

Functional Skills in Language

Course Code: LN 102

(w.e.f. Session 2015-2016)

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2 0 2

3 (2+1)

Basic Grammar: Articles, Prepositions, Tenses (kinds and uses), Subject- verb Agreement, Kinds of Sentences

Basic Vocabulary: Synonyms, Antonyms, Word Formation, One Word Substitution, Words often Confused.

Basic Composition: Paragraph Writing and Essay Writing

Basic Phonetics: Syllable, Stress, The Sounds of English,

Short Stories: “The Meeting Pool” by Ruskin Bond, “The Portrait of a Lady” by Khushwant Singh.

Practical:

- Introduction (Instructor, students and curriculum),
- Listening Exercises
- Framing Questions
- Making Small Talks
- Presentation-making Tips: Do’s and Don’ts
- Group Presentations
- Phonetic Alphabet
- Phonetic Transcription
- Intonation

Reference Books:

1. Bhaskaran M. P., Horsburgh D, *Strengthen your English*, Oxford University Press.
2. J. Sethi, *A Handbook of Standard English and Indian Usage-Vocabulary and Grammar*, Prentice Hall of India Pvt. Ltd.
3. Board of Editors. *Written and Spoken Communication in English*, University Press-2007
4. Gairns, R. & Radman, S. *Working with Words: A Guide to Teaching and Learning Vocabulary Building*. Cambridge: Cambridge University Press-1986
5. Mukherjee, Meenakshi *.Let’s Go Home and Other Stories*, Orient Black Swan-2009 (For the prescribed short stories-“The Meeting Pool” by Ruskin Bond, “The Portrait of a Lady” by Khushwant Singh)
6. Lewis, M. H. *Words Power Made Easy*, Goyal Publishers and Distributors Pvt. Ltd-1979
7. Bolton, David & Goodey, Noel *.English Grammar in Steps*, Orient Black Swan.
8. Sethi, J. *Standard English And Indian Usage: Vocabulary and Grammar*, PHI Learning Pvt. Ltd . -2011
9. Laws, Anne- *Presentations*, Orient Black Swan-2011
10. O’Connor, J. D. *Better English Pronunciation*, Universal Books Stall-1991