

Department of English
ABN Seal College
CERTIFICATE COURSE
IN
“COMMUNICATIVE FUNCTIONAL ENGLISH”

Syllabus

Duration: 06 (six) months

Paper – 1 (Phonetics)

Full Marks: 100

Group A – Theoretical (50 marks)

Group B – Practical (50 marks)

Objectives:

To enable the students to make proper pronunciation

Theory: Linguistics and Phonetics; Phonetics & Phonology – the Phonemes of English – the speech organs – place and manner of articulation – speech sounds: vowels and consonants – the syllable – word accent, accent and rhythm in speech – intonation – phonemic symbols – phonemic transcription

Practicals: Intensive drilling in Phonetic skills.

Marks – 100

Mode of examination – 50 (Theory) & 50 (Practical)

Each candidate shall be examined for 30 minutes for the purpose of practical examination.

Unit-wise distribution of marks for practical examination shall be as follows:

Unit I – Listening – 10 marks

Unit II – Reading – 10 marks

Unit III – Conversation – 15 marks

Unit IV – Speech – 15 marks

Note: Not more than 15 (fifteen) examinees to be examined per day.

Books recommended:

1. An Introduction to the Pronunciation of English: A.C.Gimson
2. A Text Book of English Phonetics for Indian Students: T. Balasubramaniam (Macmillan)
3. English Phonetics for Indian Students (A workbook): T. Balasubramaniam (Macmillan)
4. English Pronouncing Dictionary: Daniel Jones (Latest Ed.) (Universal Book Stall)
5. Oxford Advanced Learner's Dictionary of Current English: A.S. Hornby (Latest Ed) (OUP)

Paper II (Remedial Grammar)

Full Marks – 100

Objectives:

1. To eradicate grammatical errors in speech
2. To eradicate grammatical errors in writing

Mode of Examination: 100 (Theory)

Theory: The Article, parts of Speech, Linking verbs, Negative Sentences, Questions, Agreement, Verbs Transitive/ Intransitive, Regular/Irregular, Tense and their uses, Helping Verbs, Verbs and Adverbs, Question Tags, Transformation, Nouns: Singular or Plural, the Possessive Adjective, the Definite & Indefinite Article, Nouns denoting parts of the body, confusion of Adjectives and Adverbs, adverbial use of No, Not and None, difficulties with Comparative and Superlative, confusion of Participles, Active and Passive Voice, common grammatical errors and common usage.

Exercises: Exercises from different topics

Books recommended:

1. A Remedial English Grammar for Foreign Students – F.T. Wood (ELBS)
2. Grammar Practice Activities: Penny, Ur, Cambridge, Cambridge University Press
3. A Practical English Grammar: A.J.Thomson&A.V.Marshet (ELBS) (all the volumes)

Paper -III(Writing Skills)

Full Marks – 100

1. Letter writing – 15 marks
2. Report writing – 15 marks
3. Precis–15 marks
4. Comprehension – 20 marks
5. Paragraph writing – 10 marks
6. Scripts writing–15 marks
7. Note taking & note making – 10 marks

Books recommended:

1. Modern English by N.Krishnaswami, Macmillan, India
2. Radio News Writing and Editing by Carl Warren
3. Writing with a Purpose – ChampaTickoo& Jaya Sasikumar (OUP)

Course Outcome

Upon successful completion of the "Certificate Course in Communicative Functional English," which includes a theoretical syllabus covering Linguistics and Phonetics, as well as a practical syllabus involving Intensive Drilling in Phonetic Skills and Remedial Grammar on Sentences and Common Grammatical Errors, students will:

Linguistics:

- a. Demonstrate a comprehensive understanding of linguistic principles, including language structure, syntax, semantics, and pragmatics, and apply this knowledge to analyze and improve communication in English.
- b. Recognize and appreciate the role of linguistics in enhancing language proficiency and its impact on effective communication.

Phonetics:

- a. Proficiently use the International Phonetic Alphabet (IPA) to transcribe and reproduce English speech sounds with accuracy.
- b. Identify and differentiate English consonants and vowels, as well as demonstrate an understanding of stress patterns and intonation in spoken English.

Intensive Drilling in Phonetic Skills:

- a. Exhibit the ability to produce English speech sounds accurately through extensive practical exercises and drills, thereby enhancing oral communication skills.
- b. Apply knowledge of stress, intonation, and connected speech to communicate effectively in real-life situations, such as job interviews, presentations, and group discussions.

Remedial Grammar on Sentences:

- a. Identify and correct common grammatical errors in sentence structure, including subject-verb agreement, tense, articles, prepositions, and word order thereby enhancing clarity and precision in communication.
- b. Construct grammatically correct and well-structured sentences for **both written and spoken** communication in context to avoid mistakes and improve language fluency.

Upon completion of this Certificate Course, students will have a strong foundation in both theoretical linguistic concepts and practical phonetic and grammatical skills. They will be equipped to communicate effectively in English, **both in written and spoken forms**, and will be able to identify and correct common grammatical errors, resulting in more accurate and fluent expression. This course will prepare students for success in a variety of personal, academic, and professional communication situations.

Department of English
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