**Course Title: English for Communication** Full marks: 80T + 20P = 100

Course No. Eng. Ed. 423 Pass marks: 28T + 8P

Nature of the course: Theory and Practical Periods per week: 6

Level: B. Ed. (4 years) Time per period: 45 minutes

Year: Second Total periods: 150

**1. Course Description**

This is a course on functional and situational English with a focus on developing students' communicative competence in the use of the English language. The course presents a list of the commonly used everyday language functions and the students are expected to practise them in and outside the classroom. The course is organized into nine units. The first unit introduces the language functions in general and the units from two to eight deal with the language functions as such. Whereas, the ninth unit enables the students to communicate through different forms of written English.

**2. General Objectives**

 The objectives of this course are as follows:

* To introduce the students with the functional aspects of language.
* To make the students able to use language functions about information.
* To familiarise the students with the language used to express attitudes.
* To make the students familiar with the exponents of English about action.
* To expose the students to the language used in different social set up.
* To familiarise the students with the language functions making communication work.
* To familiarise the students with the language functions used to impart factual information
* To familiarise the students with the language about language.
* To acquaint the students with everyday written communication

**3. Specific Objectives and Contents**

|  |  |
| --- | --- |
| **Specific Objectives** | **Contents** |
| * Describe the functions of language.
* Distinguish between grammatical and communicative functions
* Describe the form function relations.
* Identify the communicative functions and their exponents.
* Distinguish between written and oral communication
 | **Unit I: Introduction (10)** * 1. Functions of language
	2. Grammatical and communicative functions
	3. Form – function relations
	4. Communicative functions and their exponents
	5. Written and oral communication
 |
| * Give appropriate exponents of the given language functions.
* Use the language functions about information appropriately.
 | **Unit II: Language Functions: About Information (10)** * 1. Asking for information
	2. Asking if someone knows about something
	3. Saying you know/do not know about something
	4. Reminding
	5. Asking about remembering
	6. Saying you remember
	7. Saying you have forgotten
	8. Asking if someone is correct
	9. Saying someone is correct/not correct
	10. Correcting someone
 |
| * Give appropriate exponents of the given language functions.
* Communicate using the given language functions.
* Compose conversations according to the situation.
 | **Unit III: Language Functions: About Attitudes (30)** 3.1 Asking if someone is sure about something3.2 Saying you are sure/not sure3.3 Saying what you think is possible or impossible3.4 Talking about what might happen3.5 Asking how someone feels before/after something happens 3.6 Saying you are curious3.7 Saying what you hope will happen3.8 Saying what you want3.9 Saying you are looking forward to something3.10 Saying you are optimistic/pessimistic3.11 Saying you are worried or afraid3.12 Expressing surprise3.13 Saying you are pleased/displeased/relieved3.14 Saying you approve/do not approve3.15 Saying you are excited/disappointed/bored3.16 Asking about/ expressing likes/dislikes3.17 Asking about preference3.18 Saying what you prefer3.19 Asking if someone approves3.20 Comparing3.22 Saying something is not important3.23 Asking someone’s opinion3.24 Giving your opinion3.25 Saying you have no opinion/Avoiding giving opinion3.26 Trying to change someone’s opinion3.27 Asking if someone is interested3.28 Saying you are interested/not interested3.29 Giving reasons3.30 Agreeing/disagreeing3.31 Saying you are wrong and someone else is right3.32 Saying you have reached agreement |
| * Give appropriate exponents of the given language functions.
* Use the given functions appropriately.
 | **Unit IV: Language Functions: About action (20)** 4.1 Offering to do something for someone4.2 Accepting/refusing an offer or help4.3 Saying what you think you ought to do/not to do4.4 Saying you intend/do not intend to do something 4.5 Asking if someone is able to do something4.6 Saying you are able/not able to do something4.7 Asking for permission4.8 Giving/refusing permission4.9 Asking if you are obliged to do something4.10 Saying someone is obliged to do something 4.11 Saying someone must/need not do something4.12 Telling someone to do something4.13 Telling someone how to do something4.14 Advising, Warning, Suggesting, Requesting, Encouraging, Persuading, Complaining, Threatening4.15 Saying you are willing/unwilling to do something4.16 Refusing to do something |
| * Give appropriate exponents of the given language functions.
* Use the language functions in conversations.
 | **Unit V: Language Functions: Social formulas (25)** 5.1 Starting a conversation with a stranger5.2 Introducing yourself/someone5.3 Answering an introduction5.4 Attracting someone’s attention5.5 Greeting5.6 Asking how someone is5.7 Saying how you are5.8 Giving good wishes/responding to good wishes5.9 Proposing a toast5.10 Inviting someone5.11 Accepting/declining an invitation5.12 Offering something5.13 Accepting/declining an offer5.14 Giving something to someone5.15 Thanking5.16 Responding to thanks5.17 Congratulating/complimenting5.18 Responding to congratulations/compliments5.19 Saying sorry5.20 Accepting an apology5.21 Showing sympathy5.22 Expressing condolence5.23 Leaving someone politely for a short time5.24 Ending a conversation5.25 Saying goodbye5.26 Welcoming5.27 Addressing5.28 Announcing |
| * Carry out the communication using the given functions appropriately.
* Give appropriate exponents of the given language functions.
 | **Unit VI: Language Functions: Making communication work(10)**6.1 Asking someone to say something again6.2 Checking that you have/someone has understood6.3 Saying something again6.4 Saying something in another way6.5 Giving an example6.6 Showing you are listening6.7 Taking up a point6.8 Giving yourself time to think6.9 Changing the subject6.10 Summing up |
| * Impart factual information using the given functions appropriately.
* Give appropriate exponents of the given language functions.
 | **Unit VII: Language Functions: Imparting Factual Information (10)** 7.1 Identifying persons/objects7.2 Describing objects/persons/actions/ processes7.3 Describing uses and purposes7.4 Narrating actions/events/experiences7.5 Reporting/quoting7.6 Correcting oneself/others7.7 Illustrating things7.8 Expressing intentions/plans  |
| * Use the given functions appropriately.
* Give appropriate exponents of the given language functions.
 | **Unit VIII: Language Functions: Finding out about language(5)** 8.1 Finding out about punctuation8.2 Finding out about spelling8.3 Finding out about correctness8.4 Finding out about meaning8.5 Finding out about appropriateness |
| * Communicate in written English through different forms.
* Write considering audience subject, purpose, time and place
* Follow the process of writing
 | **Unit IX: Written communication(30)**9.1 Communing in everyday life  a. Business letter b. Job application c. Greeting card and invitation, d. Email and SMS e. Notice and Minute  f. Report g. Narrative, Description, Exposition and Argument,  h. Presentation* 1. Getting the message across
1. Audience
2. Subject
3. Purpose
4. Time and place
	1. The writing process
5. Planning and research
6. Writing, drafting and revising
 |

*Note: The figures within the parentheses indicate approximate periods allotted to respective units.*

**4. Instructional Techniques**

 The instructional techniques for this course are divided into two groups. First group consists of general instructional techniques applicable to most of the units. The second group consists of specific instructional techniques applicable to specific units.

**4.1. General Instructional Techniques**

* Lecture
* Discussion
* Demonstration
* Explanation
* Illustration

**4.2. Specific Instructional Techniques**

Some specific techniques are suggested to ensure the active engagement of the students.

|  |  |
| --- | --- |
| Unit 1 | * Small group discussion on the given topics
 |
| Unit 2-8 | * Group work/pair work to discuss and find out exponents for given functions.
* Presentation on the given topics.
 |
| Unit 9 | * Individual work to write essays, letters, invitations and SMS .
* Project work to carry out small research and write reports
 |
|  |  |

**5. Evaluation Scheme and Time Allotment**

The course is for one academic year and it carries 100 marks. The distribution of marks and time allotment is as follows:

|  |  |  |
| --- | --- | --- |
| **Unit** | **Marks** | **Time** |
| Unit 1. Introduction | 10 | 10% |
| Unit 2. Language Functions: About information | 10 | 10% |
| Unit 3. Language Functions: About attitudes | 15 | 15% |
| Unit 4. Language Functions: About actions | 10 | 10% |
| Unit 5. Language Functions: Social formulas | 15 | 15% |
| Unit 6. Language Functions: Expressing Making communication work | 10 | 10% |
| Unit 7. Language Functions: Imparting Factual Information | 5 | 5% |
| Unit 8. Language Functions: Finding out About Language  | 5 | 5% |
| Unit 9. Written communication | 20 | 20% |

**6. Evaluation**

Theory Part

There will be a written examination of 80 marks which will be conducted by the Office of the Controller of Examination. The types and number of test items to be asked in the annual examination are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Types of questions**  | **Total questions to be asked** | **Number of questions to be answered and marks alloted** | **Total marks**  |
| Group A: Multiple choice items  | 14 questions | 14 × 1 mark | 14 |
| Group B: Short answer questions  | 6 with 3 alternative questions | 6 × 7 marks | 42  |
| Group C: Long answer questions  | 2 with 1 alternative question | 2 × 12 marks | 24  |

**Practical Part**

The practical examination, which will be conducted by the respective campuses, carries 20 marks. The students will be asked to demonstrate their communicative skills from the language functions they studied in the course. Various situations will be given to them and they will have to supply the language exponents required to address the given language functions. Similarly, various language forms will be supplied to the students and they will have to identify the appropriate language functions. The oral examination will be conducted externally by the Office of the Controller of Examinations.

**6. Recommended Books and References**

**Recommended Book**

Blundell, J., Higgens, J. & Middlemiss, N. (2009). *Function in English*. Oxford: Oxford University Press. ( Unit II-VIII)

Matreyek, W. (1983). *Communicating in English*. New York: Pergamon Press..( Unit II-VIII) Seely, J. (2007). *The Oxford guide to writing and speaking.* New Delhi: OUP. (Unit IX)

**References**

Anderson, j. (nd). Role plays for today. New Delhi: Viva Books.

Crystal, D. (1987). The Cambridge Encyclopedia of the English Language. Cambridge: CUP.

Jones, L. (2010*). Functions of English*. Cambridge: Cambridge University Press.

Crystal, D. (2008). Txtng. Oxford: Oxford University Press.