



Department of English and Foreign Languages

Scheme of Examination and Syllabus for Under Graduate Programme

**Under Multiple Entry and Exit, Internship and
CBCS-LOCF as per NEP-2020
w.e.f. session 2024-25 (in phased manner)**

Subject: Functional English



**Guru Jambheshwar University of Science
& Technology Hisar-125001, Haryana**

(A+ NAAC Accredited State Govt. University)



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Scheme of Examination & Syllabus for affiliated Degree Colleges for UG Programme
According to National Education Policy-2020

Subject: Functional English

FIRST YEAR

SEMESTER-I								
Type of Course	Course Code	Nomenclature of Paper/Course	Credits	Contact Hours	Internal Marks	External Marks	Total Marks	Duration of Exam (Hrs)
Discipline Specific Course	C24FEN101T	Communicative Skills (Functional English)	3	3	20	50	70	2.5
	C24FEN101P	Communicative Skills (Functional English) -Practical	1	2	10	20	30	2
SEMESTER-II								
Type of Course	Course Code	Nomenclature of Paper/Course	Credits	Contact Hours	Internal Marks	External Marks	Total Marks	Duration of Exam (Hrs)
Discipline Specific Course	C24FEN201T	Communication Skills and Grammar (Functional English)	3	3	20	50	70	2.5
	C24FEN201P	Communication Skills and Grammar (Functional English)-Practical	1	2	10	20	30	2

Program Outcomes

- PO1** Students should be able to communicate effectively in both written and oral English for personal and professional use. This can include analyzing the use of words in different contexts, identifying common errors, and using a wide range of vocabulary.
- PO2** Students should be able to develop critical thinking skills and life skills to help them meet challenges in life. They should also be able to recognize writing as a process, not a product, and upgrade their comprehension of technical and academic articles.
- PO3** Students should be able to analyze grammatical units of English and design language components to meet specific needs. They should also be able to identify main or topic sentences in texts and use effective reading strategies.
- PO4** Students may be exposed to English literature to help them foster human values and explore and express themselves.

Functional English
Communicative Skills (Functional English) (Semester I)
Discipline Specific Course (DSC)

Course Code: C24FEN101T
45 Hrs. (3 Hrs./Week)
Credit : 3
Exam Time: 2.5 Hrs.

External Marks : 50
Internal Marks : 20
Total Marks: 70

Note: The maximum time duration for attempting the paper will be of 2.5 hours. The examiner is required to set seven questions in all. The first question will be compulsory consisting of five short questions covering the entire syllabus consisting of 2.5 marks each. In addition to that six more questions will be set, two questions from each unit. The students shall be required to attempt four questions in all selecting one question from each unit in addition to compulsory Question No. 1. All questions shall carry equal marks i.e. 12.5 marks.

Course Objectives

1. To develop the students' ability to communicate effectively in English.
2. To enhance listening, speaking, reading, and writing skills.
3. To build a strong foundation in grammar and vocabulary.
4. To prepare students for professional and academic settings.

Unit 1

Introduction to Communication

Definition and Process of Communication
Types of Communication: Verbal and Non-verbal
Barriers to Effective Communication
Overcoming Communication Barriers
Listening Skills: Importance and Techniques.

Unit 2

Grammar and Vocabulary

Parts of Speech
Tenses and Their Usage
Articles
Nouns: Singular and Plural
Agreement of Verbs and Subject
Tag questions

Unit 3

Reading Skills

Reading Techniques
Comprehension Skills: Understanding Main Ideas and Details
Critical Reading: Analyzing and Interpreting Text

Communicative Skills (Functional English) Lab

Course Code: C24FEN101P
30 Hrs. (2 Hrs./Week)
Credit : 1
Exam Time: 2 Hrs.

External Marks : 20
Internal Marks : 10
Total Marks: 30

Note: External evaluation will be done on the basis of practical file and viva-voce conducted by two examiners (external and internal)

To be conducted in the language lab from the following:

Definition and Process of Communication
Types of Communication: Verbal and Non-verbal
Barriers to Effective Communication
Overcoming Communication Barriers
Listening Skills: Importance and Techniques.
Parts of Speech

Tenses and Their Usage
 Reading Techniques
 Comprehension Skills: Understanding Main Ideas and Details
 Critical Reading: Analysing and Interpreting Text

Recommended Reading

1. F.T. Wood. *A Remedial English Grammar for Foreign Students*, Macmillan.
2. Raymond Murphy. *English Grammar in Use*, OUP.
3. Singh, K.K. *Practical English*, APH Publishing Corporation.
4. Shahnaaz, Tasneem, et al. *English and Communication Skills I*, CUP.
5. Norman Lewis, *Word Power Made Easy* by
6. Ophelia H. Hancock, *Reading Skills for College Students*
7. William Strunk Jr. and E.B. White, *The Elements of Style*

Course Outcomes

By the end of this course, students will be able to:

- CO1 Communicate clearly and effectively in English.
- CO2 Demonstrate improved listening and speaking skills.
- CO3 Read and comprehend various types of texts.
- CO4 Write coherent and grammatically correct sentences and paragraphs.

Mapping of CO with PO

Outcomes	PO1	PO2	PO3	PO4
CO1	S	M	M	S
CO2	M	S	S	S
CO3	M	M	S	S
CO4	M	M	S	S

S= Strong M=Medium W=Weak

Functional English
Communication Skills and Grammar (Functional English) (Semester II)
Discipline Specific Course (DSC)

Course Code: C24FEN201T

45 Hrs. (3 Hrs./Week)

Credit : 3

Exam Time: 2.5 Hrs.

External Marks : 50

Internal Marks : 20

Total Marks: 70

Note: The maximum time duration for attempting the paper will be of 2.5 hours. The examiner is required to set seven questions in all. The first question will be compulsory consisting of five short questions covering the entire syllabus consisting of 2.5 marks each. In addition to that six more questions will be set, two questions from each unit. The students shall be required to attempt four questions in all selecting one question from each unit in addition to compulsory Question No. 1. All questions shall carry equal marks i.e. 12.5 marks.

Course Objectives

1. To enhance students' proficiency in English language skills: listening, speaking, reading, and writing.
2. To develop critical thinking and analytical skills through language.
3. To improve vocabulary and grammar for effective communication.
4. To prepare students for academic and professional communication.

Unit 1

Effective Writing Skills

1. Drafting Memo and circular
2. Email Writing
3. Resume writing
4. Writing Notices
5. Press Report Writing

Unit 2

Advanced Grammar and Vocabulary

1. Spotting errors in the use of sentences
2. Phrasal Verbs and Idiomatic Expressions
3. Academic Vocabulary: Words often confused, one-word substitution, synonyms Antonyms
4. Use of punctuation marks

Unit 3

Oral Communication Skills

1. Public Speaking Techniques
2. Presentation Skills
3. Group Discussions and Debates
4. Listening for Specific Information and Critical Understanding

Communication Skills and Grammar (Functional English) Lab

Course Code: C24FEN201P

30 Hrs. (2 Hrs./Week)

Credit : 1

Exam Time: 2 Hrs.

External Marks : 20

Internal Marks : 10

Total Marks: 30

Note: External evaluation will be done on the basis of practical file and viva-voce conducted by two examiners (external and internal)

To be conducted in the language lab from the following:

1. Drafting Memo and circular
2. Email Writing
3. Resume writing
4. Writing Notices
5. Press Report Writing
6. Public Speaking Techniques

7. Presentation Skills
8. Group Discussions and Debates
9. Listening for Specific Information and Critical Understanding
10. Spotting errors in the use of sentences

References and Resources

1. F.T. Wood. *A Remedial English Grammar for Foreign Students*, Macmillan.
2. Raymond Murphy. *English Grammar in Use*, OUP.
3. Singh, K.K. *Practical English*, APH Publishing Corporation.
4. Shahnaz, Tasneem, et al. *English and Communication Skills I*, CUP.
5. Norman Lewis, *Word Power Made Easy* by
6. Ophelia H. Hancock, *Reading Skills for College Students*
7. William Strunk Jr. and E.B. White, *The Elements of Style*

Course Outcomes:

By the end of this semester, the students will be able to:

- CO1 Develop clear and effective verbal and written communication skills.
- CO2 Enhance listening and comprehension abilities.
- CO3 Develop clear and effective verbal and written communication skills.
- CO4 Understand and apply fundamental grammatical rules.

Mapping of CO with PO

Outcomes	PO1	PO2	PO3	PO4
CO1	S	M	M	S
CO2	M	S	S	S
CO3	M	M	S	S
CO4	M	M	S	S

S= Strong M=Medium W=Weak