

DEPARTMENT OF ENGLISH

FUNCTIONAL ENGLISH

CERTIFICATE COURSE

PHONETICS	
Contact Hours/ Week :1	Course Code : 24CEN101
Internal Mark :25	External Mark 75

Course Overview:

The course, Phonetics explores how human language has evolved. It examines the classification of English sounds and how they are stressed in different situations. It provides hands on training for phonetic transcription.

Pre-Requisites:

Ability to produce speech sounds and understand the process of production

Course Outcomes:

UNIT	CO NO.	UPON COMPLETION OF THIS COURSE THE STUDENT WILL BE ABLE TO	COGNITIVE LEVEL
Unit I	CO-1	Examine the articulatory process	K1-K3
Unit II	CO-2	Display the sounds of consonants	K1-K3
Unit III	CO-3	Chart the sounds of vowels	K1-K3
Unit IV	CO-4	Explain the syllables	K1-K4
Unit V	CO-5	Illustrate the word stress and intonation in speech	K1-K4

K1- Remember, K2-Understand, K3-Apply, K4-Analyse

Content:

Unit- I

The origin & the development of language, Air stream mechanisms, The organs of speech

Unit - II

Classification of speech sounds: Consonants

Unit - III

Classification of speech sounds: Vowels

Unit – IV

Phonology, Syllable

Unit – V

Word stress, Intonation

Text Books

Balasubramanian T. *A Text Book of English Phonetics for Indian Students*. Macmillan, 2008.

Daniel Jones. *English Pronouncing Dictionary*. CUP, 2006.

References

Daniel Jones. *An Outline of English Phonetics*. Cambridge Uni. Press, 1972.

Yule George. *The Study of Language: An Introduction*. Cambridge University Press, 1985.

An Introduction to Language and Communication. MIT Press, 7th Edition, 2017.

E-Resources

<https://www.englishclub.com/pronunciation/word-stress-rules.php>
<https://byjus.com/english/consonants/>
<https://www.youtube.com/watch?v=rwxWKP4Ld8s>
<https://byjus.com/english/vowels-in-english/>

GRAMMAR AND ITS USAGE			
Contact Hours/ Week :1		Course Code : 24CEN102	
Internal Mark :25		External Mark 75	

Course Overview:

The course provides the basic components of English grammar

Pre-Requisites:

Familiarity with the basic grammar concepts

Course Outcomes:

UNIT	CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENT WILL BE ABLE TO	COGNITIVE LEVEL
Unit I	CO-1	Interpret the parts of speech	K1-K3
Unit II	CO-2	Illustrate the articles, and gerund	K1-K4
Unit III	CO-3	Explain the tenses	K1-K4
Unit IV	CO-4	Evaluate the voices	K1-K5
Unit V	CO-5	Assess the transformation of sentences	K1-K5

K1- Remember, K2-Understand, K3-Apply, K4-Analyse, K5-Evaluate

Content:**Unit I**

Kinds of Sentences Sentence Pattern Parts of Speech

Unit II

Articles, Participle, Infinitive, Gerund

Unit III

Tenses

Auxiliaries And Modals

Unit IV

Active and passive voice
Direct and indirect speech

Unit V

Transformation of sentences, Question Tag

Text Book:

Wren & Martin. *High School English Grammar & Composition*. S Chand Publishing, 2017.
Raymond Murphy. *English Grammar in Use*. Cambridge University Press, 2012.
Thomson. A.J. and A.V. Martinet. *A Practical English Grammar*. Oxford, 1997.

References:

<https://www.scribbr.com/category/parts-of-speech/>
<https://byjus.com/english/english-tenses/>

E-Resources

<https://learnenglish.britishcouncil.org/>

WRITING SKILLS	
Contact Hours/ Week :1	Course Code : 24CEN103
Internal Mark :25	External Mark 75

Course Overview:

An overview of writing skills includes letter writing, developing the hints, note making, precise writing, comprehension, conversation, story writing, paragraph writing and essay writing

Prerequisite:

Familiarity with grammar concepts, vocabulary, and punctuation.

Course Outcomes:

UNIT	CO NO.	UPON COMPLETION OF THIS COURSE THE STUDENT WILL BE ABLE TO	COGNITIVE LEVEL
Unit I	CO-1	Examine vocabulary	K1-K3
Unit II	CO-2	Review the format in writing	K1-K5
Unit III	CO-3	Improve the writing skill	K1-K6
Unit IV	CO-4	Develop creativity	K1-K6
Unit V	CO-5	Compose essays	K1-K6

K1- Remember, K2-Understand, K3-Apply, K4-Analyse, K5-Evaluate, K6-Create

Content

Unit I

Letter writing
Developing the hints

Unit II

Note making
Precise Writing

Unit III

Comprehension
Dialogue Writing

Unit IV

Story writing
Expansion of proverbs

Unit V

Paragraph writing
Essay writing

Text books:

Unit I-V

Wren & Martin. *High School English Grammar & Composition*. S Chand Publishing, 2017.

References:

[Thomas S. Kane](#). *The Oxford Essential Guide to Writing*. Berkley, 2000.

[Mike Gould](#). *Cambridge Grammar and Writing Skills*. Cambridge University Press, 2019.

E-Resources:

<https://morksensei.com/downloadable-english-grammar-books>

<https://www.grammarly.com/blog/how-to-write-a-letter/>

<https://byjus.com/govtexams/reading-comprehension-practice-questions-answers>