

# 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 II Year Functional English Paper I Functional Grammar

### Course Outcome

- To familiarize students with the function of grammatical items used to spoken /written language
- To develop and apply theories and principles of communication in workplace and practice skills of oral presentations, discussion, problem solving, decision making, debates, small group discussions and job interviews.
- To transfer information from non-verbal to verbal texts and vice versa.
- To take part effectively in social and professional communication.
- Experiencing a shift in pedagogy from lectures oriented classes to interactive learning

**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-II**  
**Paper** : **I**  
**Title** : **Functional Grammar**  
**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>
<b>Particulars</b>		
Unit I	a)Pronouns and Case b) Possessive Pronouns/ Adjectives and its uses c) Determiners and Quantifiers	
Unit II	a)The Conjunction and its uses	

	b) Interjection c) Inversion and cleft sentences
Unit III	a) Simple Sentences b) Compound Sentences c) Complex Sentences
Unit IV	a) Transformation of Sentences b) Question Tags and Short Answers c) Idiom and Phrases
Unit V	a) The Rule of word order in different types of sentences b) Direct and Indirect Speech c) Common Errors in English

#### **Recommended Books**

- Collins Cobuild, English Grammar. Harper Collins, 2000
- Estwood, J.A. Basic English Grammar, Oxford University Press 1984
- Quirk, Randolph, S. Greenbaum. G. Leech and J. Svartvik, A Grammar of Contemporary English, London: Longman, 1972
- Geoffrey Leech and J. Svartvik, A Communicative Grammar of English. London Longman/E.L.B
- MAK Halliday, An Introduction to Functional Grammar, Arnold Heinem

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## BA II Year Functional English Paper II Writing Skills

### Course Outcome

- Perfection of different formats of writing skills, learning to understand how changed contexts demand different style writing
- This course sets out to equip the students with skills that will help them in establishing such private enterprise as tutorial centres, consultancy services, human resource centres for service industry, video filming centres, small radio program production centres and print and graphic art centres; in seeking employment such as in the capacity of interviewer with T.V./radio/newspaper, news reader/script writer with T.V./radio/newspaper, commentator or announcer with T.V./radio, documentary narrator/script writer with T.V./radio, feature writer with newspaper/magazine, receptionist (with the Government such as Public Relations Department or with the private sector such as the tourism industry), secretary, desk officer/office assistant, sales representatives, etc.

**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-II**  
**Paper** : **II**  
**Title** : **Writing 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>

<b>Particulars</b>	
Unit I	a) Paragraph construction and development b) Indenting paragraphs, spacing and punctuation. c) Unity and coherence
Unit II	a) Describing actions, events, people and processes. b) Expressing Opinions, attitudes, apology, and justifications
Unit III	a) Writing summary and paraphrases b) Expansion of Ideas
Unit IV	a) Writing short essays b) Script writing for Press/Radio/ Televisions news
Unit V	a) Letter Writing b) Drafting Messages, email, Blogs and Twitter