

Hemchandrachrya North Gujarat University, Patan

Career Oriented Certificate Course

Subject: - Spoken English  
Semester Course of Studies

Suggested Syllabus

A Draft of Syllabus Submitted to be executed from Jun 2012

## Notes:

- 1) This syllabus has been developed for the student of Career Oriented Programme of Spoken English.
- 2) The whole syllabus has been divided in to 2 semesters and each semester has 2 units.
- 3) The whole course is having 20 credits out of which 8 credits has been given to the project work/filed work /training.
- 4) In semester II, project into external and internal. In each semester external marks are 70 and internal are 30.
- 5) Vivo voice is also a part of the examination system
- 6) Due weight age would be given to the attendance.

## SCHEME OF EXAMINATION

Student will be evaluated on the basic of a written examination and Viva voice at the end of each semester and internal assessment would also be done during the semester. In the external examination, written examination would be having 50 MCQs (Multi-choice questions) of 50 marks having the duration of one hour. The project work/viva voice will be of 20 marks. The internal assessment will be of 30 marks, out of which 15 marks will be of MCQs, 10 marks of project work/viva voice and 5 marks for the presence/performance during the semester.

Semester – I [COP: Spoken English]  
Syllabus of Units Basic – 1 & 2

Objective:

To enable the student to pronounce correctly with proper stress and intonation, to use the conversational structure appropriately.

Unit – I Introduction to Phonetics

- (a) Pronunciation : English sounds and words
- (b) Stress
- (c) Intonation

Unit – II Conversational Structures:

Dialogue based study of structure patterns and grammatical topics

Basic Reading:

1. V. Sasikumar : A Course in Listening and Speaking – I, Cambridge University press
2. G. Taylor: English Conversation Practice, Tata Mcgraa-Hill Publishing Company Ltd.
3. Raymond Murphy: Essential English Grammer, Cambridge University Press

Semester – II [COP: Spoken English]  
Syllabus of Units Basic – 3 & 4

**Objective:**

To enable the students to communicate correctly and properly in Basic English communication.

**Unit – III Process of Effective Communication and communicative functions:**

- (a) What is communication?
- (b) Essential of effective communication
- (c) Communicative function: Greeting and Introduction, request, Permission, instruction and direction, offering help etc.

**Unit – IV Training/Fieldwork/Project Work**

On the basic of unit I-II-III, training of preparing project on the basic of the field work would be given to the student. The student would be given small communicative function based project on daily use of English in society.

**Basic Reading:**

- 1 V. Sasikumar : A Course in Listening and Speaking – I, Cambridge University press
- 2 G. Taylor: English Conversation Practice, Tata Mcgraa-Hill Publishing Company Ltd.
- 3 Raymond Murphy: Essential English Grammer, Cambridge University Press.
- 4 Di Pietro Speaking. Oxford: Oxford University Press.

## Semester – I

| No | Course Code | Name of Course            | Credits |
|----|-------------|---------------------------|---------|
| 1  | Basic – 1   | Introduction to Phonetics | 05      |
| 2  | Basic – 2   | Conversational Structure  | 05      |
|    |             | <b>Total</b>              | 10      |

## Semester – II

| No | Course Code | Name of Course                                     | Credits |
|----|-------------|--|---------|
| 1  | Basic – 3   | Effective communication and Communication Function | 02      |
| 2  | Basic – 4   | Training/Fieldwork/Project Work                    | 08      |
|    |             | <b>Total</b>                                       | 10      |
|    |             | <b>Grand Total</b>                                 | 20      |

Grade will be given by below method:

### Grading Point

| Grade Point | Description | % of Marks | Division/Grade |
|-------------|-------------|------------|----------------|
| 10          | Outstanding | 90% → 99%  | First/O        |
| 9           | Excellent   | 80% → 89%  | First/A        |
| 8           | Very Good   | 70% → 79%  | First/B        |
| 7           | Good        | 60% → 69%  | First/C        |
| 6           | Fair        | 50% → 59%  | Second/D       |
| 5           | Average     | 40% → 49%  | Pass/E         |
| 4           | Dropped     | Below 40%  | F              |

### **Semester – I Career Oriented Programme of Spoken English**

| <b>Subject Code</b> | <b>Title of the Course</b> | <b>Course Credits</b> | <b>No.of Hours per Semester</b> | <b>Weightage for Internal Examination</b> | <b>Weightage For Semester end Examination</b> | <b>Total Marks</b> |
|---------------------|----------------------------|-----------------------|---------------------------------|---|---|--------------------|
| Basic – 1           | Introduction to Phonetics  | 05                    | 75                              | 30  | 70  | 100                |
| Basic – 2           | Conversational Structure   | 05                    | 75                              | 30  | 70  | 100                |

### **Semester – II Career Oriented Programme of Spoken English**

| <b>Subject Code</b> | <b>Title of the Course</b>                          | <b>Course Credits</b> | <b>No.of Hours per Semester</b> | <b>Weightage for Internal Examination</b> | <b>Weightage For Semester end Examination</b> | <b>Total Marks</b> |
|---------------------|---|-----------------------|---------------------------------|---|---|--------------------|
| Basic – 3           | Effective Communication and Communicative Functions | 02                    | 30                              | 30  | 70  | 100                |
| Basic – 4           | Training/Fieldwork/Projectwork                      | 08                    | 120                             | 30  | 70  | 100                |

Hemchandrachrya North Gujarat University, Patan

Career Oriented Certificate Course

Subject: - Functional and Communicative English  
Semester Course of Studies

Suggested Syllabus

A Draft of Syllabus Submitted to be executed from Jun 2012

Semester – I [COP: Functional and Communicative English]  
Syllabus of Units Basic – 1 & 2

Objective:

- (1) To enable the student to pronounce correctly with proper stress and intonation, to use the conversational structure appropriately.
- (2) To enable the student to write to correct English with proper spelling and content.

Unit – I Communication and Writing Skills:

- (a) Communication English Sounds, Words and Vocabulary
- (b) Stress, Punctuation and Fluency.
- (c) Intonation and Pronunciation.

Unit – II Conversation with Pattern and Content:

- (a) Dialogue based study of structural patterns and grammatical topic Including course and function.
- (b) Effect to communication, use of articles, revision, of tenses, use of . Vocabulary and modal of auxiliary verbs

Basic Reading:

1. Mohan K.Das: Developing Communication Mac Millan Press, New Delhi.
2. Tom Allens & Walter: English for Specific Purpose, Cambridge University Press.
3. V. Sasikumar : A Course in Listening and Speaking – I, Cambridge University press
4. G. Taylor: English Conversation Practice, Tata Mcgraa-Hill Publishing Company Ltd.
5. Raymond Murphy: Essential English Grammar, Cambridge University Press

Semester – II [COP: Functional and Communicative English]  
Syllabus of Units Basic – 3 & 4

**Objective:**

- (1) To enable the students to communicate correctly and properly in Basic English communication.
- (2) To enable the student to write correct English and Speak in the proper order and fluency.

**Unit – III Effective Communication, Communicative Functions and Content Reading:**

- (a) What is communication?
- (b) Essential of effective communication
- (c) What is function?
- (d) Essential of Effective Functions
- (e) What is Comparison between Communication and Function?
- (f) Communicative function: Greeting and Introduction, request, Permission, instruction and direction, offering help etc.
- (g) How can write correct English?
- (h) How can Speak Fluent English?

**Unit – IV Training/Fieldwork/Project Work**

On the basic of unit I-II-III, training of preparing project on the basic of the Content work would be given to the student. The student would be given small communicative function based project on daily use of English in society and New Paper.

**Basic Reading:**

1. Mohan K.Das: Developing Communication Mac Millan Press, New Delhi.
2. Tom Allens & Walter: English for Specific Purpose, Cambridge University Press.
3. V. Sasikumar : A Course in Listening and Speaking – I, Cambridge University press
4. G. Taylor: English Conversation Practice, Tata Mcgraa-Hill Publishing Company Ltd.
5. Raymond Murphy: Essential English Grammar, Cambridge University Press

## Notes:

1. This syllabus has been developed for the student of Career Oriented Programme of Function and Communicative English
2. The whole syllabus has been divided in to 2 semesters and each semester has 2 units.
3. The whole course is having 20 credits out of which 8 credits has been given to the project work/filed work /training.
4. In semester II, project work/ field work is compulsory.
5. Marks are divided into external and internal. In each semester external marks are 70 and Internal are 30.
6. Vivo voice is also a part of the examination system
7. Due weight age would be given to the attendance.

## SCHEME OF EXAMINATION

Student will be evaluated on the basic of a written examination and Viva voice at the end of each semester and internal assessment would also be done during the semester. In the external examination, written examination would be having 50 MCQs (Multi-choice questions) of 50 marks having the duration of one hour. The project work/viva voice will be of 20 marks. The internal assessment will be of 30 marks, out of which 15 marks will be of MCQs, 10 marks of project work/viva voice and 5 marks for the presence/performance during the semester.

### Semester - I

| No      | Course Code | Name of Course                        | Credits |
|---------|-------------|---------------------------------------|---------|
| 1       | Basic - 1   | Communication and Writing Skills      | 05      |
| 2       | Basic - 2   | Conversation with Pattern and Content | 05      |
| Total : |             |                                       | 10      |

### Semester - II

| No                   | Course Code | Name of Course  | Credits   |
|----------------------|-------------|---|-----------|
| 1                    | Basic - 3   | Effective communication,<br>Communication Function and Content<br>Reading | 02        |
| 2                    | Basic - 4   | Training and Project Work   | 08        |
| Total :              |             |   | 10        |
| <b>Grand Total :</b> |             |   | <b>20</b> |

### Grade will be given by below method

Grading Point :

| Grade Point | Description | % of Marks | Division / Grade |
|-------------|-------------|------------|------------------|
| 1           | 2           | 3          | 4                |
| 10          | Outstanding | 90% → 99%  | First / O        |
| 9           | Excellent   | 80% → 89%  | First / A        |
| 8           | Very Good   | 70% → 79%  | First / B        |
| 7           | Good        | 60% → 69%  | First / C        |
| 6           | Fair        | 50% → 59%  | Second / D       |
| 5           | Average     | 40% → 49%  | Pass / E         |
| 4           | Dropped     | Below 40%  | F                |

**Semester – I Career Oriented Programme – Function and communication English**

| <b>Subject Code</b> | <b>Title of the Course</b>            | <b>Course Credits</b> | <b>No.of Hours per Semester</b> | <b>Weightage for Internal Examination</b> | <b>Weightage For Semester end Examination</b> | <b>Total Marks</b> |
|---------------------|---------------------------------------|-----------------------|---------------------------------|---|---|--------------------|
| Basic – 1           | Communication and Writing Skills      | 05                    | 75                              | 30  | 70  | 100                |
| Basic – 2           | Conversation with Pattern and Content | 05                    | 75                              | 30  | 70  | 100                |

**Semester – II Career Oriented Programme – Function and communication English**

| <b>Subject Code</b> | <b>Title of the Course</b>   | <b>Course Credits</b> | <b>No.of Hours per Semester</b> | <b>Weightage for Internal Examination</b> | <b>Weightage For Semester end Examination</b> | <b>Total Marks</b> |
|---------------------|--|-----------------------|---------------------------------|---|---|--------------------|
| Basic – 3           | Effective Communication, Communicative Functions and Content Reading | 02                    | 30                              | 30  | 70  | 100                |
| Basic – 4           | Training and Project work  | 08                    | 120                             | 30  | 70  | 100                |