

**SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY,  
NANDED.**

**SYLLABUS**

**FUNCTIONAL ENGLISH  
B.A. SECOND YEAR  
(SEMESTER PATTERN)**

**WITH EFFECT FROM JUNE, 2010**

# **FUNCTIONAL ENGLISH**

## **B.A.S.Y.**

### **Semester-III**

#### **Paper- III Advanced Writing Skills-I**

##### **Objectives:**

- Enhancing students' ability to communicate in written mode
- Training students in extended writing in different formats
- Developing awareness about the need to change language according to situation
- Helping students to recognize the need for reference work
- Acquainting students to career options in electronic media and equipping them to be prepared for the same
- Making students aware about change in language use as per the nature of Media

#### **Semester-III**

##### **Course Content**

##### **I Vocabulary Building:**

Students will learn antonyms, synonyms (as for TOEFL and GRE) and Word Formation- prefixes and suffixes

##### **II Register and Style:**

Introduction to the above concepts with emphasis on acquaintance to different styles and registers.

##### **III Writing strategies**

Using grammatically correct & appropriate language

Generating and developing ideas for writing

Developing coherent & cohesive paragraphs

Writing effective introductions

Writing effective conclusions

Defining concepts, describing states & processes and explaining ideas

Comparing & contrasting ideas

Summarizing information

Organising & presenting information

Drafting, revising and editing

##### **IV Defining and describing:**

Difference between defining and describing from the language point of view

Students will define simple day-to-day things, places, persons, devices, tools etc and also describe them (Students will be given home assignments in vocabulary/ definitions & descriptions. They will collect and paste in their journal minimum 2 sample passages of style/register and analyze them)

**Question paper pattern**  
**B.A. Second Year**  
**Functional English**  
**Semester-III**

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**Time: 2.00 hours**

**40 marks**

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- Q1 Objective questions for testing vocabulary on Unit I 10 marks
- Q2 Rewrite a given passage/extract according to a particular register 10 marks  
OR  
Question on style
- Q3 Question based on Unit-III (any one out of two) 10 marks
- Q4 Defining and describing (4 items will be given out of which students will define and describe any two) 10 marks

**Internal assessment-10 marks (Oral test)**

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**Semester-IV**

**Paper-III Advanced Writing Skills-II**

**I Writing different types of paragraph:**

Structure of a Para: Topic sentence, elaboration, explanation, illustrations etc

Para of comparison and contrast, argumentative Para, descriptive para

**II Preparing and Writing Bibliography:**

Structure of Bibliography, Need of bibliography, Introduction to various style sheets

**III Writing scripts for anchoring a programme**

**IV Business communication**

**V Creative writing**

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**Question paper pattern**  
**B.A. Second Year**  
**Functional English**  
**Semester-IV**

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**Time: 2.00 hours**

**40 marks**

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Q1 Paragraph writing (one out of two)

10 marks

Q2 Preparing and writing bibliography

OR

Script writing

10 marks

Q3 Question on Business communication (any one out of two)

10 marks

Q4 Question on Creative writing (one out of two)

10 marks

**Internal assessment-10 marks (Written test)**

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## **FUNCTIONAL ENGLISH B.A.S.Y.**

### **Paper- IV Advanced Conversational Skills in English-I**

#### **Objectives:**

Enhance the English pronunciation of the learners

Develop their conversational skills in contexts/situations

Enhance and expand their English vocabulary

Make them aware about the different registers

To highlight the difference between British and American business English and its pronunciation

Bring about cross-cultural awareness in conversation

#### **Semester-III**

### **Paper-IV Advanced Conversational Skills in English-I**

#### **Course Content**

##### **I. Accent, Weak forms and Intonation**

Prosodic features

##### **II. Formal and informal communication**

Difference between British and American English pronunciation

Difference between British and American Business English

##### **III. Business Jargon and its Terminology**

Interpersonal Interactions at All Levels of Company Hierarchy

Cross-cultural differences and communication

Context/situation and communication

##### **IV. Managing social interactions**

Making suggestions and recommendations

Stating & justifying points of view

Presenting factual information

Drawing Conclusions

#### **Books Recommended:**

1) Bansal, R K & J B Harrion (1993) *Spoken English for India*. Madras: Orient Longman

2) Carver, T.K., & Fotinos-Riggs, S.D. (2006) *A Conversation Book: English in Everyday Life (4th Edition)*, Longman, White Plain, NY.

3) Mohan, K & Meera Banerji (2009) *Developing Communication Skills*. New Delhi: Macmillan

4) Thorat, A. & M Lokhandwala (2003) *Enriching Oral and Written Communication in English*. Hyderabad: Orient Blackswan

5) *Mastering Business English: Clarity in Business Expression*. (2002) Hyderabad: Orient Blackswan

**Question paper pattern**  
**B.A.Second Year**  
**Functional English**  
**Semester-III**

**Paper-IV Advanced Conversational Skills in English-I**

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**Time: 2.00 hours** **40 marks**

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Time: 2.00 hours 40 marks

Q1 Questions on Unit I (one out of two) 10 marks

Q2 Questions on Unit II (one out of two) 10 marks

Q3 Questions on Unit III (one out of two) 10 marks

Q4 Questions on Unit IV (one out of two) 10 marks

**Internal assessment-10 marks (Oral test)**

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## Semester-IV

### Paper-IV Advanced Conversational Skills in English-II

#### Course Content

#### I. Corporate Communication

Interpersonal Habits of Successful Communicators

Discourse Skills for Effective Participation in Discussions

#### II. Setting, social relationship (participant variables), psychological attitude

Raising language and pragmatic competence and performance

Acquiring speech acts/language forms and functions: persuading, disapproving,

expressing likes and dislikes, complaining

#### III. Conversational skills: openings, turn-taking, interrupting, asking for

clarification, checking, topic-shifting, etc

Understanding paralinguistic features which support conversation

Mastering conversational discourse markers

Observing social conventions

#### IV. Culturally Appropriate Interaction with Foreigners

Face-to-Face Conversation

Telephonic Communication

Role Play Activities

#### Books Recommended:

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**Question paper pattern**  
**B.A. Second Year**  
**Functional English**  
**Semester-IV**

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**Time: 2.00 hours**

**40 marks**

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Q1 Questions on Unit I (one out of two)

10 marks

Q2 Questions on Unit II (one out of two)

10 marks

Q3 Questions on Unit III (one out of two)

10 marks

Q4 Questions on Unit IV (one out of two)

10 marks

**Internal assessment-10 marks (Written test)**

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