



DEPARTMENT OF ENGLISH PURBASTHALI COLLEGE

Vill + P.O:-Parulia, Dist:- Burdwan, Pin No-713513

Email :- english.purbasthalicollege@gmail.com, Visit us : www.purbasthalicollege.com


Date: 09/11/2021

NOTICE


This is to inform all the students of Purbasthali College that the Department of English is offering an Add-on Course on "Functional English" from November 20, 2021. This course would provide the students of the college the opportunity to understand English better and to gain confidence to speak and write English more fluently. The Add-on Course will cover a range of topics, like grammar, vocabulary, developing speaking skills, listening comprehension, reading comprehension, and writing skills. The course will be taught by the faculty members of the department.

Seats for the course are limited to thirty and candidates will be selected based on a first come, first serve basis. There will be no admission fee for the course. The duration of the course will be thirty (30) hours. On successful completion of the course certificates will be provided. To enroll, please contact the course coordinator by November 16, 2021.

For further details, please read the Brochure of the Course (circulated in the noticeboard), and feel free to contact the departmental faculty members.


(Dr. Sumya M. Ghosh)
Course Coordinator

ADD-ON COURSE COORDINATOR
Department of English
Purbasthali College
Parulia, Purba Bardhaman.


Principal
Purbasthali College
VIII. & P.O.-Parulia, Dt.-Burdwan



ABOUT THE COLLEGE

Purbasthali College was established with the aspiration to provide best learning atmosphere to the students of this locality. This is the only degree college in this area. It is a Govt. aided college which is affiliated to the University of Burdwan. Presently, the college provides B.A. Honours and B.A. General Courses. The faculty members of the college are always ready to serve for better learning and all round development of the students. The office staffs are very efficient to meet up the various requirements. Besides regular teaching and learning activities, the students are encouraged to participate in the various cultural programmes. We endorse the students for indoor and outdoor games. The college infrastructure and facilities are continuously being renovated while

new facilities are introduced. The college has a well-qualified and dynamic faculty base who regularly upgrade themselves to enrich teaching-learning processes. In a fast changing academic environment the college is well poised to take on future challenges of higher education. The college is striving to maintain and sustain standards of teaching-learning, research and innovation which continue to guide curricular and co-curricular thrusts of the college.

INTRODUCTION TO THE COURSE

Add-on courses are supplementary programs that offer students the opportunity to enhance their knowledge and skills in specific areas of interest. The Department of English, under the direction of Internal Quality Assurance Cell, Purbasthali College, provides the students of the college the opportunity to understand English better and to gain confidence to speak and write English more fluently as part of "Functional English". Are you looking to enhance your English language skills for real-life situations? Look no further! Our Functional English Course is designed to equip you with the essential language tools needed to thrive in various practical contexts. Whether you are studying in Hons. Programme or general, or someone simply looking to improve their language skills, this course is tailored to meet your needs.

COURSE OBJECTIVES

The objective of the course is to equip students with the necessary language and communication skills to use English language efficiently, both in academic and professional settings. At the end of the course you will:

- i) Develop strong communication skills in speaking, listening, reading, and writing.
- ii) Expand your vocabulary and learn common phrases and expressions used in different situations.
- iii) Master essential grammar rules and apply them accurately in your speech and writing.
- iv) Gain insights into cultural nuances and customs to communicate respectfully in diverse settings.
- v) Build confidence in using English in practical scenarios such as social interactions, workplace communication, and everyday tasks.

DURATION

This course is designed for thirty (30) contact hours starting from November 20, 2021.

WHO THIS COURSE IS FOR

The Add-on course on 'Functional English' is designed for students who wish to enhance their language and communication skills in English, especially in

academic and professional settings. The course is suitable for students who are pursuing undergraduate studies in any discipline and want to improve their proficiency in English. Do not let language barriers hold you back. Embrace the opportunity to master functional English and open doors to new possibilities. Enroll in the Functional English Course today and embark on a journey towards confident communication and success!

ELIGIBILITY

Candidates who have successfully completed the Higher Secondary Examination (10+2) and are currently enrolled in any Undergraduate course in any affiliated college under any university in any stream are eligible to apply for the course. The student should have a basic understanding of the English language and should possess basic listening, and reading ability in English. Participants must attend at least 75% of classes without which her/his participation may be terminated at any point in time.

INTAKE CAPACITY

Maximum thirty (30) students can be accommodated at a time. Students who meet the admission requirements and submit their applications first will be given priority over those who apply later.

ADMISSION PROCEDURE

Admission to this course is open for all. Aspirants are instructed to apply through an application form circulated with the notice to enrol for the course and contact the Course Coordinator, Dr. Soumya M. Ghosh by November 16, 2021.

ASSESSMENT MODALITIES

Only those students would be permitted to complete the course who possess minimum 75% attendance. After the completion of the course, participants will be assessed through an interview/ viva-voce of 20 Marks in which 8 marks would be the cut-off for qualifying.

AVAILABLE INFRASTRUCTURAL FACILITIES

The College has sufficient number of classrooms, smart classrooms and seminar hall with internet broadband connectivity required for the course.

SYLLABUS

Module 1: Introduction to Functional English

This module aims to introduce learners to the fundamentals of functional English, focusing on practical language skills necessary for everyday communication. The module covers basic grammar, common mistakes, and

study everyday scenarios to enhance comprehension and expression in various contexts.

Module 2: Speaking Skills Development

In this segment, learners will refine their pronunciation through targeted practice sessions. They will also acquire conversational strategies tailored to diverse communication contexts, empowering them with essential workplace communication skills.

Module 3: Listening Comprehension

This segment focuses on active listening techniques to enhance comprehension. Learners will develop proficiency in understanding various accents through targeted exercises and listening tasks, equipping them with essential skills for effective communication in diverse environments.

Module 4: Reading Comprehension

In this segment, participants will learn skimming and scanning techniques to efficiently navigate texts. They will develop the ability to grasp main ideas and discern key details, enabling them to read effectively for specific purposes across various contexts.

Module 5: Writing Skills Enhancement

In this segment, participants will refine their writing skills by focusing on sentence structure and paragraph development. They will also learn email writing etiquette for professional communication and engage in creative writing prompts to encourage expressive and imaginative writing.

Module 6: Vocabulary Expansion

In this segment, learners will focus on vocabulary expansion by building a diverse repertoire of words. They will explore word families and synonyms to deepen their understanding of language, while also delving into idioms and phrasal verbs to enhance their linguistic proficiency and expressiveness.

DETAILED COURSE STRUCTURE

S No.	Unit	Topics Covered	H o u r s Required
1	Introduction to Functional English	Understanding the Importance of Functional English Essential Concepts of English Grammar Common Mistakes and How to Avoid Them Grammar Drills and Exercises Everyday Tasks and Scenarios	4
2	Speaking Skills Development	Pronunciation Practice Conversational Strategies Workplace Communication Skills	5

3	L i s t e n i n g C o m p r e h e n s i o n	Active Listening Techniques Understanding Different Accents Audio Exercises and Listening Tasks	5
4	R e a d i n g C o m p r e h e n s i o n	Skimming and Scanning Techniques Understanding Main Ideas and Details Reading for Specific Purposes	5
5	W r i t i n g S k i l l s E n h a n c e m e n t	Sentence Structure and Paragraph Development Email Writing Etiquette Creative Writing Prompts	5
6	V o c a b u l a r y E x p a n s i o n	Building a Vocabulary Repertoire Word Families and Synonyms Idioms and Phrasal Verbs	5

COURSE COORDINATORS

Dr. Soumya Mohan Ghosh

ADVISORY COMMITTEE

Dr. Bibhas Chandra Saha

Mr. Biswanath Bhattacharyya

Dr. Sukla Bhattacharyya

Mr. Anupam Das

Dr. Suchandra Neogi

Dr. Lipika Ghoshal

Mr. Ashes Datta

Mr. Aniruddha Debnath


Mr. Nirmal Das


RESOURCE PERSONS FROM THE INSTITUTE

The course will be primarily taught by selected faculty members of the department.

READING LIST

- Balasubramanian, T. *English Phonetics for Indian Students*. New Delhi: Trinity Press, 2018.
- Bansal, R. K., and Harrison, J. B. *Spoken English: A Manual of Speech and Phonetics*. Hyderabad: Orient Blackswan, 2019.
- Carnegie, Dale. *The Art of Public Speaking*. New Delhi: Prabhat Prakashan Pvt. Ltd., 2016.
- Gangal, J. K. *A Practical Course in Spoken English*. Delhi: PHI Learning, 2017.
- Gupta, Nilanjana. *Communicate with Confidence*. India: Anthem Press, 2015.
- Lewis, Norman. *Word Power Made Easy*. Delhi: Goyal Publishers and Distributors, 2020.
- McCarthy, Michael, and O'Dell, Felicity. *English Vocabulary in Use*. Noida: Cambridge University Press, 2016.
- Nesfield, J.C. *English Grammar Series*. Kolkata: Radha Publishing House, 2010.
- Sarkar De, P. K. *A text book of Higher English Grammar, Composition and Translation*. 48th Ed. Kolkata: Book Syndicate Pvt. Ltd., 2011.
- Wren, P. C. and Martin, H. *High School English Grammar & Composition*. New Delhi: S. Chand Publishing, 2015.


ADD-ON COURSE COORDINATOR
Department of English
Purbasthali College
Parulia, Purba Bardhaman.


Principal
Purbasthali College
VIII. & P.O.-Parulia, Dt.-Burdwan