

ENG1A02

FUNCTIONAL GRAMMAR AND COMMUNICATION IN ENGLISH

COURSE CODE	ENG1A02
TITLE OF THE COURSE	FUNCTIONAL GRAMMAR AND COMMUNICATION IN ENGLISH
SEMESTER IN WHICH THE COURSE IS TO BE TAUGHT	1
NO. OF CREDITS	3
NO. OF CONTACT HOURS	90 hrs (5 hrs / week)
Module 1:	26 hrs
Module 2:	26 hrs
Module 3:	26 hrs
Evaluation:	12 hrs
Total :	90hrs

Module 1: Basic Concepts of Syntax

Word order and Sentence Patterns - Concord/ Subject-Verb Agreement - Types of Sentences based on Functions - Types of Sentences based on Clauses - Transformation of Sentences - Affirmative and Negative Sentences - Connectives- Collocations - Punctuations

Module 2: Basic Functional Aspects of Grammar

Use of major tense forms (Emphasis on tense forms in use in everyday transactions) – Use of Active and Passive Voice – Making use of Reported Speech – Use of functional elements in sentences – Articles – Prepositions.

Module 3: Skills for Communication

Aspects of Formal Communication – Barriers to Communication – Preparation for Minutes of Meeting – Writing of Memos - Emails – Letter writing – Writing Curriculum Vitae/Resume - Proposals and Statements of Purpose – Reviews - Case Studies – Group discussion – Presentation skills

FURTHER READING:

Adair, John. *Effective Communication*. London: Pan Macmillan Ltd., 2003. Collins, Patrick. *Speak with Power and Confidence*. New York: Sterling, 2009.

Combleet. S and Carter, R *The Language of Speech and writing* London: Routledge. 2001. Dignen, Bob. *Presentation Skills in English*, Orion Printers, Hyderabad. 2007.

Guffey, Mary Ellen. *Essentials of Business Writing*. Ohio: South-Western College Pubg., 2000. Kroehnert, Gary. *Basic Presentation Skills*. Sidney: McGraw Hill, 2010.

Mohan Krishna and Meera Banerji. *Developing Communication Skills* 2nd Edition, Trinity Press Delhi. 2009.

Quirk R. & Sidney Greenbaum. *A University Grammar of English*. ELBS.

Shankar. R *Communication Skills in English Language* ABD Publishers, New Delhi. 2011. Swan, Michael. *Practical English Usage*. Oxford University Press, 2005.

Thomson, A. J. and Martinet. *A Practical English Grammar Combined Exercises* Vol. 1 & 2. Oxford University Press.

Wallace, Michael. *Study Skills in English*. London: Cambridge University Press. 1988.