----------|
| A. General Conversation:               | 30 marks |
| B. Conversation in Specific Situation: | 30 marks |
| C. Group Discussion                    | 25 marks |

Books Recommended:

1. English in Situations by R.C. Neil (OUP)
2. What to say When ed. Viola Higgins (BBC London)
3. Success with English: The Penguin Course Book I & II by Geoffrey Brought
4. Success with English: the Penguin Course: a First Reader by Alexai Baird et al (Penguin Book)



**PAPER VI Business English**  
**Full Marks: 100**

**Theory: 70**  
**Practical: 30**

**GROUP A**  
**(Theory)**

Basic concepts of ESP

Letters (Enquiries, Replies, Follow-Up Letters, Sales Letters, Orders, Complaint, Packing Forwarding, Dispatching, Appointment letters, DO letters etc)

Drafting, Fax, Telex, Telegrams, Circulars, Quotations, Tenders, Writing Proceedings of Meeting Writing Resolutions, Agenda, Notices, Project Reports, Advertising a product

Drafting a Brochure, Note Taking & Note Making, Internet English/SMS English

Interviews, Telephone, Making a Presentation

**GROUP B**  
**(Practical)**

Candidates will be asked to take part in mock interviews and also will be asked to make presentations with the help of Audio-Visual Aids