

Syllabus of Functional English (S.E.- II)

SEM – I

Paper: Basic Functional English

Unit	Topic
01	a) Use of Dictionary b) Parts of Speech
02	a) Types of Sentences b) transformation of Sentences (Negative, Assertive, Interrogative) c) Short Answers
03	a) Division of Syllables b) Word Accent
04	Elements of stress, rhythm and intonation

SEM – II

Paper – Communication Skill

Unit	Topic
01	Vocabulary, proverbs, idioms, phrasal verbs, prefixes and suffixes.
02	a) Greeting, introducing, leave taking, thanking. b) Describing people / their jobs, describing places, process, object
03	Filling up the forms (educational, bank, railway reservation etc.)
04	a) Making, granting and refusing requests, making inquiries. b) Giving instructions and information.