



CERTIFICATE COURSE IN COMMUNICATIVE AND FUNCTIONAL ENGLISH

(Who those joined in the year after June 2018)

Objectives:* To facilitate the learners to learn and use receptive and productive skills effectively

* to develop their grammatical competence and

* to learn phonetic sounds with symbols for proper pronunciation

Eligibility for admission: Under-graduate students belonging to any discipline

Scheme and Regulation: 90 Contact hours; 45 hours each Semester; 3 hours per week

Theory papers: There are 2 Theory papers

1. First Semester - Paper I – Communicative English

2. Second Semester - Paper II – Functional English

Paper I: Communicative English

Theory

Contact Hours per week: 3

Contact Hours per Semester: 45

Subject Code: **C3EN1**

Unit I – Prose and Short Story (9 hours)

i. Writing story based on the situation given from the text

ii. Comprehension passage from the text

Unit II – Grammar (Refer Appendix) (10 hours)

i. Sentence Pattern ii. Framing Questions and iii. Error Spotting

Unit III – Writing Skill (8 hours)

i. Narrating story and episode (Refer Appendix)

ii. Translation of sentences - from Tamil to English / English to Tamil (Refer Appendix)

iii. Letter writing (Business Letters) – (Refer Book I*)

Unit IV – Phonetics – Vowels, Consonants, Diphthongs (Refer Appendix) (10 hours)

i. Transcription of words

Unit V – Phonetics (8 hours)

i. Intonation (Refer Book I*)

Books recommended for study

1. Book I*

V.Jeya Santhi and Dr.R.Selvam (December 2015). **Advanced Skills for Communication in English:**

Book I, ISBN:978-81-2343-101-7. Chennai: New Century Book House (Pages 176).



I. Appendix: A collection of course materials

a. Prose

(1) Building self-confidence – Norman Vincent Peale

Short Story

(1) A tiger in the house - Ruskin Bond (2) A day's wait – Ernest Hemingway

b. Phonetics and Role-play

* Dr.J.Samuel Kirubahar and V.Jeya Santhi(2011).**Communicative and Functional English: A Reader for Beginners**, ISBN:978-93-81723-00-5.Virudhunagar:VHNSN College (Pages 147).

c. Grammar - by Mr.M.S.Saravanan, Assistant Professor of English

d. ESL activities - by Mr.N.Vengadesh, Assistant Professor of English

Paper II: Functional English

Contact Hours per week: 3

Contact Hours per Semester: 45

Subject Code: **C3EN2**

Unit I – Vocabulary (Refer Appendix) (8 hours)

i. Synonyms ii. Antonyms iii. Homonyms iv. Phrasal verbs

Unit II – Communicative English (Refer Book I*) (10 hours)

i. Dialogues and Conversations on various occasions
ii. Communicative patterns in English

Unit III – Business English (Refer Book I*) (9 hours)

i. Agenda / Minutes Writing
ii. Email writing
iii. Welcome address and Vote of thanks

Unit IV – Interview Skill (Refer Book I*) (10 hours)

i. Self - introduction
ii. Group discussion
iv. Designing Resume

Unit V – Reading and Writing Skills (Refer Book I*) (8 hours)

i. Writing Stories from outline
ii. Describing Mechanism

Books recommended for study

1. Book I*

V.Jeya Santhi and Dr.R.Selvam. (December 2015). **Advanced Skills for Communication in English: Book I**, ISBN:978-81-2343-101-7.Chennai: New Century Book House. (Pages 176).

2. Appendix: A collection of course materials

a. Business English - by Ms.V.Jeya Santhi, Assistant Professor of English

b. Homonyms, Phrasal verbs-by Mr.M.S.Saravanan, Assistant Professor of English

c. Synonyms and Antonyms - by Mr.N.Arun Karthik, Assistant Professor of English