

Bharath

INSTITUTE OF HIGHER EDUCATION AND RESEARCH
(Declarated as deemed to be university under section 3 of UGC Act 1956, vide notification No.F.9-5/2000-U.3)

SCHOOL OF ARTS

Date : 16/2/2022

CIRCULAR

Sub: Organizing Value added Course: Short term course on Functional & Communicative English - reg.,

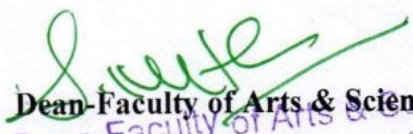
With reference to the above mentioned subject, we bring it to your notice that School of Arts, Bharath Institute of Higher Education & Research is organizing **Value added course "Short term course on Functional & Communicative English"**. The syllabus and registration form is enclosed below.

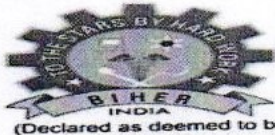
The candidates those who are interested to join must fill the registration form and submit to the Course Coordinator, Mrs. J. Saranya, Department of English on or before 21/2/2022 .The Registration form received after the mentioned date shall not be entertained under any circumstances.

Encl: A copy of Syllabus & Registration form

Copy To:

- 1.All HODs
- 2.Office File/ Notice Board
- 3.Course Coordinator


Dean-Faculty of Arts & Science
Dean Faculty of Arts & Science
Bharath Institute of Higher Education & Research
(Declarated as Deemed to be University U/S 3 of UGC Act. 1956)
Chennai-600 073. INDIA



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SCHOOL OF ARTS

Registration Form

Value Added Course

Date: 21-2-22

Name : S. Arun
Reg.No. : U16CA001
Gender : Male
Department : CA
Year : II
Contact No. :
Email ID :
Course Applied For : Functional and Communicative English


Signature



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SCHOOL OF ARTS

Registration Form

Value Added Course

Date: 21-2-2022

Name : Janaki - M

Reg.No. : U16BE002

Gender : Female

Department : English

Year : 2022

Contact No. : 9566221166

Email ID : Janu123@gmail.com

Course Applied For : Short term course on Functional & Communicative English

Janaki.M
Signature

Bharath Institute of Higher Education & Research

School of Arts

Students Registration List

Value Added Course: Short term course on Functional & Communicative English

S.NO	REG.NO	NAME OF THE CANDIDATE	DEPARTMENT
1	U16BE001	JASMINE SOPIA G	English
2	U16BE002	JANAKI M	English
3	U16BE003	SHALINI SARASWATHI S	English
4	U16BE004	SAI DURGA D	English
5	U16BE005	MEENAKSHI S	English
6	U16BE006	PADMA SHRI R	English
7	U16BS001	SATHYA N	Computer Science
8	U16BS002	VIJAY D	Computer Science
9	U16BS003	VIGNESH T	Computer Science
10	U16BS004	AJITH P	Computer Science
11	U16BS005	MAGALAKSHMI K S	Computer Science
12	U16BS006	GOWTHAM B	Computer Science
13	U16BS007	NARMADHA M	Computer Science
14	U16BS008	JAYASREE R	Computer Science
15	U16BS009	BHARGABJYOTI BORAH	Computer Science
16	U16BS010	MARTIN MANUEL	Computer Science
17	U16BS011	VELMURUGAN S	Computer Science
18	U16BS012	MANIKANDAN R	Computer Science
19	U16BS013	ABIRAMI G	Computer Science
20	U16CA001	ARUN S	Computer Application
21	U16CA002	YUVANESH K	Computer Application
22	U16CA003	NANDHINI POOJA R	Computer Application
23	U16CA004	SARAVANAN K	Computer Application
24	U16CA005	EVANGELIN DARTHI K	Computer Application
25	U16CA006	SURYA PRAKASH S	Computer Application
26	U16CA007	PREM J	Computer Application
27	U16CA008	NARENDHAR S	Computer Application
28	U16CA009	HARIHARAN E	Computer Application
29	U16CA010	GIRIDHARAN J	Computer Application
30	U16CA011	NARESH KUMAR R	Computer Application



SCHOOL OF ARTS

Value Added Course

Short term course on Functional & Communicative English

Syllabus

Introduction to grammar (what is grammar, its importance etc); different approaches to grammar: traditional, generative, transformative, and communicative.

Articles & determiners- Forms & functions of nouns, pronouns, prepositions

Verbs: (transitive & intransitive, regular & irregular), tense & aspect, auxiliaries (primary &

Modal), negatives, questions, agreement & concord

Forms & functions of adjectives, adverbs, agreement & concord

Introduction to linguistics and speech sounds- Description and classification of vowels- Description and classification of consonants- Introduction to phonetic symbols, phonology & minimal pairs

Application writing (jobs and academic): CV, Statement of Purpose (SOP)- Story writing based on given outline- Social Media (emails, blogs etc)

Word accent and rhythm- Intonation in connected speech, Assimilation and- Transcription of words and short sentences with primary stress and tonic accent

Mode - face to face (interaction in formal and informal situations): greetings, replying to greetings, introducing others, welcoming, bidding farewell, appearing in an interview, talking about oneself (strengths and weakness, likes and dislikes, future plans, describing one's family etc.).

Telephonic interactions: taking messages, making appointments, making enquiries regarding travel/hotel bookings, apologising, complaining, giving information etc.

Mode - face to face: public address/presentation through role play, simulation etc. Describing products and services, describing processes, answering trade enquiries, persuading people, giving opinions, presenting arguments, explaining, proposing, presenting a product (e.g. household appliances) or services (e.g. facilities provided by your hotel or company)

Bharath Institute of Higher Education & Research
School of Arts
Course TimeTable

Value Added Course: Short term course on Functional & Communicative English

Course Duration:30 Hrs

S.No	Date	Time	Hour
1	21/2/2022	10 am- 12 noon	2
2	22/2/2022	10 am- 12 noon	2
3	23/2/2022	10 am- 12 noon	2
4	24/2/2022	10 am- 12 noon	2
5	27/2/2022	10 am- 12 noon	2
6	28/2/2022	10 am- 12 noon	2
7	03-01-22	10 am- 12 noon	2
8	03-02-22	10 am- 12 noon	2
9	03-03-22	10 am- 12 noon	2
10	03-06-22	10 am- 12 noon	2
11	03-07-22	10 am- 12 noon	2
12	03-08-22	10 am- 12 noon	2
13	03-09-22	10 am- 12 noon	2
14	03-10-22	10 am- 12 noon	2
15	03-11-22	10 am- 12 noon	2

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School of Arts
Lesson Plan

e Added Course: Short term course on Functional & Communicative English			Course Duration: 30	
S.No	Date	Topic	Time	Hour
1	21/2/2022	Introduction to grammar	10am-12 noon	2
2	22/2/2022	Articles & determiners	10am-12 noon	2
3	23/2/2022	Verbs: (transitive & intransitive, regular & irregular)	10am-12 noon	2
4	24/2/2022	Forms & functions of adjectives, adverbs, agreement & concord	10am-12 noon	2
5	27/2/2022	Introduction to linguistics and speech sounds	10am-12 noon	2
6	28/2/2022	Introduction to phonetic symbols, phonology & minimal pairs	10am-12 noon	2
7	03-01-22	Story writing based on given outline	10am-12 noon	2
8	03-02-22	Writing: Social Media (emails, blogs etc)	10am-12 noon	2
9	03-03-22	Word accent and rhythm	10am-12 noon	2
10	03-06-22	Transcription of words and short sentences with primary stress and tonic accent	10am-12 noon	2
11	03-07-22	Application writing (jobs and academic)	10am-12 noon	2
12	03-08-22	Mode - face to face (interaction in formal and informal situations)	10am-12 noon	2
13	03-09-22	Telephonic interactions	10am-12 noon	2
14	03-10-22	Mode - face to face: public address/presentation	10am-12 noon	2
15	03-11-22	Describing products and services, describing processes, answering trade enquiries	10am-12 noon	2



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Course Feedback form

Value Added Course

Date: 11-3-2021

Course Title: Short term course on Functional & Communicative English

Name: Janaki M

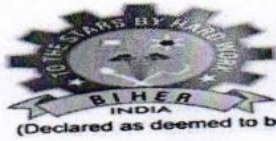
RegNo: U16BE002

Department: English

S.No	Particulars	1	2	3	4	5
(1. Very Unsatisfied 2. Unsatisfied 3. Neutral 4. Satisfied 5. Very Satisfied)						
1.	Objectives of the course clear to you			✓		
2.	Course contents met with your expectations				✓	
3.	Lecture sequence was well planned				✓	
4.	Lectures were clear and easy to understand				✓	
5.	Teaching aids were effective				✓	
6.	Instructors encourage interaction and were helpful				✓	
7.	The level of the course				✓	
(1. Very poor 2. Poor 3. Average 4. Good 5. Excellent)						
8.	Overall rating of the course:	1	2	3	4	5

Please give Suggestion for the improvement of the course:

Janaki M
Signature



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Course Feedback form

Value Added Course

Date: 27-6-22

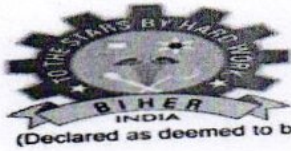
Course Title: Short term course on Functional and Communicative English

Name: S. Arun
RegNo: U16CA001
Department: CA

S.No	Particulars	1	2	3	4	5
	(1. Very Unsatisfied 2. Unsatisfied 3. Neutral 4. Satisfied 5. Very Satisfied)					
1.	Objectives of the course clear to you	✓				
2.	Course contents met with your expectations		✓	✓		
3.	Lecture sequence was well planned				✓	
4.	Lectures were clear and easy to understand					✓
5.	Teaching aids were effective					✓
6.	Instructors encourage interaction and were helpful					✓
7.	The level of the course					✓
	(1. Very poor 2. Poor 3. Average 4. Good 5. Excellent)					
8.	Overall rating of the course:	1	2	3	4	5 ✓

Please give Suggestion for the improvement of the course:


Signature



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Resource Person Details

Dr. Mehala Rajan
Head & Professor
Dept of English
Madras Christian College



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School of Arts

CERTIFICATE OF PARTICIPATION

This is to certify that JANAKI M has participated in the courses on **Functional & Communicative English**, conducted by the School of Arts, BIHER from 21/02/2022 to 11/03/22.

J. Saranya
Mrs. J. Saranya

Course Co Coordinator

A. Subramaniyan
Dr. A. Subramaniyan

Convener

A. Muthukumaravel
Dr. A. Muthukumaravel

Dean- Arts & Science