

## St. Aloysius College (Autonomous), Jabalpur (M.P.)

Reaccredited 'A+' by NAAC (CGPA – 3.68/4.00)

College with Potential for Excellence by UGC DST FIST Supported

### BA PART III Functional English Paper I - Writing Skills

#### Course Outcome

- To develop writing skills by introduction of different types of text to acquire knowledge of writing and drafting different types of letters, reports and technical writing.

**Note:** The syllabus of BA- III consists of two theory papers of 40 marks each and there will be 20 marks for the Internal Assessment. Out of the 20 marks allocated for the Internal Assessment, 10 marks are assigned for each assessment held at the interval of 03 months and 06 months respectively. In addition of this there will be Practical Examination of 50 marks.

<b>Subject</b>	:	<b>Functional English</b>
<b>Class</b>	:	<b>B.A. Part-II</b>
<b>Paper</b>	:	<b>I</b>
<b>Title</b>	:	<b>Writing Skills</b>
<b>Maximum Marks</b>	:	<b>40</b>

The scheme of examination and the allotment of marks shall be as under:-

<b>Section A</b>	Objective Type Questions (One question to be set from each unit)	5x1=5 Marks
<b>Section B</b>	Short Answer Type Questions Ten Questions (Two from each unit) to be set five to be attempted.	5x2=10 Marks
<b>Section C</b>	Long Answer Type Questions Ten questions(two from each unit) And five to be attempted.	5X5= 25 Marks
	<b>TOTAL</b>	<b>40 marks</b>

Unit I	(a) Narrating a sequence of events from different points of view (b) Writing anecdotes and appeal.
Unit II	a) Agenda and the Minutes of a Meeting (b) Notices, Circulars and Orders
Unit III	(a) Correspondence (b) Official & commercial Correspondence

	(c) Importance of Technical Writing (d) Technical Report Writing (e) Technical Description of Objects and Process
Unit IV	(a) Applications (b) Grievances/Complaints (c) Dialogue Writing
Unit V	(a) Report Writing (b) Feature Writing

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**BA PART III  
Functional English**

**Course Outcome :-**

- To acquire knowledge and ability to speak, read and write clearly in English and to use critical concept and categories with clarity.
- Expansion of creativity and imagination to visualize situations and for different kinds of dialogue.
- Better preparedness to face job / internship/ vocational interviews as per theoretical rules learnt.
- To be able to give and understand official effective presentations.
- To know the difference between formal and business English and use it as per need.
- To be better communicators both in dyadic and in group conversation.

**Note:** The syllabus of BA- II consists of two theory papers of 40 marks each and there will be 20 marks for the Internal Assessment. Out of the 20 marks allocated for the Internal Assessment, 10 marks are assigned for each assessment held at the interval of 03 months and 06 months respectively. In addition of this there will be Practical Examination of 50 marks.

**Subject** : **Functional English**  
**Class** : **B.A. Part-III**  
**Paper** : **I**  
**Title** : **Conversational Skills**  
**Maximum Marks** : **40**

The scheme of examination and the allotment of marks shall be as under:-

<b>Section A</b>	Objective Type Questions (One question to be set from each unit)	5X1=5 Marks
<b>Section B</b>	Short Answer Type Questions Ten Questions (Two from each unit) to be set five to be attempted.	5X2=10 Marks
<b>Section C</b>	Long Answer Type Questions Ten questions(two from each unit) And five to be attempted.	5X5= 25 Marks
	<b>TOTAL</b>	<b>40 marks</b>

Unit I	(a) The essentials of good conversation (b) Ways to make effective conversation (c) Interviews
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	(d) Presentations
Unit II	(a) English for Business (b) Purpose and functions of English for Business <b>Collocation:</b> (a) <b>Positions of the Collocates in some expression</b> (b) <b>Collocations and Grammatical Patterns</b> (c) <b>Internal Arrangement of List of Collocates</b> (d) <b>Open and Restricted sets of Collocates</b>
Unit III	<b>Situational Conversation:</b> (a) At the Post Office (b) At the Railway Station/Airport (c) At the Bank (d) Weather Conditions (e) At the College (f) Using Expression of Time
Unit IV	<b>Situational Conversation:</b> (a) At the Tailor's (b) At the Restaurant (c) At the Chemist (d) Going shopping and talking about shopping (e) Lending and borrowing money (f) Talking about eating and ordering food
Unit V	(a) Telephonic Conversations (b) Group Discussion (c) Discussing educational matters (d) Discussing social issues and cultural events (e) Discussing economic and political issues (f) Participating in debate

**Books Recommended**

Verma et.al: Modern Applied Linguistics, Madras: Macmillan

Verma & Krishnamurthy: Modern Linguistics, Delhi: OUP

Mohan & Banerjee: Developing Communication Skills, Delhi: Macmillian

Taylor, Grant: English Conversation Practice, Delhi: Tata MC-Graw  
Barr and Fletcher: Topics and Skills in English, London: Holder and  
Stoughton  
Neil: English in Situation, OUP.