

# St. Aloysius' College, (Autonomous),

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

College with Potential for Excellence by UGC

DST FIST Supported & Star College Scheme by DBT

Jabalpur (M.P.), India

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

## Course Objective:

- To use English free from flagrant errors of grammar
- To be able to clearly state questions, concerns and ideas so that both the teacher and student can understand the intent
- To be able to verbally condense larger amounts of information into concise analysis
- To build confidence in students

## 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- 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.

**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 (d) Presentations
Unit II	(a) English for Business (b) Purpose and functions of English for Business Collocation: (a) Positions of the Collocates in some expression (b) Collocations and Grammatical Patterns (c) Internal Arrangement of List of Collocates (d) Open and Restricted sets of Collocates
Unit III	Situational Conversation: (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	Situational Conversation: (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

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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
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**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

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