

## Functional English

B.Com (Annual) Part-I Paper-IV

Maximum Marks: 100 (Pass Marks: 40)

Duration of Examination: 3 hrs

### **Course Objectives:**

The command over written and spoken English is now considered a necessity for the business graduates. It equips them with necessary skills and aptitude to deal successfully with the complex and challenging situations, arising out of inter-personal, and organizational dealings. This subject inevitably demands a systematic and comprehensive study of the related topics. The main objectives of this course are:

1. To provide a sound base in the English grammar and composition.
2. To make aware of the fundamental rules and skills for effective oral and written communication in English.
3. To develop proficiency in the art of effective communication

### **Course Contents:**

Section	Topics	Source
I	Part 1(Semantics): Antonyms, Synonyms, Homonyms – one word substitution	Chapter 1 (Book4)
II	Part 2 (Syntax): Traditional Grammar <ol style="list-style-type: none"><li>a) Parts of Speech: Major word classes</li><li>b) Further classifications (regular, countable; uncountable; singular; plural),</li><li>c) Pronouns</li><li>d) Verbs</li><li>e) Adjectives</li><li>f) Adverbs</li><li>g) Minor word classes: Preposition,</li><li>h) Conjunctions</li><li>i) Interjections, Auxiliary verbs an Determiners</li><li>j) Kinds of verbs: finite and non finite</li></ol>	Chapter 1 (Book2)  Chapter 2 (Book 1)  Chapter 4 (Book 2)
III	Part 3 (Syntax) Modern Grammar – <ol style="list-style-type: none"><li>k) Sentence Structure:</li><li>l) Types of sentences based on function</li><li>m) Transformation, Inversion of sentences</li><li>n) Subject, Predicate, Complements, direct &amp; indirect objects</li><li>o) Phrases</li><li>p) Syntactical rules (subject &amp; verb agreement)</li></ol> <ul style="list-style-type: none"><li>• Clauses – types and functions</li></ul>	Chapter 24, 25 (Book 2)  Chapter 26 (Book 3)

IV	Part 4 (syntax): Tense and voice a) Structure of tenses b) Function, Conversion into negative and interrogative. c) Active and Passive voice and usage Punctuation	Chapter 17 & 18 (Book 3)  Chapter 30 (Book 3) Unit 42 (Book 6)
V	Part 5 (Narration): d) Direct and Indirect speech e) Rules of conversion	Ch 16,(Book 2)
VI	Part 6 (Structural words): -Articles, Prepositions and usage	Page 51 and 425 (Book 5)
VII	Part 7 (Discourse): Composition and comprehension <ul style="list-style-type: none"> <li>• Preci s Comprehension</li> <li>• Essay Writing</li> </ul>	Chapter 27, (Book 4)  Chapter 37, (Book 2)

### Recommended Books:

- (1) Eastwood, J (2005) *Oxford Practice Grammar*. UK: Oxford.
- (2) Martin & Wren (2007) *High School, English Grammar & Composition*. New Delhi: S Chand & Company Limited.
- (3) Martinet & Thomson (1992) *A practical English Grammar*. UK: Oxford.
- (4) Shah, Sayyid (2006) *Exploring the world of English*. Lahore: Ilmi Kitab Khana.

### Suggested Books:

- (5) Swan, M (2005) *Practical English Usage*. UK: Oxford University Press.
- (6) Murphy, Raymond. *Murphy's English Grammar* Cambridge.