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PUNJABI UNIVERSITY, PATIALA

SYLLABI AND COURSES OF READING  
FOR

B.A. PART 1 (Semester I & II)  
(Functional English)  
EXAMINATION

(2020-2021, 2021-2022 & 2022-2023)



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*[Signature]*  
Department of English  
Punjabi University  
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**B.A. Part -I (Semester-1)**  
**FUNCTIONAL ENGLISH**

**For Sessions 2020-2021, 2021-2022 & 2022-2023**

**Writing Skills and Functional Grammar**

**Objectives:**

- (1) To provide an opportunity to students to improve their writing skills.
- (2) To enable students to learn certain basic grammatical concepts in a non-prescriptive manner.
- (3) To help students grasp grammatical categories and their usage.

Total Marks: 100

Written Examination: 75

Internal Assessment: 25

Teaching Periods per Week:

Theory: 4 Periods

Tutorials: 2 Periods

**COURSE CONTENT & TESTING**

This paper shall be of 100 marks and three hours duration. The course content of the paper comprises the following sections:

**UNIT-I**

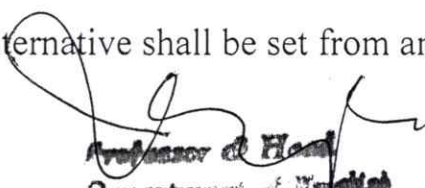
**UNIT-I** of the paper shall deal with **Writing Skills** and shall carry a weightage of 23 marks. This part shall consist of three questions carrying 08+08+07=23 marks.

1. Letter-Writing, with internal choice between personal and business letters.  
(08 Marks)
2. Dialogue-Writing (Transcoding one given prose passage into dialogue form).  
(08 Marks)
3. Developing one short story on the basis of the hints provided.  
(With internal alternative)  
(07 Marks)

**UNIT-II**

**UNIT-II** of the paper shall deal with **Functional Grammar** and shall carry a weightage of 22 marks. For **UNIT-II**, the Units 59 to 100 of **Collins Cobuild Student's Grammar Practice Material** by Dave Willis, Classroom Edition, (Harper Collins Publishers, India) are prescribed. There shall be three questions carrying 08+07+07=22 marks.

4. One question with internal alternative shall be set from among Units 59 to 80 of the prescribed book.  
(08 Marks)

  
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5. One question with internal alternative shall be set from among Units 81 to 100 of the prescribed book.

(07 Marks)

**Note:** At least 5 marks in each of these questions shall be allocated to test the students on the basis of the practice exercises given with the prescribed units.

6. Translation from Punjabi/Hindi into English. The focus shall be on non-literal translation where essence of the given piece is sought to be retained. Only one paragraph comprising twelve sentences shall be set.

(07 Marks)

### UNIT-III

UNIT-III shall be common to both Writing Skills and Functional Grammar and shall carry a weightage of 30 marks. UNIT-III shall have two questions carrying 16+14=30 marks. There shall be no internal alternative of choice thereof in any of the questions in this section.

7. One question of eight sentences shall be set from among Units 59 to 80 of **Collins Cobuild Student's Grammar**. These sentences shall be based on the practice exercises accompanying the prescribed units.

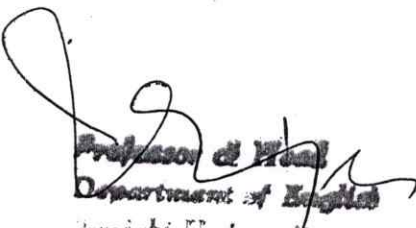
08x2=16 Marks

8. One question of seven sentences shall be set from among Units 81 to 100 of **Collins Cobuild Student's Grammar**. These sentences shall be based on the practice exercises accompanying the prescribed units.

07x2=14 Marks

### PRESCRIBED BOOKS

1. **The Written Word** by Vandana R. Singh, Oxford University Press, New Delhi, 2003.
2. **Collins Cobuild Student's Grammar**, Practice Material by Dave Willis. Classroom Edition, Harper Collins Publishers, India, 1991, Third Impression, 1994.
3. **Composition And Writing Skills**, by Board of Editors, Orient Blackswan Private Limited, New Delhi, 2016

  
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**B.A. Part-I (Semester-II)**  
**FUNCTIONAL ENGLISH**  
**For Sessions 2020-2021, 2021-2022 & 2022-2023**

**PHONETICS OF ENGLISH**

Total Marks: 100

Theory: 75

(Written Examination: 57 Marks

Internal Assessment: 18 Marks)

Practical: 25

Time Allowed:

Theory: 3 Hours

Practical: 2 Hours

Pass marks: 35% of the Subject.

Theory and Practical Separately.

**COURSE CONTENT & TESTING**

This paper shall be of 75 marks and three hours duration. The course content of the paper comprises the following sections:

**UNIT-I**

UNIT-I of the paper shall carry a weightage of 16 marks. This part shall consist of two questions carrying 08+08=16 marks.

- Phonetics and Phonology.
- The organs of speech and speech mechanism.  
**Question No. I**, with internal alternative, shall be set from among the above areas. It shall be of 08 marks.08 marks
- The description and classification of speech sounds (English Vowels and Consonants only).  
**Question No. II**, with internal alternative, shall be set from among the above areas. It shall be of 08 marks.08 marks

**UNIT-II**

UNIT-II of the paper shall carry a weightage of 16 marks. This part shall consist of two questions carrying 08+08=16 marks.

- The syllable.
- Consonant clusters in English.
- Word stress.
- Accent and rhythm in connected speech or the sentence stress.
- Assimilation and elision: phonotactic possibilities.

**Question No. III** with internal alternative shall be set from among the above areas. It shall be of 08 marks.

08 marks

- *Phonetic Symbols* (Knowledge of IPA symbols as used in Daniel Jones' *English Pronouncing Dictionary* (15th Edition), revised by Roach and Hartman (C.U.P.) Knowledge of variant pronunciations not required.
- Phonemic transcription of R.P. variety of English.

**Question No. IV** shall be based on phonemic transcription of words in IPA symbols. The examiner shall set 10 words out of which candidates shall attempt any 8. Each word shall carry one mark. This question shall be of 08 marks.

### UNIT-III

This section shall cover the entire syllabus, i.e. all the chapters from the prescribed book, phonemic transcription of words (R.P. variety only) using IPA symbols and marking of primary stress on words. It shall carry 25 marks in all. There shall be three questions in all, without any internal alternative or choice thereof in this section, carrying 08+10+07=25 marks.

**Question No. V** shall have two parts:

- (i) Short-answer type questions based on the entire UNIT-I. The examiner shall set two short notes, each of 2 marks, to be answered by candidates in about 30-40 words. This question shall carry 4 marks.
- (ii) Short-answer type questions based on UNIT-II. The syllable, Consonant clusters in English, Word stress, Accent and rhythm in connected speech or the sentence stress, Assimilation and elision: phonotactic possibilities. The examiner shall set two short notes, each of 2 marks, to be answered by candidates in about 30-40 word. This question shall carry 4 marks.

**Question No. VI** shall pertain to phonemic transcription of words. The examiner shall set 10 words in all each carrying one mark, and the candidate shall transcribe all the 10 words in IPA symbols. This question shall carry 10 marks.

**Question No. VII** shall pertain to marking of primary stress. The examiner shall set seven words in all, each carrying one mark, and the candidates shall mark only the primary stress in all the words. This question shall carry 7 marks.

### BOOKS PRESCRIBED

1. *A Course in Phonetic and Spoken English* by J. Sethi & P.Y. Dhamija, Chapter 1, 2, 3, 4, 7, 11, 12, and 13 only are to be studied.
2. *English Pronouncing Dictionary* by Daniel Jones. Revised by Roach and Hartman (C.U.P.).


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### SUGGESTED READING

- i. *Introduction to the Pronunciation of English* by A.C. Gimson and Susan Ramsaran.

### PRACTICAL PAPER

1. Intensive drilling in phonetic skills.
2. Intensive drilling in accent, intonation and transcription. Practical training and testing of the students is to be conducted in the Language Lab.
3. Practical file of the students to be evaluated.

  
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