

ST. PHILOMENA'S COLLEGE (AUTONOMOUS), MYSURU- 570015

Subject- FUNCTIONAL ENGLISH

Syllabus for B.A, Course Under Semester Scheme.

The Scheme of Teaching & Examination

FROM THE ACADEMIC YEAR – 2016 ONWARDS

Semester	Title of the Paper	Q.P. Code	Teaching Scheme Hours per Week			Examination Scheme			
			Theory	Practical	No. Of Credits	Duration in Hrs	Th/ Pr Paper Max. Marks	I A Max Marks	Total Marks
I	Paper- I Phonetics and Remedial Grammar II	16LA460	03		3	03	60	10	100
	Practical - 1	16LA462		03	1.5	03	20	10	
II	Paper-II Phonetics and Remedial Grammar II	16LB460	03		3	03	60	10	100
	Practical - 2	16LB462		03	1.5	03	20	10	
III	Paper – III Modern English and Broadcasting I	16LC460	03		3	03	60	10	100
	Practical -3	16LC462		03	1.5	03	20	10	
IV	Paper- IV Modern English and Broadcasting II	16LD460	03		3	03	60	10	100
	Practical -4	16LD462		03	1.5	03	20	10	
V	Paper- V Advanced Writing and Conversation Skills I	16LE460	03		3.0	03	60	10	300
	Practical -5	16LE466		03	1.5	03	20	10	
	Paper- VI Broadcasting (TV, Radio & Internet) I	16LE462	03		3.0	03	60	10	
	Practical -6	16LE467		03	1.5	03	20	10	
	Paper- VII Entrepreneurial Development I	16LE464	03		3.0	03	60	10	
	Practical -7	16LE468		03	1.5	03	20	10	

VI	Paper- VIII Advanced Writing and Conversation Skills II	16LF460	03		3.0	03	60	10	300
	Practical -8	16LF464		03	1.5	03	20	10	
	Paper- IX Broadcasting (TV, Radio & Internet) II	16LF462	03		3.0	03	60	10	
	Practical -9	16LF466		03	1.5	03	20	10	
	Paper- X Entrepreneurial Development II	16LF465	03		3.0	03	60	10	
	Practical -10	16LF469		03	1.5	03	20	10	



ST. PHILOMENA'S COLLEGE (AUTONOMOUS), MYSURU- 570 015
A COLLEGE WITH POTENTIAL FOR EXCELLENCE (UGC)
SUBJECT- FUNCTIONAL ENGLISH
SYLLABUS FOR B.A., COURSE UNDER SEMESTER SCHEME
DURATION OF THE COURSE - THREE YEARS-SIX SEMESTERS
FROM THE ACADEMIC YEAR- 2016 Onwards

FIRST SEMESTER

PAPER –I: Phonetics and Remedial Grammar – 1

THEORY

Marks-Theory - 60 + Internal Assessment -10= 70

Practical Record book=10

PRACTICAL

Marks – End Semester Practical Exam – 10 (written) +and 10 (viva) = 20

Internal Assessment-20 Marks - Based on classroom performance and practicals (internal)
(Students to maintain work-file, based on home and class assignments)

- **Practical examination:** Writing and Viva Voce
- It shall include oral questions on Unit 1 and 2 and written test on units 3 and 4 including transcription.

6 Hrs/week=84Hrs

Introduction to Phonology:

Objectives:

At the end of this course students should be able to:

- I & II - Define the term Phonetics, linguistics and Phonology
- Develop an awareness and concern for pronunciation.
 - Be able to produce English vowels, consonants and diphthongs
 - explain speech mechanism and describe sounds in English
 - Transcribe English words using the phonemic symbols as per the *Pronouncing Dictionary* by Daniel Jones
 - Articulate correctly all sounds of English words after effective training in listening.
 - Listen to broadcasts using R.P with high precision.
 - Correctly provide precise phonetic transcription of English Sounds (44)
- III & IV- **Remedial Grammar:** Use the English language without errors in the use of:
- Articles, linking verbs, auxiliaries, Transitive, Intransitive verb
 - Using tense, adverbs, adjectives, concord and degrees of comparison

Unit – 1	7 Hrs
Introduction to Linguistics and Phonetics	5+5=10 Marks
Air Stream Mechanism, Organs of Speech Mechanism	5

Unit – 2	43 Hrs
Classification and Description of Speech Sounds in English	5 marks
a) Vowels and Diphthongs	5 marks
b) Consonants	5 marks
Training in Phonemic transcription (Daniel Jones 18 th Edition)	

Unit – 3	14 Hrs
Verbs: Linking verbs; Auxiliaries, Transitive and Intransitive verbs, Negative Verbs and Infinitives, Phrasal Verbs	5x3= 15 marks

Unit – 4	20 Hrs
Tense, Concord, Adverbs, Confusion of Adjectives and Adverbs, Degrees of Comparison.	15 Marks

Recommended Books:

1. Daniel Jones: **English Pronouncing Dictionary (Cambridge 18th Ed. With CD Rom)**
2. Dr. T. Balasubramanian: **Introduction to Phonetics**

SECOND SEMESTER
PAPER –II: Phonetics and Remedial Grammar – II
THEORY

Marks-Theory - 60 + Internal Assessment -10= 70
Practical Record Book=10

Marks – End Semester Practical Exam – 10 (written) +and 10 (viva) = 20
Internal Assessment-20 Marks - Based on classroom performance and practicals (internal)
(Students to maintain work-file, based on home and class assignments)

- **Practical examination:** Writing and Viva Voice
- Shall include testing learning of RP based on Daniel Jones Dictionary.
- Oral test Units 1 and 2 and Written test on Units 3 and 4

6 Hrs/week=84Hrs

Unit – 1: International Phonetic Alphabet (IPA): Phonology: Received Pronunciation (RP) and General Indian English (GIE)	30 Hrs 7+4+4=15
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Unit – 2: Syllable and Syllable Structure; Word Accent, Accent and Rhythm in Connected Speech; Intonation Assimilation and Elision	30 Hrs 3x5=15
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Unit – 3: Voice, Direct and Indirect Speech; Sentence Connectors;	12 Hrs 3x5=15
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Unit – 4 Arrangement of jumbled sentences (Word Order), Guided Paragraph, Writing Comprehension	12 Hrs 5x3=15
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Recommended Books:

1. J D O'Connor: **Better English Pronunciation**
2. Raymond Murphy: **English Grammar** (Basic and intermediate)
3. Randolph Quirk et al: **University English Grammar**

THIRD SEMESTER
PAPER –III: Modern English and Broadcasting – I

THEORY

Marks-Theory - 60 + Internal Assessment -10= 70

Practical Record Book=10

Marks – End Semester Practical Exam – 10 (written) +and 10 (viva) = 20

Internal Assessment-20 Marks - Based on classroom performance and practicals (internal)
(Students to maintain work-file, based on home and class assignments)

- **Practical examination:** Writing and Viva Voce
- Visit to the Broadcasting Studio
- Practical shall include oral questions on Units 1 and 2, oral questions on terms used in broadcasting and written test on Units 3 & 4

6 Hrs/week=84Hrs

Unit 1	20 Hrs
Sentence Variations and Rewriting of Sentences; Idioms and Phrases, Paraphrasing; Expansion and Precis	
	15 marks
Unit 2	20 Hrs
Language and Society; Styles and Registers; Jargon; Gambits	
	15 marks
Unit 3	20+ 12 Hrs
a. Fundamentals of Broadcasting: Broadcasting: Definition: Nature and Scope: Radio as a means of communication	
b. Communication and Development: Basic Theories: Radio and Broadcasting in India; History and Development; Objectives of Radio in India	
	20 marks
Unit 4	12 Hrs
E-mail – emotion- stress – responding to messages, Blogging Internship report.	
	10 marks

FOURTH SEMESTER

PAPER –IV: Modern English and Broadcasting – II THEORY

Marks-Theory - 60 + Internal Assessment -10= 70

Practical Record Book=10

Marks – End Semester Practical Exam – 10 (written) +and 10 (viva) = 20

- a) Internal Assessment: Based on classroom performance and practicals (students to maintain work file based on class and home assignments and field trip)
- b) Visit to a Language Laboratory is Compulsory (AIISH, RIE, CIIL or any other Instruction)
- c) Practicals – (Examination); Viva-Voce and Writing Work
 - Internship in a work place for a minimum of five days
 - Practical examination on report writing, commenting on an event and written test shall include Short Script, (preparation)
 - Composing – Leave letter/application/ letter of complaint etc

6 Hrs/week=84Hrs

Unit – 1

12 + 12 = 24 Hrs

Letter Writing – Essentials of Letter Writing

5 marks

a. Personal: to a member of the family or a friend

b. Official: Applications for Leave, Loans; Public grievances

10 marks

Unit – 2

20 Hrs

Descriptive Writing: Person, Event, Procedure

Script Writing: In-terms of broadcasting-News, Health Programmes, Sports, Entertainment.

Announcement: Railway Station, Airport, Traffic, Alerts.

Live coverage - commentary of an event

15marks

Unit – 3

20 hrs

TV as a Medium of Communication

Objectives of TV in India

Role of TV in education, Science, Agriculture, Sports and Children

Impact of TV on Society at present in India

15marks

Unit - 4

20 hrs

Report Writing: a. Steps in report writing

b. Types of report-Routine, periodic, Progress, information, Feasible

News Reports: Conducting a Press Conference-Launch a new product, Film release, NGO Clean India Campaign, International Sports meets

15marks

FIFTH SEMESTER
PAPER –V
Advanced Writing and Conversation Skills – I
THEORY

Marks-Theory - 60 + Internal Assessment -10= 70

Practical Record Book=10

Marks – End Semester Practical Exam – 10 (written) +and 10 (viva) = 20

- a) **Internal Assessment:** Based on classroom performance and practicals (students to maintain work file based on class and home assignments and field trip)
- b) **Practical Examination:** Viva-Voce and Writing Work
- Oral testing on Units 1 and 2, drafting a short speech. Written test on preparing a CV and a note on any one of the methods of research

3 Hrs/week=42

Unit – 1

10 Hrs

Writing Meeting Notices; Agendas

10 marks

Unit – 2

10 hrs

Reports of Meetings; Minutes of Meetings, Chairing Meetings, Negotiation.

20 marks

Unit – 3

12 Hrs

Letter of Application (Job) and preparing a CV

10 marks

Drafting of Short speeches

5 marks

Drafting of Covering Letters

5 marks

Unit – 4

10 Hrs

An Introduction to Research Methodology, MLA Book VII (documentation)

1. Works Cited with examples

2. Compilation of bibliography with examples

10 marks

FIFTH SEMESTER
PAPER –VI
Broadcasting (TV, Radio and Internet) - I
THEORY

Marks-Theory - 60 + Internal Assessment -10= 70

Practical Record Book=10

Marks – End Semester Practical Exam – 10 (written) +and 10 (viva) = 20

a) **Internal Assessment:** Based on classroom performance and practicals (students to maintain work file based on class and home assignments and field trip)

b) **Practical Examination:** Viva-Voce and Writing Work

- Practical test on preparing a short script and oral questions on Govt./Private radio channels.

Written test on preparing a short announcement, part of an interview or writing a promotional note.

3 Hrs/week=42Hrs

Unit – 1

10 Hrs

Telecast and Broadcast Channels

TV Network in India; Affiliated Stations; Commercial and Government Owned Stations

15marks

Unit – 2

10 hrs

Education and TV Network in India

The role of TV in conveying Current Affairs and enriching General Knowledge

15 marks

Unit – 3

12 hrs

Scripting Skills: A radio interview script for the interviewers, writing promos for Radio and T.V, anchoring a talk show

15 marks

Unit – 4

10 hrs

Internet –its uses and abuses, Nature and scope: Electronic media-information retrieval, E-mail, blogging-types

15 marks

FIFTH SEMESTER
PAPER –VII
Entrepreneurial Development - I
Marks-Theory - 60 + Internal Assessment -10=70
Practical Record Book=10

3 Hrs/week=42Hrs

Unit – 1

10 Hrs

Factors of Production – A Brief overview- Meaning and Significance of Entrepreneurship – characteristic Features of an Entrepreneur – Entrepreneurial Culture classification and Types of Entrepreneurs – Entrepreneur vs. Professional Managers
Marks -15

Unit – 2

10 Hrs

Entrepreneurial Development: Entrepreneurial Development Training Programme Institutions in Aid of Entrepreneurs – The Process of Entrepreneurial Development
Marks -15

Unit – 3

10 hrs

Project Management: Search for a Business Idea – Concept of Projects and Classification – Project Formulation – Project Evaluation – Viability Concept – Preparation of Project Report – Project Appraisal
Marks -15

Unit – 4

12 Hrs

Factory Design Analysis: Factory Location and Layout – Production Planning and Control the Concept of International Competitiveness
Marks -15

PRACTICAL

Paper-VII

Marks – End Semester Practical Exam – 20

Internal Assessment-20 Marks - Based on classroom performance and practicals (internal)
(Students to maintain work-file, based on home and class assignments)

- Practical examination: Writing, Viva Voce
- Practical questions shall include oral questions on Units 1, 2, & 3 and written test on any topic in Unit 4.

(Note: This Paper will be taught and tested by the Dept. of Commerce)

SIXTH SEMESTER
PAPER –VIII
Advanced Writing and Conversation Skills – II
Marks-Theory - 60 + Internal Assessment -10= 70
Practical Record Book=10
Paper-VIII
Marks – End Semester Practical Exam =20

- a) Internal Assessment: Based on classroom performance (students to maintain work file based on class and home assignments)
- b) Students to be trained in using Gambits and Registers
- c) Practicals – Examination: Viva Voce and Writing
 - Internal assessment at work place for five days.
 - Practicals shall include oral questions on Units 1, 2, & 3 and written test on any topic in Unit 4

3 Hrs/week=42Hrs

Unit – 1 Film Review, Book Review, Brochures	10 Hrs 15 Marks
Unit – 2 Preparation of Annual Reports, Seminar Papers, and Project Reports	10 Hrs 15 Marks
Unit – 3 Conversation Skills in Different Situations <ul style="list-style-type: none"> a) Fixing an appointment b) Facing an Interview c) As a Telephone Operator d) As a receptionist in a Hotel/Company 	10 hrs 15 Marks
Unit – 4 Preparing and making a presentation (The art of presentation practicals) One ppt presentation must be made mandatory <ul style="list-style-type: none"> a) At a Bank; Post Office b) At the Hospital; at the Doctor's c) At a Travel Agency d) At an Airport; Bus Stand; Railway Station (Dialogue writing on a conversation between two persons from any two of the above mentioned situations (Unit 3 and Unit 4))	12 hrs 15 Marks

SIXTH SEMESTER
PAPER - IX
Broadcasting (TV, Radio and Internet) - II

Dissertation=60 Dissertation Proposal=10
Marks– End Semester Practical Exam
Viva Voce =15 Written Test=15, Total=30

- a) A dissertation of not less than 40 pages, under the guidance of a qualified professor teaching Functional English (Confined to Broadcast Media, TV and Radio)
- b) Internal Assessment (Based on class room performance – students to maintain file for class and home assignments.
- c) Practicals – (Examination) -Viva-voce (15 Marks)
 - Writing - (15 Marks) (For Practicals – Unit I – IV) Viva-Voce on the Dissertation
 - Practicals shall include oral questions on Units 1 – 4 and written test on specific questions relating to Unit 3 & 4.

Dissertation Paper (No Theory examination)

3 Hrs/week=42Hrs

The areas on which the Dissertation can focus:

Unit- 1 Sponsorship	10 Hrs
Unit – 2 Advertising on Radio; Advertising on TV	12 Hrs
Unit – 3 Broadcasting: Uses and Abuses	10 hrs
Unit – 4 Telecasting: Uses and Abuses	10 hrs

SIXTH SEMESTER
PAPER -X
Entrepreneurial Development II
Marks-Theory - 60 + Internal Assessment -10=70
Practical Record Book=10
Marks – End Semester Practical Exam =20

- a) Internal Assessment: Based on classroom performance (students to maintain work file based on class and home assignments)
- b) Students to be trained in using Gambits and Registers
- c) Practicals – Examination: Viva Voce + Writing
 - Internal assessment at work place for five days.
 - Questions on Unit 1 and 2 for oral examination and questions on topics relating to Units 3 and 4 for written test.

3 Hrs/wk = 42 hrs

Unit – 1 **10 Hrs**
Professional Management : Resource Management – Five M’s of Management – Men-Machine-Material-Money and Methods – An overview- Basic Principles of Organization and Management – The Concept of Decision Making 15 Marks

Unit – 2 **10 hrs**
Financial Management: Sources of Finance – Project Financing – Institutional Financing – Financial Institutions in Support of Long-Term, Medium Term and Short-Term Finance 15 Marks

Unit – 3 **10 Hrs**
Human Resource Management: Human Resource Development – Staffing Pattern – The Concept of Training, Orienting, Promotion and Transfer – Rewarding Employees and Workers 15 Marks

Unit – 4 **12 Hrs**
Marketing and Salesmanship: Product Planning, Pricing, Advertising and Distribution Policies – A brief view, Important Legislations – Excise Duty, Sales Tax and Value Added Tax 15 Marks

Recommended Books

Seminal Texts (Recommended)

1. Barker A (2000) **Improve your Communication skills**, Kogan Page, London
2. Flynn N and Flynn T (2000) **Writing Effective Email**, Kogan Page, London
3. Fowler H N and Burchfield, R.W 1996, **Fowler’s Modern English usage**, OUP
4. Haynes M (2000) **Make Every Minute Count**, 3rd Edition, Kogan Page, London
5. Honey P and Muniford A (1983) **Using Your Learning Styles**, Peter Honey Publications, Maidenhead
6. Lawlor – **Negotiating with Insight**, British Association for Commercial and Industrial Education
7. Maitland I (2000) **Make that Call**, 2nd Edn. Kogan Page, London
8. White E.B, **Style Guide**

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