

**VPM's K.G.JOSHI COLLEGE OF ARTS and N.G.BEDEKAR
COLLEGE OF COMMERCE (AUTONOMOUS),THANE.
Department of English**

Notice

Department of English is going to conduct a 15 Days Value Added Course in Functional English from 6th December 2021 onwards. This is a wonderful opportunity for the students preparing their English components for various competitive exams and also for strengthening English language. Admissions are open for students of all faculties. Duration of the course is 30 Hours and fees payable will be Rs 800. Interested students should take admission before Saturday, 4th Dec 2021. Therefore, students are appealed to enrol yourselves for the course.

**For more details please join following WhatsApp group:
<https://chat.whatsapp.com/DOzLOb1bKTvIBBLJgRGVNV>**

**English Department
VPM's Joshi-Bedekar Autonomous College,Thane.**

**VALUE ADDED COURSE IN FUNCTIONAL
ENGLISH
Detailed Course Outlines**

Unit I- Basics of Grammar/ Language Skills:

- 1.Parts of Speech
- 2.Articles
- 3.Voice
- 4.Tenses
- 5.Speech-Direct- Indirect Speech
- 6.Degree of Comparison

Unit II-Structure of Words and Sentences:

1. Vocabulary: Structure and Categories of Words
2. Structure and types of Simple sentence - Subject, Verb, Object
3. Helping and Main Verbs: Forms, Tense, Person and Number
4. Complex sentences and Subordinate clauses
5. Using Passive constructions
6. Transformations and Specific use

Note: Each topic in the module will consist of exercises.

Unit III- Business English Skills

1. Communication Skills: Right tone, Persuasive argument, mirroring the listeners' body language, creating PR, Intercultural communication
2. Technological Skills: Organizing files, Emails, Meetings, Time Management, SNS, LinkedIn, Company website and understanding cyber risks

3. Leadership and team skills: Empathy, Listening, Giving accurate direction, Suggestion, Feedback and Emotional Intelligence
4. Business Report Writing

Unit IV- Employability Skills

1. Organisational Skills Communication at Workplace, Group Discussion, and Experiential learning of leadership skills exercise in teamwork, Conduct of -Board Meetings, Seminars, Webinars and Conferences (Audio and Video)
2. Writing -Skill-Job Application Letter, Curriculum Vitae(C.V.)/ Resumes– Drafting of Solicited and Unsolicited Job Application Letters(Direct and E-Mail), Various Formats and Templates of C.V and Resume writing (Direct and E-Mail),
3. Interview Skills and Techniques
Communication Skills, Interview Etiquettes, Fundamentals of Body language in Interviews (Direct and Virtual), frequently asked questions (FAQS)
4. English Pronunciation Skills

Unit V- Practical Communication

1. Vocabulary Bingo
2. Interview Skills and Dialogues
3. Narrate Your Day
4. Commentary in English
5. Spoken and PPT Skills
6. Reading Skills

**Course Summary: **

Unit I-Language Skills/ Basics of Grammar	6hrs
Unit II-Structure of Words and Sentences	6hrs
Unit III- Business English Skills	6hrs
Unit IV- Employability Skills	6hrs
Unit V- General Communication	4hrs
Evaluation:	2hrs
Total:	30hrs

Mode of Assessment:

Attendance & Class Participation: 10 Marks
Practice & Assignments Based on Units 1 to 5: 30
Marks Online Exam: 60 Marks
Total Marks: 100

Department of English

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Value Added Course on Functional English

Schedule of the Course

Monday, 6th December to Wednesday 22nd December,

2021AY- 2021-22

DAY and DATE	Faculty's Name	Topics
Monday 6 th and Wednesday 22 nd December	Dr. Pramod T. Kharate	Unit 1
Wednesday 8 th and Wednesday 15 th December	Dr. Manoj R. Patharkar	Unit 2
Friday 10 th and Monday 13 th December	Ms. Madhavi M. Arekar	Unit 3
Saturday 11 th and Tuesday 21 st December	Dr. Suja Roy Abraham	Unit 4
Tuesday 7 th and Tuesday 14 th December	Mr. Praful P. Bhosale	Unit 5
Friday 17 th and Monday 20 th December	Mr. Sanjay Kalekar	Unit 4
Saturday 18 th December	Ms. Manasi Jawale	Unit 3
Thursday 9 th and Thursday 16 th December	Ms. Farheen Syed	Unit 1