



**Govt. Digvijay Auto. P.G. College**  
**Rajnandgaon, CG**

**Department Of English**

*Syllabus: 2024-25*

**UG LOCF AECC**

**Ability Enhancement Compulsory Course**

**GOVT. DIGVIJAY AUTONOMOUS P.G. COLLEGE, RAJNANDGAON (C.G.)**  
**FYUGP (CBCS/LOCF Course)**

**Department: ENGLISH**

<b>Session: 2024-25</b>	<b>Programme: BSc/ BCA</b>
<b>Semester: II</b>	<b>Subject: English</b>
<b>Course type: AECC</b>	<b>Course Code: UBAEC002</b>
<b>Course title: Functional English</b>	
<b>Credit: 2</b>	<b>Lecture:30</b>
<b>MM: 50</b>	<b>Minimum Passing Marks:40%</b>

<b>Course Title</b>	<b>Functional English</b>
<b>Course Objectives</b>	<p>The purpose of this course is to</p> <ul style="list-style-type: none"> <li>• Introduce students to the theory, fundamentals and tools of communication and to develop in them vital communication skills</li> <li>• Address some of these aspects through an interactive mode of teaching learning process and by focusing on various dimensions of communication skills.</li> <li>• Make them efficient in language of communication, various speaking skills such as personal communication, social interactions and communication in professional situations.</li> <li>• Develop in them reading skills as well as writing skills</li> </ul>
<b>Course Learning Outcomes</b>	<p>After completing the course, the students will be able to:</p> <ul style="list-style-type: none"> <li>• Appreciate and use English effectively in their day-to-day life</li> <li>• Understand the unique properties of human language, including its role in society and culture.</li> <li>• Develop fluency in English speech in different social situations and preparing students for public relations.</li> <li>• Preparing students for qualifying exams in English language in various competitive examinations.</li> </ul>

<b>Units</b>	<b>Lectures</b>	<b>Content/ Topics</b>	<b>Credits</b>
1	8	<b>COMMUNICATION: THEORY AND TYPES</b> Theory of Communication, Types and modes of Communication, Verbal and Non-verbal Communication, Personal and Social Barriers in Communication, Strategies to overcome the Barriers.	0.5

II	7	<b>SPEAKING SKILLS:</b> Effective Communication Interview Skills (Situational questions) Group Discussion (Communication/Interaction)	9.5
III	7	<b>READING AND UNDERSTANDING:</b> Comprehension of an Unseen Passage, Summary, Paraphrasing, Analysis and Interpretation	9.5
IV	8	<b>WRITING SKILLS:</b> Report Writing, Letter Writing	9.5
<b>Total</b>	<b>30</b>		<b>2</b>

#### PRESCRIBED TEXT:

1. Language and Communication Skills, Cambridge University Press, 2019
2. Essentials of Business Communication by Rajendra Pal & J.S. Korlahalli, Sultan Chand & Sons, 2020

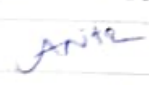

#### RECOMMENDED READINGS:

1. Fluency in English - Part II, Oxford University Press, 2006.
2. Business English, Pearson, 2008.
3. Language, Literature and Creativity, Orient Blackswan, 2013.
4. Enrich Your English, OUP, SR Inthira and V. Saraswathi, CIEFL, 1997
5. Oxford A-Z of English Usage, ed. Jeremy Butterfield, OUP, 2007.
6. Longman Dictionary of Common Errors, N.D. Turton and J.B. Heaton, Longman, 1998.

#### Evaluation Scheme:

Mid Term Test	Mid Term Test	End Term Test	Total
05	05	40	50

APPROVED BY THE BOARD OF STUDIES ON 11.05.2024

NAME	IN THE CAPACITY OF	SIGNATURE
Dr. Anita Shankar	Chairman	
Dr. Rashmi Dubey	Subject Expert (V C Nominee)	
Dr. Rabinder Chhabra	Subject Expert (Principal Nominee)	
Dr. Shiny Mendonce	Subject Expert (Principal Nominee)	
Mr. Darshan Bajaj	Advisor (Syllabus Committee)	
Ms Ranjana Ambade	Meritorious Ex Student	

**Directives for students and paper setters:**

1. Candidates are expected to study the entire prescribed syllabus thoroughly.

2. Each unit is compulsory.

3. In section A: Multiple Choice Questions (from unit 1 & 2) will be asked. (1x12=12)

4. In Section B: Six Short Answer Questions will be asked, four to be attempted (2x4=08)

5. In Section C: Four Long Answer Questions will be asked with internal choice. (5x4=20)

6. From Unit 3 Unseen passage will be asked and from unit 4 one letter writing with an option of a report writing in long answer question.

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**GOVT. DIGVIJAY AUTONOMOUS P.G. COLLEGE, RAJNANDGAON (C.G.)**  
**FYUGP (CBCS/LOCF Course)**  
**Department: ENGLISH**

Session: 2024-25	Programme: BA/BCom
Semester: III	Subject: English
Course type: AECC	Course Code: UBAEC002
Course title: Functional English	
Credit: 2	Lecture:30
MM: 50	Minimum Passing Marks:40%

Course Title	Functional English
<b>Course Objectives</b>	<p>The purpose of this course is to</p> <ul style="list-style-type: none"> <li>• Introduce students to the theory, fundamentals and tools of communication and to develop in them vital communication skills</li> <li>• Address some of these aspects through an interactive mode of teaching learning process and by focusing on various dimensions of communication skills.</li> <li>• Make them efficient in language of communication, various speaking skills such as personal communication, social interactions and communication in professional situations.</li> <li>• Develop in them reading skills as well as writing skills</li> </ul>
<b>Course Learning Outcomes</b>	<p>After completing the course, the students will be able to:</p> <ul style="list-style-type: none"> <li>• Appreciate and use English effectively in their day-to-day life</li> <li>• Understand the unique properties of human language, including its role in society and culture.</li> <li>• Develop fluency in English speech in different social situations and preparing students for public relations.</li> <li>• Preparing students for qualifying exams in English language in various competitive examinations.</li> </ul>

Units	Lectures	Content/ Topics	Credits
1	8	<p><b>COMMUNICATION: THEORY AND TYPES</b>                      Theory of Communication, Types and modes of Communication, Verbal and Non-verbal Communication, Personal and Social Barriers in Communication, Strategies to overcome the Barriers.</p>	0.5

II	7	<b>SPEAKING SKILLS:</b> Effective Communication Interview Skills (Situational questions) Group Discussion (Communication/Interaction)	0.5
III	7	<b>READING AND UNDERSTANDING</b> Comprehension of an Unseen Passage: Summary, Paraphrasing, Analysis and Interpretation.	0.5
IV	8	<b>WRITING SKILLS:</b> Report Writing, Letter Writing	0.5
<b>Total</b>	<b>30</b>		<b>2</b>

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