

**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 (US03AEENG01)
BSc SEM III**

Course Code	US03AEENG01	Title of the Course	Functional English
Total Credits of the Course	2	Hours per Week	2

Course Objectives:	1. Understand the basics of phonetics, including phonemes, phonetic keys, and sound classification. 2. Recognize and produce different types of sounds (voiced, voiceless, vowels, consonants, diphthongs). 3. Apply phonetic transcription to improve pronunciation and reading fluency. 4. Enhance reading comprehension through structured passages and stories. 5. Expand their vocabulary, particularly in health and medical contexts. 6. Develop skills in formal writing, including notice writing and business correspondence. 7. Strengthen listening and comprehension through video-based note-taking and note-making exercises
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Course Outcomes	After successfully completing the course, students will be able to: 1. Identify and use phonetic symbols to improve pronunciation. 2. Differentiate between voiced and voiceless sounds and classify vowels, consonants, and diphthongs. 3. Apply phonetic transcription for accurate pronunciation. 4. Read and comprehend passages with improved fluency and pronunciation. 5. Use health and medical vocabulary effectively in communication. 6. Write structured notices and various business letters with appropriate tone and format. 7. Take effective notes from videos, improving their listening and summarization skills.
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Course Content

Unit	Description	Weightage*
1.	Listening: - Listening for information and meaning - Listening to comprehend and form opinions - Note-taking and note-making through videos	25%
2.	Speaking: - Definition of Phoneme and Phonetic Keys - Classification of Sounds – Voiced and Voiceless - Classification of Sounds – Vowels, Consonants, and Diphthongs - Phonetic Transcription - Speaking on the Telephone	25%
3.	Reading: - Reading Passages/Stories (to apply phonetic skills and improve fluency) - Vocabulary: Health and General Medical Terms (to enhance comprehension and context-based learning)	25%
4.	Writing: - Notice Writing - Business English: Enquiry, Recommendation Letters, Resignation Letters, Apology, Cover Letters, Complaint Letters	25%

Teaching-Learning Methodology	Using Audio-Video material Interactive method Group work and pair work
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	Journal Work
1	Phonetics Introduction , Consonantal and Vowel sounds & Articulation
2	Phonetics: Phonetics symbols, identification/ transcription
3	Phonetics: transcription
4	Telephoning
5	Letters expressing Best Wishes/Invitations/Condolences/Thank You Letters
6	Reading comprehension- Discussion- sharing points of view
7	Vocabulary: Health and General Medical Terms (to enhance comprehension and context-based learning)
8	Videos for Note taking and note making

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

Viva (5)	5
Phonetics: Identification, Transcription	5
Listening Comprehension	5
Letter Writing (Leave Application, Apology and Request Letters)	5
Reading Comprehension & Vocabulary	5
Total	25

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