

## **Certificate Course on Functional English**

### **Semester I**

#### ***Modules at a Glance***

<b>Sr. No</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	Word Class	02
2	Tenses, Concord and Voice	02
3	Spelling and Punctuation	02
4	Sentences	02
Total		08

<b>Sr. No</b>	<b>Modules/Units</b>
1	<b>Word Class</b>
	Articles, Prepositions, Verbs, Adverbs, Conjunctions, Interjections
2	<b>Tenses, Concord, Voice</b>
	Tense and Aspect, Subject and Verb Agreement, Person and Number, Active and Passive Voice
3	<b>Spelling and Punctuation</b>
	Rules of Punctuation, Basic Rules of Spelling
4	<b>Sentences</b>
	Types of Sentences, Conversion of Sentences

Practical Module:

- 1) Introductions
- 2) Narration
- 3) Practice Sessions with Linguaphone

## Semester II

### *Modules at a Glance*

Sr. No	Modules	No. of Lectures
1	Reading Skills	04
2	Speaking Skills	04
3	Vocabulary Building	03
4	Writing Skills	04
Total		15

Sr. No	Modules/Units
1	<b>Reading Skills</b>
	Comprehension, Phrases, Summarisation
2	<b>Speaking Skills</b>
	Intonation, Word Stress, Conversation, Body Language
3	<b>Vocabulary Building</b>
4	<b>Writing Skills</b>
	Coherence, Cohesion, Composition, 7Cs

Practical Module:

- 1) Picture Composition
- 2) Dialogues
- 3) Presentations