

Govt. College, Amargarh

Syllabus Of Functional English

English Department

Duration: - 1 Month

Sr. No.	Topics
1.	Phonetics & Phonology :The organs of speech and mechanism
2.	The classification and description of speech sounds. (English Vowels, Consonants and Diphthongs)
3.	The Syllable , consonant cluster in English, word stress
4.	Letter writing: Personal, Official, Business Letters
5.	E-Mail writing
6.	Resume writing
6.	Translation

Learning Outcomes:-

- The learners will develop communicative and writing proficiency in English.
- Understand the differences in the native language on their English pronunciation.
- Improve listening skills.
- Identify various writing letter styles.
- Develop confidence to interact fluently in English in situation where necessary.

• Evaluation Process:-

➤ Testing:-

- 1) Speak sentences in various situations.
- 2) Oral and writing practice of sound system.
- 3) Practice of various writing skills in class.

➤ Grading Categories

- a) Practical Exercises 40%
- b) Assessments 30%
- c) Class Participation 30%

➤ Grading Scale

- 100-90% A
- 89-80% B
- 79-70% C
- 69-60% D
- 59-0% E

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