

**Certificate Course in Spoken English /
Communicative / Functional English**

Scheme of Examination

	M.Marks
Paper-I (Theory)	100
Paper-II (Theory)	100
Paper-III (Practical)	100 (75+25)

Spoken/Communication Functional English

Paper-I

M.Marks : 100

Time : 3 Hrs.

55 Marks

Unit-I

1. Organs of speech and speech Mechanis.
2. Basic concepts : Phoneme, Vowel, Consonancts, Syllable, Syllable structure.
3. Classification of Speech Sounds.
4. Brief three term label/description of R.P. Sounds.
5. Word stress, Rules for Placement of primary stress.
6. Marking primary stress in Polysyllabic words.
7. Transcription of common words.
(in IPA symbols)
8. Problems of Indian speakers of English and ways of improving spoken English.

Questions would be set so as to cover all the items. There would be adequate choice. The different listed items would have marks as given below :

Questions from item 1 and 2	15 marks
Items 3 and 4	15 marks
Items 5 and 6	10 marks
Item 7	7 marks
Item	8 marks
	45 marks

Unit-II

1. Preparing curriculum vital to suit the requirement of job in different areas.
2. Formal Applications for a job
3. Writing one's own profile in response to an advertisement asking for candidates with speical skills.
4. Preparing a report
(3 questions with adequate choice covering all the items 15+15+15)

Paper-II

Max. Marks : 100

Time : 3 hrs.

Unit-I

50 Marks

1. Vocabulary-Gender, Number, Synonyms, Antonyms, one word for many, proverbs, phrases, idioms.
2. Change of Narration, change of voice.
3. Use of words as Nouns and verbs.
4. Conditional sentences.
5. Tag questions, Appended questions.
6. The use of courtesy words like 'Please' and 'Thank you'
7. Greetings and solutions.

(Questions with adequate choice carrying 50 marks)

Unit-II

50 Marks

1. Hindi equivalents of technical/administrative/legal/literary terms in English. 10
2. Hindi equivalents of proverbs/phrases idiomatic expressions of general use in English. 10
3. English equivalents of proverbs/phrases/idiomatic expressions of general use in Hindi. 10
4. Translation of a brief passage from Hindi to English. 10
5. Translation of a brief passage from English to Hindi. 10

Paper-III

Max. Marks : 100

(75+25)

Unit-I

Project

75 marks

The Project would comprise two components :-

1. A 1000 word presentation in a systematic, argumentative manner in formal English on a topic of current social/cultural/administrative/academic nature. The course-instructor would suggest four/ five topics for this purpose. The examiner, while evaluating the presentation, would ask the candidate questions on the candidate's presentation. 40 marks
2. A 400/500 dialogue between two persons on any personal domestic issue using informal language in a general, causal manner. 35 marks.

During the Viva Voce exam. questions pertaining to the project may also be asked.

Viva Voce

25 marks.

The exam. would test the following skills :

1. Speaking extempore on some topic of general interest.
2. Reading fluently in a correct manner.
3. Participating in a group discussion.
4. Conversation with a friend/stranger in a likely situation.
5. Consulting a dictionary to find the pronunciation stress pattern and use of word.

The Viva-voce exam. would be conducted only by an Examiner from out of a panel drawn by the Chairman, Under Graduate Board of Studies.

Books recommended :

1. T.T. Wood A Remedial English Government for Foreign students.
2. R.K. Bansal and J.B. Harrison, Spoken english for India Orient Longman.
3. T. N. Subrammnyam, A Text book of English phonetics for Indian students (Machmillan).
4. A.S. Hornday, Oxford Advanced learners Dictionary of current English (OUP).
5. D. Jones, Everyman's English pronunciation Dictonary.
6. Theodore sevory, Art of Translation.
7. B.S. Bales, Modern Translation.