

## **Title of Vocational Programme: Functional English**

Faculty: Languages

Department: Centre of Excellence for Multilingual Studies.

Credits: 3

Max. Marks: 100

Min. Passing Marks: 35

Course Code: TBA

Duration of Programme: 2 SEM

Total No. of Lectures-Tutorials-Practical (in hours per week): 4/W

### **Course Learning Outcomes:**

- To develop an understanding of language functions in the students.
- To employ Listening, Speaking, Reading, and Writing skills to the optimum in informal and formal settings.
- To enhance speaking and writing skills and enable the students to develop power of communication through composition and conversational skills.

Theory 15 Hrs.

Practical : 30 hrs.

SEM. 1

### **Unit I: Developing Conversational Ability**

#### **Theory**

- a) Greetings and Introduction b) Participating in small talks- At the office, At the railway station, At the airport, At the travel agency, At the bank, At the doctor's clinic, At the hospital. c) Talking on the telephone. d) Socializing- Making requests, expressing thanks & responding to thanks; Expressing likes and dislikes, offering Apology & making Requests. Offering help, complimenting and congratulating, refusing.

#### **Laboratory/Practical**

- Starting conversation; talking about family and friends.
- Talking about weather and climate.
- Asking for personal information and responding to questions.
- Responding to arguments: agreeing & disagreeing.
- Making requests, expressing thanks & responding to thanks.
- Expressing likes and dislikes, offering Apology & making Requests.
- Offering help, complimenting and congratulating, refusing.
- Accepting an invitation; asking for and giving advice.
- Asking for and giving directions.
- Asking for and giving your opinions.

### **Unit II: Listening Comprehension**

#### **Theory**

Basic skills of listening, Listening Models, Body Language, Avoiding the barriers to listening, Streamlining of soundshapes.

#### **Laboratory/Practical**

Listening Exercises: Students will hear short as well as long audio clips on a topic. Once the audio is played, they will answer questions based on the audio clips

**SEM. 2.**

### **Unit- I : Applied Reading**

#### **Theory**

- Applied Reading Strategies: Skimming, scanning, making inferences, recognizing patterns. Identifying the main ideas & supporting Details of a reading passage and paraphrasing/summarizing them.
- Active Reading Strategies: Using Text Structure • Transitions • Identifying Relationships Among Ideas
- Critical Reading Strategies: Evaluating Fact or Opinion, feelings, Author's Point of View and Purpose

Authentic Text shall be used for the purpose of this Unit.

### **Practical**

Reading exercises using Authentic Text from 1-8 below.

1. Newspapers.
2. Advertisements
3. Brochure.
4. Notice.
5. Circular.
6. Minutes/Agenda.
7. Instruction Manuals/Product Description.

### **Unit- II : Developing Writing**

#### **Theory**

- a) Profile writing.
- b) Writing Formal letters: inviting people, making enquiries, complaining, asking for permission, making requests.
- c) Writing Job Applications.
- d) Writing product description.
- e) Argumentative Essay.

#### **Practical:**

1. Reading passages on a topic; reproducing the Passage and Writing their own viewpoints based on the topic.
2. Writing messages using social media.
3. Writing Formal letters: inviting people, making enquiries, complaining, asking for permission, making requests.
4. Profile writing.
5. Writing a Summary
6. Product description

#### **Suggested Reading:**

- J.Charles Alderson. 2000. Assessing Reading. CUP.
- William Grabe.2009. Reading in a second language : moving from Theory and Practice. CUP.
- Enid Nolan Woods & David Foll. 1986. Penguin Advanced Reading skills. Penguin.
- Donne Byrne.1998. Teaching Writing Skills. Longman Handbook for English Teachers. Longman Publishing House.
- Sara Freeman.Written Communication in English. Ron White & Valerie Arndt. 1991.
- Zinkin Taya. 1988. Write Right. A guide to effective communication in English. Prentice Hall of India. New Delhi.
- Moon, R., (2000) The Power of Extraordinary Listening, Zanshin Press, California, USA.
- Bhasker, W.W.S. and Prabhu, N.S. (1975) English Through Reading, MacMillan India Ltd.
- Greg S. Baker. 2011. Fitly Spoken: Developing Effective Communication and Social Skills. Brighton Publishing LLC.
- Casey Malarcher. 2018. Developing Listening Skills. Compass Publishing.

#### **WEB Sources:**

- [www.extraordinarylistening.com](http://www.extraordinarylistening.com).
- McCarthy, M. (2010). Spoken fluency revisited, English Profile Journal 1 (1).
- <https://www.britishcouncil.my/english/courses-children/resources/fun-activities-that-develop-language-learning>.
- <https://www.englishclub.com/teach/teacher-skills.htm>.

**Developed by Prof. Asha Choubey with inputs from various web sources.**