

Himachal Pradesh University

Department of English

Dated: 18.6.2013

Proceedings of the Meeting of Board of Studies in English (Undergraduate)

A meeting of the Board of Studies (English) for undergraduate classes was held in the office of the Chairperson, Department of English on July 15, 2013 at 11:00 a.m. The following members were present:

1. Prof. Girija Sharma Dean, Faculty of Languages & Chairperson, Dept of English
2. Ms. Anupam Bhalla Member
3. Dr. Ashwani Rana Member

SPECIAL INVITEE: Professor Pankaj K. Singh, Former Dean, Faculty of Languages & Chairperson, Dept. of English H.P. University, Shimla

The following course of Studies was approved by the Board of Studies:

Functional English

NOTE:

Functional English falls in category of skill based courses and not in the category of Compulsory Courses.

MM 40

Unit I Grammar

- | | | |
|-------|--|----------------|
| (i) | Articles, Prepositions, Conjunctions | 4 marks |
| (ii) | Synonyms, antonyms, one-word substitutes | 4 marks |
| (iii) | Forms of the Verb and tenses | 4 marks |

Unit II Reading and Writing Skills

I. Reading Skills

- | | |
|---------------|----------------|
| Comprehension | 5 marks |
| Note Making | 4 marks |

II. Writing Skills

- | | |
|---|----------------|
| (A) Official Letter/Application writing | 4 marks |
|---|----------------|

(B) a) Message Writing (around 50 words): Writing messages in the following situations. For instance:

- i) Conveying a message received on the phone for a person who is not at home
- ii) Writing a message for a friend who is not at home but with whom you wanted to discuss some important matter
- iii) Leaving home in the absence of family members and conveying them on what business you have gone

3 marks

b) Data Interpretation (around 100 words): Data interpretation requires analysis and comparison of given facts in the form of tables, pie charts, line graphs, line/bar graphs and drawing inferences or conclusions based on them.

3 marks

c) Bio Sketch (around 100 words): Is a very short description of a person's life, works, achievements and special qualities of character and personality. A Bio-Sketch highlights what makes that person special, the important things he/she has done and the difference he/she has made in a particular field.

3 marks

d) Email Writing ((120 words): **Email is now a replacement for the traditional letter writing.** Effective Email message **must:**

- have a clearly stated subject line
- place priority information in the beginning
- be brief without being rude
- use the right tone-formal/informal according to whom it is sent
- have simple vocabulary, uncomplicated sentences and short paragraphs
- use correct grammar and spelling to avoid confusion
- be courteous
- end with thanks/a line saying you look forward to hearing from the recipient
- have a signature which may include position held/ address/phone number

Effective Email **must not:**

- be too long
- be all in capital letters. This would be considered as 'shouting'. However, some words may be highlighted or capitalized.
- have very confidential or personal information that may fall into wrong hands and cause problems.
- be vague and have insufficient information
- be forwarded or circulated unsolicited
- carry attachments with viruses or malicious software in them.

3 marks

e) Newspaper Report: A newspaper report is an authentic account of an incident or event. It is very precise and specific in detail and objective in style. It usually answers questions like what happened, where, when, how and what has been its impact or consequences. In case of an event

it also includes information about participants, guests, details of items or programme and occasion.

Layout of a Newspaper Report:

i)Headline or Title: Catchy and Brief

Byline: A Sub Headline/Name, rank, position etc of the person writing the report

Opening Paragraph: A Brief mention of what happened where and how and most prominent consequence/ effect along with the day, date and time when it took place.

Details: paragraph 2 and 3 give details of events being reported. Eye witness accounts. In case of accidents, loss of life and property is listed, cause of the accident is concluded, police action and rescue operations, damage control exercise are detailed. Compensation and help announced by government are mentioned.

Conclusion: A remark as to how the event has impacted life and the people is made. **3 marks**

Pattern of Testing

Unit I

Grammar

- (i) Fill in the blanks with appropriate articles, prepositions or conjunctions.

Five sentences to be attempted out of **Seven** given sentences.

4 Marks

Five to be attempted out of given **Seven** questions of MCQ type, to identify the most appropriate synonym, antonym or one word substitute.

4 Marks

- (ii) Fill in the blanks with the correct tense or form of the given verbs. Five sentences to be attempted out of the given Ten sentences.

4 Marks

Unit II

Reading Skills

9 Marks

- (i) Comprehension

5 marks

- (ii) Note Making

4 marks

Writing Skills

19 Marks

- (i) Official Letter / Application writing/

4 Marks

- (ii) There will be internal choice. The students will attempt one question from each section out of the given Two.

3+3+3+3+=12 Marks

Suggested Reading:

1. Wren and Martin. *High School English Grammar and Composition* (Revised Edition). S. Chand and Publisher, 2011.
2. Liz Hamp-Lyons, Ben Heasley. *Study Writing: A Course in Writing Skills for Academic Purposes*. Delhi: CUP, 2008.
3. K.K. Sinha. *Business Communication*. New Delhi: Galgotia Pub., 1999.
4. *Handbook of Practical Communication Skills*. Ed. Chrissie Wright. Jaico Pub., 1999.
5. M.L. Tickoo. *Teaching and Learning English: A Sourcebook for Teachers and Teacher-trainers*. Orient Longman, 2003

Prof. Girija Sharma

Mr. Anupam Bhalla

Dr. Ashwani Rana

Prof. Pankaj K. Singh

(Special Invitee)

