

## FUNCTIONAL ENGLISH

Introduction	Importance of Languages	
Grammar	Parts of Speech, Usage of Preposition and Article, Punctuation	5 Hours
Tenses & Degrees of Comparison		3 Hours
Transformation of Sentences	Active-Passive, Affirmative-Negative, Exclamatory-Assertive, Interrogative-Assertive, Kinds of sentences	5 Hours
Direct-Indirect Speech		5 Hours
Vocabulary Usage	Homonyms, Correcting Spelling, One-word equivalents	7 Hours
Precis Writing		3 Hours
Essay/Report Writing		5 Hours
Letter Writing	Personal, Official, Applications	5 Hours
Idioms & Phrases	Meaning & Usage in sentences	5 Hours
Comprehension	Of an unseen passage	2 Hours
Elaboration	Expansion of ideas, proverbs	2 Hours
Presentation	Preparation of materials and presentation – step	3 Hours

### Suggested Text Books :

- 1) SLN Sharma & K Shankaranarayana **“Basic Grammar”**, Navakarnataka Publications.
- 2) Jones **“New International Business English”**, published by Cambridge University Press.

### Reference Books :

- 1) G. Sankaran, **“English Rank Scorer”**, Addone Publishing group, Thiruvananthapuram, Kerala
- 2) Wren & Martin **“English Grammar”**. John Seely, **“Oxford Guide to Speaking and Writing”**, 2000