

Anekant Education Society's  
**Tuljaram Chaturchand College of Arts, Science and Commerce,  
Baramati**

**Autonomous**

**Course Structure for Functional English Paper- I**

<b>Semester</b>	<b>Paper Code</b>	<b>Title of Paper</b>	<b>No. of Credits</b>
I	ENGFE1103	An Introduction to English Language and Writing Skills in English	3

**SYLLABUS (CBCS) FOR F. Y. B. A. Functional English Paper- I (w. e. from  
June, 2019)**

**Academic Year 2019-2020**

Class : F.Y.B.A(Semester- I)

Paper Code: ENGFE1103

Paper : I

Title of Paper: An Introduction to English Language and Writing Skills in English

Credit: 3 No. of lectures: 48

**A) Learning Objectives:**

1. Introducing major features of spoken English
2. Creating awareness about using language according to the situation
3. Helping learners overcome common problems of Indian speakers of English
4. Reinforcement of grammar studied up to std. XII
5. Helping the learners acquire the basic skills of effective writing.

**Learning Outcome:**

1. Students speak English with good pronunciation.
2. Students use English language according to situation.
3. Students develop proficiency in grammar and vocabulary.
4. Students acquire basic skills in writing.

**TOPICS/CONTENTS:**

**UNIT 1**

**(24L)**

1. Definition of Language, Levels of Linguistic Analysis, Verbal and non- verbal communication, Language
2. Organs of speech, .Speech mechanism
3. Vowels, Consonants, Consonant clusters

**UNIT 2**

**(16L)**

1. Remedial grammar
  - a) Tenses and concord
  - b) Prepositions, conjunctions and articles c) Passive voice
  - d) Countable and uncountable nouns e) Common Indian errors
2. Understanding a passage-its content and structure
3. Vocabulary – collocations, words often confused, lexical sets, synonyms, antonyms etc.

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**Course Structure for Functional English Paper- III**

<b>Semester</b>	<b>Paper Code</b>	<b>Title of Paper</b>	<b>No. of Credits</b>
II	ENGFE1203	An Introduction to English Language and Writing Skills in English	3

**SYLLABUS (CBCS) FOR F. Y. B. A. Functional English Paper- III (w. e. from June, 2019)**

**Academic Year 2019-2020**

Class : F.Y.B.A(Semester- II)

Paper Code: ENGFE1203

Paper : III

Title of Paper: An Introduction to English Language and Writing Skills in English

Credit: 3                      No. of lectures: 48

**A) Learning Objectives:**

1. Introducing major features of spoken English
2. Creating awareness about using language according to the situation
3. Helping learners overcome common problems of Indian speakers of English
4. Reinforcement of grammar studied up to std. XII
5. Helping the learners acquire the basic skills of effective writing.

**Learning Outcome:**

5. Students speak English with good pronunciation.
6. Students use English language according to situation.
7. Students develop proficiency in grammar and vocabulary.
8. Students acquire basic skills in writing.

**TOPICS/CONTENTS:**

**UNIT1**

**(20L)**

4. Difference between phonetics and phonology
5. Syllable, word accent, sentence accent, weak forms, intonation

**UNIT 2**

**(28L)**

1. Writing Email/ letter writing
2. Information Transfer-converting information from charts, tables, diagrams etc verbally and vice-a-versa.

**References:**

- 1) Bansal and Harrison : Spoken English for India
- 2) Augustine, A.E. Joseph, K.V.: Macmillan Grammar, A Handbook, Macmillan India Ltd, Delhi 1986
- 3) Green, David : Contemporary English Grammar, Structure and Composition

Macmillan India Ltd, Madras,1971

4) Narayan Swami, K.R.: Success with grammar and Composition

Orient Longman, Hyderabad,1995

5) Freeman, Serah : Written Communication in English orient Longman

6) Home Crofton :Essay,precise, composition and Comprehension Macmillan

7) Intyhira,S R. Saraswathi, S : Enrich Your English CIEEL OUP

8) Word Power Made Easy (English, Paperback, Lewis Norman), Lewis Norman, Goyal Publishers & Distributors Pvt. Ltd

9) English Vocabulary Made Easy (English, Paperback, PrasoonShrikant), V & S Publishers

10) ShaukatWasi, ZuabirShaikh, JawwadShamsi. “Contextual Event Information Extractor for Emails”. SURJ, Vol43, Issue 1A, 2011

11) Write Effective Emails at Work: 6 Keys That Take 5 Minutes or Less by Ramakrishna Reddy

12) Blog Writing: Blogging Basics: 32 Useful Tips on How to Write Great Blog Content Kindle Edition by Marvin Ford

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