**Functional English BVOCOP 101**

**Unit I *Communication:***

Introduction, Definition, Nature and Scope of Communication, Importance and Purpose of Communication, Process of Communication; Encoder and Decoder, Message, Types of Communication; Verbal and Non-Verbal Communication Personal Appearance, Gestures, Postures, Facial Expression, Eye Contacts, Body Language (Kinesics), Time language, Silence Inter and Intra Personal Communication.

**Unit II *Language Skills:***

Four Language Skills; Receptive Skills, Productive Skills, Listening: Listening-concept and cycle, Barriers to Effective Listening, Physical Barriers, Psychological Barriers, Linguistic Barriers, Listening for general content, Listening for filling up information.

**Unit III *Vocabulary:***

Chosen list of general commonly used everyday words Synonyms, Antonyms, Homonyms, Homographs, Homophones.

**Unit IV *Removing grammatical Errors I:***

Difference between Mistakes and errors, Wrong use of preposition, wrong use of tenses, misplaced modifiers, confused adverbs, confused adjective, confused nouns and other words.

**Unit V Removing grammatical Errors II:**

Subject-Verb Agreement, Indefinite and Unnecessary articles, Correct order of words, confusion of number, negatives and questions, un-English expressions, Incorrect/Omission/unnecessary prepositions.

***Books Recommended:***

*1. You can win, Shiv Khera, Macmillan Publishers, India*

*2. Listening Skills: Year1/2 and P2/3 Bk.3, Graeme Beals, Jean Edwards, Prim-Ed*

*Publishing*

*3. A Practical Course for developing speaking skills in English, Gangal J. K., PHI*

*4. A Practical Course for developing writing skills in English, Gangal J. K., PHI*

*5. Little Red Book: Modern Writings Skills, Terry O Brien, Rupa Publications*