

**VITTHALBHAI PATEL & RAJRATNA P.T. PATEL SCIENCE COLLEGE
(AUTONOMOUS)**

VALLABH VIDYANAGAR-388 120, Dist. Anand, Guj., India (Grant-in-Aid)

(Managed by Charutar Vidya Mandal)

AFFILIATED TO SARDAR PATEL UNIVERSITY

Re-Accredited 'A' By NAAC



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Proposed Syllabus for Functional English (US01AEENG01)

Course Code	US01AEENG01	Title of the Course	Functional English
Total Credits of the Course	2	Hours per Week	2

Course Objectives:	a) Develop a strong foundation in English grammar and sentence structure. b) Enhance their speaking skills by engaging in structured conversations. c) Improve their reading skills through comprehension and analysis of texts. d) Strengthen their writing skills for both formal and informal communication. e) Expand their vocabulary, particularly in the context of environmental issues. f) Develop listening skills to extract information and meaning from spoken texts.
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Course Outcomes	After successfully completing the course, students will be able to: 1. Identify and use different parts of speech correctly. 2. Construct grammatically correct and meaningful sentences. 3. Confidently introduce themselves and engage in conversations. 4. Read and comprehend short texts, including newspaper headlines. 5. Write short messages and formal letters with clarity and correctness. 6. Understand and respond appropriately to spoken English in different contexts. 7. Use functional English expressions such as greetings and requests. 8. Improve their vocabulary, especially in the domain of environmental studies.
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Course Content		
Unit	Description	Weightage *
1.	Listening: Listening for information and meaning Understanding key words in newspaper headlines	25%
2.	Speaking : Talking about self: Introducing oneself, discussing family, background, hobbies, strengths, weaknesses, and personality Functions of English: Greeting, requesting permission Describe person, place or situation	25%
3.	Reading: Reading aloud (for pronunciation and fluency) Understanding key words in newspaper headlines	25%
4.	Writing: Parts of speech and basic sentence structure (as a foundation for writing) Writing short messages Writing formal letters: Leave application, request, apology	25%

Teaching-Learning Methodology	Using Audio-Video material Interactive method Group work and pair work
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	Journal Work
1	Talking about Self. Learning to talk about one's family, background, hobbies, strengths, weaknesses, personality
2	Grammar- Parts of speech, Basic verb forms, Tenses,
3	Writing Basic Sentence structures, structure of questions. concord
4	Functions of English: Greeting, requesting, permission
5	Writing Formal letters: Leave Application, Request, Apology
6	Listening to Audio/ video for information and meaning
7	
8	

Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1	Internals: Lab Work, Assessment, Quiz, Presentation, Viva	50% (25 Marks)
2	Externals: Viva, Listening comprehension, written test	50% (25 Marks)

Viva (5)	5
Grammar: Sentence Structure, verb forms, Concord	5
Listening Comprehension	5
Letter Writing (Leave Application, Apology and Request Letters)	5
picture description/ Functional English	5
Total	25

Course Outcomes: Having completed this course, the learner will be able to	
1.	Use language functions for basic conversation, descriptions and introduce themselves
2.	Understand basic spoken conversations and longer discourse
3.	Read and understand simple texts
4	Write formal letters to seek permission, leave and apology and write simple paragraphs
5	Use basic grammatical structures correctly

Suggested References:	
Sr. No.	References
1.	Practical English Grammar, A. J. Thomas & A.V. Martinet
2.	Living English Structure, Standard Allen, Longman
3	A Comprehensive English Language Course, Chandak Chattarji, Orient Longman

4	Developing Communication Skills, K. Mohan and M. Banerji, McMillan, Chennai
5	Grant Taylor. English Conversation Practice. (Tata McGraw Hill, New Delhi)
6	R P Bhatnagar and R T Bell (1999) Communication in English, (Orient Longman, Hyderabad)
7	Books / Audio-Visual Course Recommended 1) Learn English Teens – (20 episodes, British Council) 2) Spoken English— D Sasikumar and PV Dhamija. (With Audio Cassette) (Tata Mcgraw Hill Publication Ltd, New Delhi) (Units 1-13) 3) Keep Up Your English (BBC Audio) (Lessons 1-20) 4) One Minute Videos BBC English Learning