

English – Open Elective -1

FUNCTIONAL ENGLISH GRAMMAR AND STUDY SKILLS

Chapters	CONTENTS
Section I	Functional English Grammar
1	Grammar of Spoken and Written English
2	Basic Sentence Patterns in English – Analysis of Sentence Patterns (SVO, SV,SVOC, SVOA, SVOA/C)
3	Functions of Various Types of Phrases: Noun Phrases, Verb Phrases, Adjective Phrases, Adverbial Phrases, Prepositional Phrases
4	Functions of Clauses: Noun Clause, Adjective Clause and Adverbial Clause and Prepositional Clauses
5	Verbs – Tense and Aspects, Modal Verbs, Functions and Uses
Section II Writing Skills	
1	Writing as a Skill – Its Importance, Mechanism of Writing, Words and Sentences, Paragraph as a Unit of Structuring the Whole Text, Analysis of Paragraph
2	Functional Uses of Writing: Personal, Academic and Business
3	Writing Process: Planning a Text, Finding Materials, Drafting, Revising, Editing, Finalising Draft
4	Models of Writing: Expansion of Ideas, Dialogue Writing, Drafting an Email
Section III Reading Skills	
1	Meaning and Process of Reading
2	Strategies and methods to Improve Reading Skill
3	Sub-skills of Reading: Skimming, Scanning, Extensive Reading, Intensive Reading