

Kanya Mahavidyalaya Kharkhoda

Sonipat (Haryana)

NAAC Accredited 'A' Grade

(Affiliated to Maharshi Dayanand University, Rohtak Haryana)



Value Added Course

In

Functional English

Conducted By

Department Of English

About the Course:-

Certificate Course in Functional English qualifies students in understanding the basics of English language. Candidates are introduced to the varied aspects of the course which concentrates on enhancing their skills and proficiencies of the language.

Along with helping candidates turn efficient readers, they are also prepared to acquire the skills of framing, engaging, sentences, paragraphs and questions. The methodology used in delivering this program is to engage the students in the study. It would include group discussions, writing essays, letters and other such enabling students to achieve stronghold in the given field.

Objectives of the Course:-

This Programme seeks to enhance the English proficiency of the students to help them communicate with confidence and fluency on a range of issues that concern their daily lives. It will also help the students to:

- Improve the skills of reading, writing, speaking and listening.
- Gain awareness of certain grammatical structures so that the students can paraphrase and edit their language.
- Practice the various skills through appropriate texts and activity types.
- Manage daily interactions such as greetings, introductions, shopping and so on.
- Apply to universities and communicate on campus and in their personal life.
- Communicate effectively at the work place where they may need to attend meetings, participate in discussions, write letters/ e-mails and prepare effective Curriculum Vitae

Eligibility of the Course:-

- Candidates who have passed 12th grade in any discipline are eligible for the course.
- Candidates who wish to better their English language skills can also avail of this course.

Admission Procedure:-

Candidates seeking admission to the certificate program in Functional English should have passed their 10+2 examination or any equivalent examination from a recognized board. Student of BA/B.Com/BCA/B.Voc can also apply to this program.

Applicants are not required to pass any entrance examination and the admissions will be done solely on the ground of merit list. The names of the shortlisted candidates would be notified on the college Notice Board. Candidates can apply for admission through offline mode. Fill the form and submit to the course coordinator.

Course Contents:-

The course content includes the following:

Unit 1: Listening

Listening to simple narratives, speech, questions, explanations and the response applicable to both face-to-face as well as telephonic interaction

Unit 2: Speaking

Communication of basic information, opinions, topics using proper body language as applicable in both face-to-face and telephonic conversation.

Aspects of communication, the adaption of proper speech ethics, understanding the purpose, medium, and situation.

Unit 3: Reading

Application of reading techniques, the difference between facts and opinions, understanding facts and inferences

Unit 4: Writing

Learning the basic style of writing, construction of sentences, the structure of communicating feelings, opinions and information on varied topics.

The course material will comprise of newspapers, magazines, books, audio-visuals, etc as applied to the subject.

Certificate Course in Functional English: Career Prospects

Certification course in Functional English qualifies candidates to apply the skills and knowledge gained through the program in varied fields of jobs. Candidates would find it easy to communicate effectively in their workplace, attend meetings and participate in writing essays.

The program prepares the students to overcome their fear of English, and enhance their skills in effective communication required in day-to-day workings.

Other Relevant Information:-

1. Value Added course in Functional English along with inbuilt worksheets and evaluation exercise would be run in language lab from 2.00 PM to 3.00 Pm
2. This course will contain duration of 30 Hours.
3. The number of students/learners to be enrolled for the course could vary from a minimum of 25 to maximum of 30.
4. The Department proposes to charge a nominal fee of Rs. 500/- for this course.