



# बिरसा मुंडा द्रायबल युनिवर्सिटी Birsā Mūṇḍā Drāyabhal Yūnīvārsīṭī

राजपिपला, जि० नर्मदा Rajpipla, Dist. Narmda

Established by Tribal Development Department, Govt. of Gujarat

## School of Commerce

### B.Com. Programme

**Subject Code & Name: BC03AECC02 FUNCTIONAL ENGLISH**

### Teaching and Evaluation Scheme:

Teaching Scheme				Examination Scheme			
Credits				Component Weightage (%)			
				CCE		SEE	
L	T	P	Total	TH	PWE	TH	PWE
2	-	-	2	50	00	50	00

Programme Name	B.Com.
Semester	III
Course Code	BC03AECC02
Course Title	FUNCTIONAL ENGLISH
Course Content Type (Th./Pr.)	Theory
Course Credit	2
Sessions+ Lab. Per Week	2
Total Teaching/Lab. Hours	30 Hours
* 2 Laboratory = 1 Session	

### Learning Objectives

1. To understand the fundamental parts of speech and their roles in sentence construction
2. To apply grammatical rules such as tenses, subject-verb agreement, and sentence types in daily communication
3. To develop skills in constructing clear, grammatically accurate sentences and paragraphs
4. To use functional grammar (modals, voice, speech, etc.) appropriately in real-life contexts
5. To recognize and correct common grammatical errors through practical editing exercises

### Prerequisites (if any)

### Learning Outcomes

On the completion of this course, students will able to:

1. Define grammar and explain its importance in communication
2. Identify and use parts of speech correctly to form meaningful and accurate sentences
3. Demonstrate proper use of tenses and subject-verb agreement in both spoken and written communication
4. Develop the ability to form clear, grammatically sound sentences and connect ideas logically within paragraphs
5. Employ functional grammar structures to convey mood, responsibility, and reported information clearly and accurately
6. Strengthen their proofreading skills, ensuring grammatical accuracy and clarity in their writing





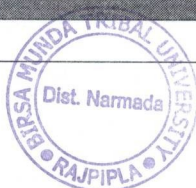
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Detailed Contents		
UNIT	TOPIC/SUB-TOPIC	TEACHING HOURS
I	<b>Grammatical Structures and Sentence Construction</b> A. Introduction to Grammar and Parts of Speech B. Nouns, Pronouns, and Articles (Application in descriptions) C. Adjectives and Adverbs (Application in sentence enhancement) D. Subject-Verb Agreement (Use in daily communication) E. Tenses (Simple, Continuous, Perfect – Use in describing actions/events) F. Sentence Types and Structures (Declarative, Interrogative, Imperative, Exclamatory – Writing and speaking applications)	15
II	<b>Functional Grammar in Context</b> A. Modals (can, could, should, must, may, might – Application in requests, suggestions, obligations) B. Voice: Active and Passive (Use in formal writing) C. Direct and Indirect Speech (Application in conversations and reports) D. Prepositions and Conjunctions (Use in paragraph writing) E. Conditional Sentences (If-clauses in real-life situations) F. Common Grammatical Errors and Editing Exercises (based on real examples)	15
<b>Text Book(s)</b>		
NA		
<b>Reference Books</b>		
1. Collins Dictionaries. <i>Easy Learning English Conversation</i> . Collins, 2015. 2. Fitikides T. J. <i>Common Mistakes in English</i> , 6/E. Pearson Education, 2000. 3. Murphy, Raymond. <i>Essential English Grammar</i> 2/E. Cambridge University Press, 1999. 4. Swan, Michael. <i>Basic English Usage</i> . OUP Oxford, 1984.		
<b>Web Resources</b>		
Online Resources		
<b>Required Software(s) (if any)</b>		
<b>Practical(s) (if any)</b>		







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## School of Commerce B.Com. Programme

**L::** Lecture, **T::** Tutorial, **P::** Practical

**CCE::** Continuous and Comprehensive Evaluation

(CCE Theory includes Mid Semester Examination, Assignment, MCQ quizzes, Seminar, Reflective notes, class participation, case analysis and presentation, slip tests (announced/surprised), attendance etc. or any combination of these)

**PWE::** Practical Work Examination

(PWE includes Laboratory practical work, project work, viva simulation exercise work etc.)

**SEE::** Semester End Evaluation

