

**ST. JOSEPH'S COLLEGE OF ARTS & SCIENCE
(AUTONOMOUS)
CUDDALORE-1**



**PG & RESEARCH DEPARTMENT OF ENGLISH
COURSES OFFERED TO OTHER DEPARTMENTS
(B.A.,/B.Sc.,/B.Com.,/B.Com(BM).,/B.B.A/B.C.A)**

**COURSES OFFERED
TO
OTHER DEPARTMENTS**

YEAR-I	FUNCTIONAL ENGLISH – I B.A., B.Sc., From Batch 2016	LE101T
SEMESTER - I		T* Third Revision
PART – II LANGUAGE		Hours: 4
		Credit: 3

OBJECTIVE:

To make students acquire Basic English skills-Listening, Speaking, Reading and Writing.

UNIT-I

I Listening: English speech sounds- Consonants

II Speaking: 1. Meeting People, Exchanging Greetings & Taking Leave
2. Introducing people to others

III Reading: Prose: *Forgetting* - Robert Lynd

IV Writing: 1. Letter-Writing - Informal Letters
2. The Sentence
3. Parts of Speech

UNIT-II

I Listening: Speech sounds- Pure Vowels

II Speaking: 1. Giving Personal Information
2. Talking about people

III Reading: Poem: *Mending Wall* – Robert Frost

IV Writing: 1. Letter-Writing - Formal Letters
2. Nouns – Classes and Gender
3. Nouns – Number and case
4. Adjectives
5. Comparison of Adjectives

UNIT-III

I Listening: Diphthongs

II Speaking: 1. Taking and leaving messages
2. Making enquiries on the phone

III Reading: Poem: *Time and Love* – William Shakespeare

IV Writing: 1. Dialogue Writing
2. Articles
3. Pronouns – Personal, Reflexive and Emphatic
4. Pronouns – Demonstrative, Indefinite, Interrogative, Distributive and Reciprocal
5. Pronouns – Relative

UNIT-IV

- I Listening:** Phonetic Transcription (words)
II Speaking: Answering the Telephone and Asking for Someone
III Reading:
1. Prose: *Mother Teresa* - John Frazer
2. One-Act Play: *The Best Laid Plans* - Farrel Mitchell
IV Writing:
1. Reading Comprehension
2. Verbs – Transitive and Intransitive
3. Verbs – Active and Passive Voices

UNIT-V

- I Listening:** Voiced and Voiceless sounds
II Speaking: Dealing with a wrong number
III Reading: Short Story: *The Selfish Giant*- Oscar Wilde
IV Writing:
1. Verbs: Mood and Tense
2. Concord or Agreement of the verb with the Subject

Text:

1. **A Text Book of English Phonetics for Indian Students:** Balasubramanian. T, Hyderabad, Macmillan, (1981).
2. **Spoken English for You:** Pillai, Radhakrishna.G&Rajeevan.K, Madras. Emerald, (1994).
3. **A Galaxy of Precious Prose** (an anthology of prose sections): ed. Dr.Rao, Syamala.B, Madras. Blackie Books, (2001).
4. **American Literature 1890-1965 (An Anthology):** ed. Dr. Egbert.S, Oliver,P.hd., New Delhi. Eurasia Publishing House (Pvt) Ltd. 2008.
5. **Vignettes of Life (A Collection of Short Stories):** ed. Padma.T, Chennai. Macmillan (1998).
6. **Portraits In Prose (An Anthology of Biographical Sketches):**Jagadesan. S, Chennai. Orient Blackswan, 2007.
7. **The Book of Elizabethan Verse:** ed. William Stanley Braithwaite. Boston: Herbert B. Turner & Co., www.bartley.com
8. **A Pride of Plays:** ed. Prof. K.G. Seshadri, Chennai. Anuratha Publications. 2014.
9. **Contemporary English Grammar Structures and Composition:** ed. David Green, Delhi. Macmillan, 2014.

Reference:

1. **English for Competitive Examinations:** ed. R.P. Bhatnagar, Rajul Bhargava. Chennai. Macmillan, 2002.
2. **Living English Structure (Practice Book for Foreign Students and Key):** Stannard Allen. London. LongMans, Green and Co., 1956.

FUNCTIONAL ENGLISH –I LE101T

I Year - B.A. / B.Sc.

Semester – I

(From batch 2016 onwards)

Question Pattern

Time: 3hrs

Marks: 75

Section-A (No choice)

(20x1=20)

Objective and Short Answers:

Questions covering all units except Phonetics, Letter Writing, Dialogue Writing and Reading Comprehension.

Section-B (Phonetics)

(10 Marks)

Transcribe the words: (5 out of 8) (5 Marks)

Match the Following: (5 Marks)

Section-C (Essay)

(3x10=30)

One from Prose (either or type)

One from Poetry (either or type)

One from Short Story or One Act Play

Section-D

(3x5=15)

Letter-Writing

Dialogue-Writing

Comprehension

YEAR – I	FOUNDATION COURSE – ENGLISH – I B.Com./B.Com.(BM)/ B.C.A./B.B.A.(CA) From batch 2017 – 2018 onwards	LEC101T
SEMESTER - I		T* Third Revision
PART – II LANGUAGE		Hours: 5
		Credit: 3

OBJECTIVE:

To expose the students to human values through Literature and to enable them acquire communication skills.

UNIT- I Preparatory Language Skills: [15 HRS]

1. Character is Destiny – S. Radha Krishnan (Prose)
2. All the World’s a Stage – William Shakespeare (Poetry)
3. The Never Never Nest – Cedric Mount (Play)

UNIT- II Communication Skills [15 HRS]

1. Understanding Communication
2. Greeting and Introducing
3. Making Requests
4. Agreeing and Disagreeing
5. Seeking and Giving Permission
6. Persuading and Debating
7. Sounds and Symbols in English
8. Word and Sentence Stress
9. Effective Use of Intonation
10. Telephone Manners in Business Situations
11. Handling Customer Orders and Enquiries
12. Handling Complaint Calls

UNIT-III Communication Skills [15 HRS]

1. The Gift of the Magi – O’Henry (Short Story)
2. Mallala Yousafzai Pakistani Activist – Naomi Blumberg (Biography)
3. The Monkey’s Paw – W.W Jacob (One – Act Play)

UNIT – IV INTERPERSONAL COMMUNICATION [15 HRS]

1. Effective Listening
2. Understanding the Audience
3. Perceptual Clarity
4. Channel Awareness
5. Role of Non – Verbal Communication
6. Pragmatics
7. Handling Delivery and After – Sales Problems
8. Taking Part in Teleconferences
9. Tele – Interviews

UNIT-V Writing Skills**[15 HRS]**

1. Note – Making
2. Report – Writing
3. Publicity Literature (Advertisements)

FOUNDATION COURSE ENGLISH - I**Text & Reference:**

1. Dutt, Kiranmai. Pand Geetha Rajeevan. *Basic Communication Skills*. New Delhi: Cambridge University Press India Pvt. Ltd., 2007. Print.
2. Pillai, Radhakrishna.G, Rajeevan.K, Bhaskaran Nair.P. *Written English For You*. Madra: Emerald Publishers, 1994. Print.
3. Ravindran. Padma, M.D.V.Kalyani Annie and Board of Editors. *Interface I*.New Delhi: Cambridge University Pres India Pvt. Ltd., 2007. Print.
4. Samson.T,Geetha Rajeevan and Consultant Editor. *Interface 2*. New Delhi: Cambridge University Press India Pvt. Ltd., 2008. Print.
5. Samson.T,Geetah Rajeevan, M.D.V.K .Ayani Annie and Board of Editors. *English for Life 2*. New Delhi: Cambridge University press India Pvt. Ltd., 2008. print.
6. Sharma.R.C. and Krishna Mohan. *Business Correspondence and Report Writing*. New Delhi: Tata Mc Graw Hill Education Pvt. Ltd., 2010. Print.

FOUNDATION COURSE ENGLISH – I

I YEAR B.Com./B.Com.(BM)/ B.C.A./B.B.A.(CA) LEC101T

SEMESTER I

**QUESTION PAPER PATTERN
(From batch 2017 – 2018 onwards)**

TIME: 3 hrs

Marks – 75

**Section – A (No Choice)
(Objective and Short Answers)**
Questions from Communication Skills
&
Interpersonal Communication Skills

(10x1=10)

**Section – B (No Choice)
(Objective and Short Answers)**
Questions from Communication Skills
&
Interpersonal Communication Skills

(10x2=20)

Section – C (Either or Type)

(3X10=30)

Essays:

1. Prose / Poetry
2. Play / One-Act Play
3. Short Story / Biography

Section – D (3x5=15)

1. Note – Making
2. Report – Writing
3. Publicity Literature (Advertisements)

YEAR – I	FUNCTIONAL ENGLISH - II B.A., B.Sc., From Batch 2016	LE202T T* Third Revision
SEMESTER – II		Hours: 4
PART – II LANGUAGE		Credit: 3

OBJECTIVES:

- To make students acquire Basic English skills: Listening, Speaking, Reading and Writing.
- To enable the students learn the art of communication through reading Literature.
- To enable the students understand and appreciate the beauty of life through Literature.

UNIT-I

I Listening: Triphthongs

II Speaking: 1. Making Requests and Responding to Requests
2. Thanking someone and Responding to thanks

III Reading: Prose: *How to be a Doctor* - Stephen Leacock

IV Writing: 1. Precis Writing
2. Non – Finite Verbs
3. Strong and Weak Verbs
4. The Auxiliaries

UNIT-II

I Listening: Strong and Weak Forms in Transcription

II Speaking: 1. Inviting and Accepting and Refusing an Invitation
2. Apologising and Responding to an Apology

III Reading: Poem: *Auguries of Innocence* – William Blake

IV Writing: 1. Note Making
2. Use of wrong Preposition
3. Unnecessary use of Articles

UNIT-III

I Listening: The Relationship between Spelling and Sound

II Speaking: 1. Paying Compliments, Showing Appreciation, Offering Encouragement and Responding to them.
2. Asking for, Giving and Refusing Permission.

III Reading: Prose: *My Vision for India* – A.P.J. Abdul Kalam

IV Writing: 1. Report Writing
2. Punctuation and Capitals

UNIT-IV

I Listening: Sentence Transcription

II Speaking: Describing Daily Routines

III Reading: 1. Poem: *If* – Rudyard Kipling

2. One-Act Play: *The Merchant of Venice*

-William Shakespeare

- ‘Trial for a Pound of Flesh’

IV Writing: 1. Paragraph Writing

2. Personal Details

UNIT-V

I Listening: Transcribing short passages

II Speaking: Asking for directions and giving directions

III Reading: Biography: *Kiran Bedi*- Parmesh Dangwal

IV Writing: 1. Use of wrong tenses

2. The uses of prefixes and suffixes

Text:

1. **A Text Book of English Phonetics for Indian Students:** Balasubramanian. T, Hyderabad, Macmillan, (1981).
2. **Spoken English for You:** Pillai, Radhakrishna.G&Rajeevan.K, Madras. Emerald, (1994).
3. **Vision In Verse (An Anthology Of Poems):** ed. S.P.S. Dahiya, Chennai, OUP. 2003.
4. **English For Excellence (Prose):** Lalitha Natarajan, Sasikala Natesan, Chennai. Anuradha Publications, 2007.
5. **English For Excellence (Short Stories and Biographies):** Lalitha Natarajan, Sasikala Natesan, Chennai. Anuradha Publications, 2007.
6. **The Tuneful Voice (Poetical Selections for The Young):** ed. K.G. Seshadri, Chennai. Anuradha publications, 2005.
7. **Selected Scenes From Shakespeare’s Plays:** Board of Editors, Chennai. Emerald publishers, 2000.
8. **Contemporary English Grammar Structures and Composition:** ed. David Green, Delhi. Macmillan, 2014.

Reference:

1. **English for Competitive Examinations:** ed. R.P. Bhatnagar, Rajul Bhargava. Chennai. Macmillan, 2002.
2. **Living English Structure (Practice Book for Foreign Students and Key):** Stannard Allen. London. LongMans, Green and Co., 1956.

Functional English –II LE202T

I Year- B.A. / B.Sc.

**Semester-II
(From batch 2016 onwards)**

Question Pattern

Time: 3hrs

Marks: 75

Section-A (No choice) (20x1=20)

Objective and Short Answers:

Questions covering all units except Phonetics, Precis Writing, Note Making, Report Writing, Paragraph Writing and Personal Details.

Section-B (Phonetics) (10 Marks)

Transcribe the given sentences: (5 out of 8) (5 marks)

Identify the Triphthongs: (5 Marks) No Choice

Section-C (Essay) (3x10=30)

One from Prose (either or type)

One from Poetry (either or type)

One from Biography or One -Act Play

Section-D (3x5=15)

Precis Writing or Note Making

Report Writing

Paragraph Writing or Personal Details

YEAR – I	FOUNDATION COURSE – ENGLISH - II B.Com./B.Com.(BM)/ B.C.A./B.B.A.(CA) (From batch 2017 – 2018 onwards)	LEC202T
SEMESTER - II		T* Third Revision
PART – II		Hours: 5
LANGUAGE		Credit: 3

OBJECTIVE:

To expose the students to human values through Literature and to enable them acquire communication skills.

UNIT- I **[13 HRS]**

Preparatory language skills

1. Indian Women - S. Radhakrishnan (Prose)
2. The Solitary Reaper – William Wordsworth (Poem)
3. The Purple Dress – O’Henry (Short Story)

UNIT-II **[13 HRS]**

Basics of Business English

1. Importance of Effective Communication in Business Contexts
2. Face – to - Face Communication with Customers and Visitors.
3. Basic Skills for Talking to People in Transactional Situations
4. Receiving Visitors
5. Booking Hotel Accommodation
6. Making Small Talk and Telling Stories.
7. Group Discussions
8. Preparing for Interviews
9. Taking Interviews
10. Promotion Interviews

UNIT-III **[13 HRS]**

Literature

1. Give us a Role Model – A.P.J. Abdul Kalam (Prose)
2. Sowali – Mahasweta Devi (Story)
3. J.R.D’s Words of Inspiration to Sudha Murthy (Prose)

UNIT-IV **[12 HRS]**

Discussions / Meetings / Team Skills

1. Preparing Agenda for Meetings
2. Writing Minutes of Meetings
3. Making Notes of Business conversations
4. Making Business Presentations
5. Business promotions and Language for Advertising
6. Negotiating
7. Communication Skills with Public, Fellow Employees, Supervisors and Customers
8. Soft Skills for Team Building
9. Team Maintenance and Task Maintenance roles
10. Brainstorming and Consensus –Making Communication

UNIT-V
JOBS AND CAREERS

[12 HRS]

1. Standard Business Letter
2. Applying for Jobs and Preparing Resumes
3. Writing cover letters for resumes

FOUNDATION COURSE ENGLISH – II

Text & Reference:

1. Aravindakshan.T.Y. *Reading Literature in English*. Chennai: Cambridge University press India Pvt. Ltd., 2012. print.
2. Board of Editors. *Sunlight III*. Chennai. Sankari Printers Pvt. Ltd., 2015. Print.
3. Samson.T, Geetha Rajeevan and Cosultant Editor. *Interface 2*. New Delhi: Cambridge University Press India Pvt., Ltd., 2008. Print.
4. Sharma.R.C. and Krishna Mohan. *Business Correspondence and Report Writing*. New Delhi: Tata Mc Graw Hill Education Pvt. Ltd., 2008. Print.
5. Sharma.R.C. and Krishna Mohan. *Business Correspondence and Report Writing*. New Delhi: Tata Mc Graw Hill Education Pvt. Ltd., 2010. Print.
6. Sivakumaran.V. et. al *Limelight – 1*.Chennai: Sankar Printers Pvt., Ltd, 2015. Print.
7. Sivakumaran.V. et.al *Limelight – 3*. Chennai: Sankari Printers Pvt. Ltd., 2015. Print.
8. Sivakumaran.V. et.al *Limelight – 4*. Chennai. Sankari Printers Pvt. Ltd., 2015. Print.

FOUNDATION COURSE ENGLISH – II

I YEAR B.Com./B.Com.(BM)/ B.C.A./B.B.A.(CA) LEC202T

SEMESTER II

**QUESTION PAPER PATTERN
(From batch 2017 – 2018 onwards)**

TIME: 3 hrs

Marks – 75

**Section – A (No Choice) (10x1=10)
(Objective and Short Answers)**

Questions from Basics of Business English
&
Discussions / Meetings / Team Skills

**Section – B (No Choice) (10x2=20)
(Objective and Short Answers)**

Questions from Basics of Business English
&
Discussions / Meetings / Team Skills

Section – C (Either or Type) (3X10=30)

Essays:

1. Prose / Poetry
2. Prose /Short Story
3. Story/Prose

Section – D (3x5=15)

1. Business Letters
2. Job Applications /Resumes
3. Writing Cover Letters.

YEAR - II	FUNCTIONAL ENGLISH-III B.A., B.Sc., From batch 2017 - 2018 onwards	LE303T
SEMESTER - III		Hours: 4
PART – II LANGUAGE		Credit: 3

OBJECTIVES:

To make students acquire Basic English Skills-Listening, Speaking, Reading and Writing.
To help them taste the essence of language through literature.
To imbibe values for life, touching upon the different facts of literature.

UNIT- I

I Listening: Narration

II Speaking:

Welcoming the gathering

Introducing a Guest to the audience

Thanking the gathering and organizers of an event

III Reading: One – Act Play : *Refund* – Fritz Kazinthy

IV Writing: Publicity Literature

UNIT–II

I. Listening :

1. *Quit India* – Mahatma Gandhi (Prose)

2. *Tryst with Destiny* – Jawaharlal Nehru (Speech: Prose)

II. Speaking : Giving One’s Opinion on current National/ Social issues

III. Reading : One – Act Play : *The Bear* – Anton Chekhov

IV. Writing: Spotting Errors

UNIT – III

I. Listening

1. *Gettysburg Address*- Abraham Lincoln (Speech: Prose)

2. *I have a Dream* – Martin Luther King (Speech: Prose)

II. Speaking

1. Preparing news items of local events and speaking about them

2. Sample News Item (Event)

III. Reading : One – Act Play : *The Hour of Truth* – Percival Wilde

IV. Writing : E- Mail Writing

UNIT – IV

I. Listening

1. *Inaugural Address*– John. F. Kennedy (Speech: Prose)

2. *Prepared to Die*- Nelson Mandela (Speech: Prose)

II. Speaking : Presentation Skills

III. Reading : Autobiography : *Sorrows of Childhood* – Charles Chaplin

IV. Writing: Resume Writing

UNIT – V

I. Listening: Some useful Expressions

II. Speaking : Speech Writing

III. Reading :

1. Biography: *Marie Curie*- Colin Mitchell

2. Biography: *Sarojini Naidu* – Padmini Sengupta

IV. Writing: Minutes Writing

FUNCTIONAL ENGLISH – III

Text:

1. Aravindakshan.T.Y, Vijayalakshmi.C.K, Sailaja. A.K. *Reading Literature InEnglish*. Delhi: Cambridge University Press India. Pvt., Ltd., 2013. Print.
2. Board of Editors. *Break Through*. Hyderabad: Orient Blackswan,2015. Print.
3. Board of Editors. *Lime Light-3 (An Anthology of Prose, Biography, Poetry, Short Story and One Act Plays)*. Chennai: SSK Publishers& Distributers, 2015. Print.
4. Board of Editors. *Lime Light-1 (An Anthology of Prose, Biography,Poetry, Short Story and One Act Plays)*. Chennai: SSK Publishers& Distributers, 2015. Print.
5. Board of Editors. *Sunlight-IV (An Anthology of Prose, Poetry, Drama and Language Items)*. Chennai: Anuradha Publications, 2016. Print.
6. Dr. Ramesh, Sree. *English Through Literature (A Textbook ForUndergraduate Studies)*. Hyderabad: Orient Blackswan, Pvt Ltd, 2013. Print.
7. Narayanaswami.V.R. *Strengthen Your Writing*. Kolkata: Orient Blackswan Pvt., Ltd., 2013. Print.
8. Natarajan, Lalitha & Natesan, Sasikala. *English for Excellence (ShortStories and Biographies)* Chennai: Anuradha Publications, 2014. Print.
9. Pillai, Radhakrishna. G & Rajeevan.K. *Spoken English for You*.Chennai: Emerald Publishes,1994. Print.
10. Pillai, Radhakrishna.G, Baskaran Nair.P & Rajeevan.k. *Written English for You*. Madras: Emerald Publishers, 1994. Print.
11. Seshadri,K.G, ed. *A Prism of Plays*. Chennai: Anuradha Publications,2014. Print.
12. Sukumaran, Beena. *Indian Voices (An Anthology of Indian Writings InEnglish)*. India: Cambridge University Press.Pvt Ltd, 2015.Print.
13. Suresh Kumar. E. *Essential English*. Hyderabad: Orient Blackswan, 2015. Print.

REFERENCE:

Bhatnagar.R.P, Bhargava, Rajul, ed. *English for Competitive Examinations*. Chennai: Macmillan,2002. Print.

FUNCTIONAL ENGLISH –III

LE303T

II YEAR B.A./B.Sc.

SEMESTER-III

QUESTION PATTERN

(From batch 2017 - 2018 onwards)

Time: 3hrs

Marks: 75

Section-A (No choice)

(20x1=20)

Objective and Short Answers:

Questions covering all units.

Section-B (No choice)

(2x5 =10)

- I. E-mail writing
- II. Publicity Writing

Section-C (Either or type)

(3x10=30)

Essays:

1. One from Prose
2. One from Autobiography / Biography
3. One from One- Act Play

Section- D

(3x5=15)

1. Resume Writing
2. Speech Writing
3. Minutes writing (or) Narration

YEAR - II	FUNCTIONAL ENGLISH-IV B.A., B.Sc., (From Batch 2017-2018 onwards)	LE404T
SEMESTER - IV		T* Third Revision
PART – II LANGUAGE		Hours: 4
		Credit: 3

OBJECTIVES:

1. To make students acquire Basic English Skills-Listening, Speaking, Reading and Writing.
2. To help them taste the essence of language through literature.
3. To imbibe values for life, touching upon the different facets of literature.

UNIT- 1

I. Listening:Mock – Interviews / Actual Interviews

II. Speaking:

1. Facing an Interview
2. Tele – Interviews

III. Reading

1. Drama: *Julius Caesar - Funeral Oration* – William Shakespeare
2. Novel:*The Count of Monte Cristo* - Alexandre Dumas
(Chapter 01-10)

IV. Writing:Description

UNIT- II

I. Listening:Words often confused

II. Speaking:Seminar Skills

III. Reading

1. Drama: *Macbeth- He Kills Sleep* -William Shakespeare
2. Novel:*The Count of Monte Cristo* - Alexandre Dumas
(Chapter 11-20)

IV. Writing :Idioms and Phrases

UNIT- III

I. Listening:

1. Homonyms and Similar words
2. Tele – conferences

II. Speaking:

1. Handling Customers or Clients
2. Receiving Visitors

III. Reading

1. Drama: *Henry IV (Part I) -Play out a Play* –William Shakespeare
2. Novel:*The Count of Monte Cristo* - Alexandre Dumas
(Chapter 21-30)

IV. Writing:The use of Graphics

UNIT- IV

I. Listening: Homophones

II. Speaking:

1. Booking Hotel Accommodation
2. Making Small Talk and Telling Stories

III. Reading

1. Drama: *Patterns of Love – As You Like It* - William Shakespeare
2. Novel: *The Count of Monte Cristo* - Alexandre Dumas
(Chapter 31-40)

IV. Writing Negotiations

UNIT- V

I. Listening: Group Discussions

II. Speaking:

1. Making Appointments
2. Cancelling and Rescheduling Appointments

III. Reading

1. Drama: *Hamlet – Churchyard* - William Shakespeare
2. Novel: *The Count of Monte Cristo* - Alexandre Dumas
(Chapter 41-49)

IV. Writing : Writing Review of Books

FUNCTIONAL ENGLISH- IV

Text:

1. Board of Editors. *Selected Scenes from Shakespeare's Plays*. Chennai:Emerald Publishers, 2000. Print.
2. Dumas,Alexandre. *The Count of Monte Cristo*. Madras: Macmillan,1994. Print.
3. Green, David, ed. *Contemporary English Grammar Structures and Composition*. Delhi: Macmillan publishers,1971. Print.
4. Narayanaswami,V.R. *Strengthen Your Writing*. Kolkata: Orient Blackswan Pvt., Ltd., 2003. Print.
5. Pillai, Radhakrishna. G & Rajeevan.K. *Spoken English for You*. Madras: Emerald, 1994. Print.
6. Rao, Prasana, N.D.V, *A Guide to Better English for Students (The Students Handbook)*. New Delhi: S. Chand & Company Ltd., 1992. Print.
7. Samson.T, Rajeevan,Geetha & Consultant Editor. *Interface 2*. Chennai:Cambridge University Press. 2008. Print.
8. Sharma.R.C, Krishna Mohan. 4thed. *Business Correspondence and Report Writing (A Practical Approach to Business & Technical Communication)*. New Delhi: Tata MC Graw Hill Education Pvt Ltd., 2010. Print.
9. Suresh Kumar.E. *Essential English*. Hyderabad: Orient Blackswan, 2015. Print.
10. Tina Thoburn, Ruta Schlatterbeck and Ann Terry. *Macmillan English*. Newyork: Macmillan Publishing Co., 1982. Print.

REFERENCE:

Bhatnagar, R.P. *English for Competitive Examinations*. Chennai: Macmillan, 2002. Print.

FUNCTIONAL ENGLISH –IV LE404T

II YEAR B.A., /B.Sc.,

SEMESTER-IV

**QUESTION PATTERN
(From batch 2017 – 2018 onwards)**

Time: 3hrs

Marks: 75

Section-A (No choice)

(20x1=20)

Objective and Short Answers:

Questions covering all units except speaking skills.

Section-B (No choice)

(5X2=10)

Questions only from speaking skills.

Interviews, Seminar Skills, Handling Customers, Receiving Visitors, Booking Hotels, Making and Cancelling Appointments.

Section-C (Either or type)

(3x10=30)

Essays:

1. Four from Drama.
2. Two from Novel.

Section- D

(3x5=15)

1. Graphics or Descriptions.
2. Negotiations or Group Discussions.
3. Writing Review of Books.