



Dissemination of Education for Knowledge, Science and Culture”
-Shikshanmaharshi Dr. BapujiSalunkhe



Shri Swami VivekanandShikshanSanstha, Kolhapur

**RajeRamraoMahavidyalaya,
Jath, Dist-Sangli**

Department of English

Career Oriented Programme

Certificate Course in Functional English

Academic Year

2022-23



Submitted to

Internal Quality Assurance Cell

RajeRamraoMahavidyalaya, Jath, Dist-Sangli

Course Objectives:

1. To make learners familiar with the sub-skills of writing
2. To enhance learners writing skills
3. To train learners in the use of specific formats of the written discourse
4. To enable the students to develop oral and spoken skills in English
5. To help the students to enter the job market with confidence and the ability to work effectively.
6. To encourage the active involvement of the students in oral communication process.

Course Outcomes:

- 1) After successful completion of this course, the students will be able to get acquainted with the basic concepts of reading, writing, speaking and listening.
- 2) Improve the skills of reading, writing, speaking and listening.
- 3) The students will be able to use the specific formats of writing like formal and informal.
- 4) The students will enhance their communication skills in speaking fluently.
- 5) The students will be aware about the jobs and opportunities. They will be able to find the jobs on their own.

Units Prescribed:

Unit-1	Writing: Mechanics of Writing
Unit-2	Features and Sub skills, Linguistic and Discourse Writing
Unit-3	Coherence, cohesion, style, context and content
Unit-4	Aesthetic Function of Language, Literal and Figurative Language
Unit-5	Application Writing in Jobs and Academic area, CVs and Statement of Purpose
Unit-6	Story Writing Based on the Given Outline

Unit-7	Social Media: E mails, blogs etc
Unit-8	Accent, Rhythm and Art of Appreciating Poetry
Unit-9	Function of English as a Global Language
Unit-10	Major Concepts in Linguistics

Course Evaluation Pattern:

All students' performance will be evaluated through

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|------------------------------------|----------|
| 1) Attendance : | 10 Marks |
| 2) Assignments : | 10 Marks |
| 3) Class Tests : | 10 Marks |
| 4) Oral Communication Skill Test : | 20 Marks |
| 5) Written Test : | 50 Marks |

100 Marks

Course Proposed for: UG students

Course Duration: Repeated Twice in the Academic year

September-October, 2022-23 (02 Months)

January-February, 2023-24 (02 Months)

Division of teaching hours: (Total 30 Periods)

Per Unit-03 Periods (10 x 03 = 30 periods)

References:

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Daichess, David. A Critical History of English Literature: Supernova Publishers. 2019.

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BlackSwan. 2006

Deal, Amanda & Melissa Rareshide. Written Communication Manual: Winston – Salem State

University. 2013.

Lock, Graham. *Function of English Grammar*: Cambridge University Press. 1996

Singh, Gajendra. *Functional English*. Cengage India, 2019

Sinha, Santhanu. *Learn English: A Fun Book of Functional Language, Grammar and Vocabulary*. Sage Publications, 2018