

# Solapur University, Solapur.

## Skill Development Center

### Name of course: Certificate course in Functional English

#### Curriculum of Certificate course in Functional English

Medium of the Course	: English
Duration of the Certificate Course	: 6 Months
Eligibility	: 12 <sup>th</sup> Passed & Admitted to B.A./B.Sc./ B.Com. Course.

Project to be submitted at the end of Course.

Examination Pattern	: Annual Examination Pattern
Theory Paper (Duration -2 hrs)	: 50 Marks
Practical (Duration – 3hrs)	: 30 Marks

Oral and Project : 20 Marks

Theory & Practical Examination will be held at the end of academic year and certificate will be issued by the affiliating University.

## Syllabus

### Section I :Basics of spoken English

- 1) To enable the students to acquire phonetic skills required for oral skills.
- 2) To give ear training to students to help them to listen sounds which are not there in the regional languages.
- 3) To acquaint the students with the phonological structure of modern English.
- 4)To orient the students to accent and speech rhythm and spoken English.

\* This paper will cover the following components:-

- 1) Rules for word accent.
- 2) Weak forms & strong forms.
- 3)Accent patterns in connected speech.
- 4) Rising tone, falling tone & intonation.
- 5) Pronunciation.

Books :-

- 1) Spoken English for India  
By – R .K .Bansal & J. B. Harison( Orient Longman, Mumbai, 2000)
- 2) An English Phonitic Reader  
By R. K. Bansal & CiveBrsnet( Orient Longman , Mumbai, 1976)
- 3) Better English Pronunciation  
By J.D.O.Cornor. ( Universal Book Stall, New Delhi , 1992 )
- 4) Spoken English  
By V. Sasikumar& P.V. Dhamija( Tata Mc. Grow Hill, New Delhi,2001)

- 5) A Book of Structure and Function of Modern English  
By Prof. Sarita Bobade – Mane ( Phadake Prakashan , Kolhapur , 2006 )
- 6) Oxford , Advanced Learner's Dictionary of Current English  
By A.S .Hornby ( Oxford University Press , Calcutta Fourth Edition , 1989 )
- 7) Better Spoken English  
By S. Choudhari ( Vikas Publishing House, New Delhi, 2004 )
- 8) A Textbook of English Phonetics For Indian Students  
By. T. Balsubramaniam ( Macmillan , New Delhi , 1999 )

## **SECTION II – Everyday Functional English**

Syllabus :- ( Practical )

- a) Patterns :-
  - 1) Greeting and response to the Greetings
  - 2) Introducing one self
  - 3) Invitation :- Accepting and Declining
  - 4) Making a Request
  - 5) Expressing the Geatitude
  - 6) Complimenting and Congratulating others
  - 7) Expressing Sympathy
  - 8) Apologizing
  - 9) Asking for Information
  - 10) Seeking Permission
  - 11) Complaining and Expressing regret

Using English in Real Situations :-

- 1) At the Bank / Post- office / College – office etc.
- 2) At the Green Grocer
- 3) At the Temple
- 4) At the College Canteen or Restaurant
- 5) At the Police – Station
- 6) At the Railway – station / Bus – Station
- 7) At the Medical Shop
- 8) At the Garage
- 9) At the Airport
- 10) At the Library
- 11) Interviews
- 12) Booking a Room In a Hotel
- 13) At the Travel Agency

Books :

1. English For Practical Purposes by Z. N. Patil.
2. Spoken English for You by G.Radhakrishna .
3. English Conversational Practice by K.S. Sunita
4. Success with Spoke English for Undergraduates By Dr. Sarswati

### SECTION III

**Syllabus :-**

- arts of Speech and their uses
- 2) Word formation
- 3) Tenses and their uses
- 4) Articles and their uses
- 5) Types of sentences and their pattern
- 6) Synonyms and their uses
- 7) Antonyms and their uses
- 8) Antonyms and their uses

BOOKS :-

- 1) English Grammar Today by G. Leech
- 2) Living English Structure by W.S. Allen
- 3) A Remedial English Grammar for foreign Students by F. T. Wood
- 4) Highschool English Grammar and Composition by P. C. Wren
- 5) A practical English Grammar by Thomson and Martinet.

Nature of Question Paper

Total Marks : 50

- Q. 1. Phonemic transcriptions and stress patterns for words (20 marks)
- Q.2. Paragraphs on everyday English (20 Marks)
- Q.3. Basic English grammar (10 Marks)