



# UNIVERSITY OF JAMMU

(NAAC ACCREDITED 'A' GRADE' UNIVERSITY)  
(Baba Sahib Ambedkar Road, Jammu-180006 (J&K))

Academic Section  
Email: [academicsectionju14@gmail.com](mailto:academicsectionju14@gmail.com)

## NOTIFICATION (24/March/Adp./19)

It is hereby notified for the information of all concerned that the Vice-Chancellor, in anticipation of the approval of the Academic Council, is pleased to authorize the adoption of the Syllabi and Courses of Studies of **Multidisciplinary Course (Title- Functional English)** in the subject of **English/English Literature** of Semester Ist, IInd and IIIrd for **Four Year Under Graduate Programme (FYUGP)** under the **Choice Based Credit System** as per **NEP-2020** (as given in the annexure) for the examinations to be held in the years as per the details given below:

Subject	Semester	Course Code	For the examinations to be held in the year
English/English Literature	Semester-I	UMDENT-107	Dec. 2024, 2025 and 2026
	Semester-II	UMDENT-207	May 2025, 2026 and 2027
	Semester-III	UMDENT-308	Dec. 2024, 2025 and 2026

The Syllabi of the courses are also available on the University website: [www.jammuuniversity.ac.in](http://www.jammuuniversity.ac.in).

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DEAN ACADEMIC AFFAIRS

No. F. Acd/II/24/ 15439-523

Dated: 22/3/24

Copy for information and necessary action to:

1. Dean Faculty of Arts
2. HOD/Convener, Board of Studies in English
3. Sr. P.A. to the Controller of Examinations
4. All members of the Board of Studies
5. Confidential Assistant to the Controller of Examinations
6. Director, Computer Centre, University of Jammu
7. Deputy Registrar/Asstt. Registrar (Conf. /Exams. UG)
8. Incharge University Website for necessary action please

*Sumitasharma*  
22/3/24  
Deputy Registrar (Academic)

*[Signature]*  
22/3/24

*[Signature]*  
22/3/24

**Detailed syllabus & Course of Studies in the subject of English/ English Literature at  
FYUGP under CBCS as per NEP for the examination to be held in December 2024,  
2025 and 2026**

**Semester I  
Multidisciplinary Course**

**Course Title: Functional English**

**Course Code: UMDENT- 107**

**Credits: 3**

Maximum Marks Theory	:	75
External Theory (University Exam)	:	60
Internal Assessment	:	15
Duration of University Theory Exam.	:	03 Hours

**OBJECTIVES:**

The objectives of the course are to:

- Critically initiate learners into various dimensions of non-verbal and oral communication.
- Enhance the learners ability of communicating accurately and fluently.
- Improve Listening skills for better understanding and production of speech sounds.
- Study body and space as non-verbal texts .

**Course Outcomes:**

On successful completion of the module students will be able to:

1. Analyse the usage of English words in different contexts and acquire considerable flair in using broad range of vocabulary.
2. Upgrade comprehension of technical and academic articles and recognise writings as a process rather than a product.
3. Know different kinds of non-verbal communications.
4. Body as non-verbal Text: Body language, facial expressions, gestures, Postures.

**Syllabus**

**UNIT I: Writing Skills**

1. Letter Writing in email format.
2. Speech Writing
3. Article Writing

**UNIT II: Developing Conversational Ability**

1. Formal Interviews
2. Making Enquiries
3. Making Requests and Seeking Permission

*Sucheta*

*Manika*

Detailed syllabus for the examination to be held in December 2024, 2025 and 2026  
Semester I

Title: Functional English

Course Code: UMDENT -107

### UNIT III: Nonverbal Communication

1. Types of Non-verbal Communication: Facial expressions,  
Body movements Proxemics,  
Kinesis, Touching (Hoptics)
2. Functions of Non-verbal Communication.
3. Difference between oral and Non-verbal Communication.

### UNIT IV: Voice Analysis and Improvement

1. Importance of Voice improvement
2. Speech Personality (pitch, inflection, volume, tempo, vitality,  
Energy, Pronunciation and articulation)

#### Mode of Examination

#### NOTE FOR PAPER SETTING

Examination Theory/ Tutorial	Syllabus to be covered in Examination	Time allotted for Examination	Marks
Internal Theory Assessment	50%	01Hour 30 Minutes	15
External Theory End Semester	100%	3 Hours	60

#### External End Semester Theory Examination will have two sections (A&B) {Total Marks 60}

Section A: Four short answer questions covering all the units i.e., one question from each unit. Each question shall be of 3 marks.

Section B: Eight long answer questions covering the entire syllabus i.e., two questions from each unit. (Four to be attempted, one from each unit) Each question shall be of 12 Marks.

#### Internal Assessment {Total Marks 15}

Fifteen (15) marks for theory paper in a subject reserved for internal assessment shall have one long answer type question of 7 marks and four short answer type questions of 2 marks each

#### Recommended Readings:

Alvarez, Joseph A. Elements of Composition. Florida: Harcourt Brace Jovanovich, 1985.

Goodale, Malcolm. Professional Presentation, CUP, 2005.

*Sueheto*

*M. Parikh*

Detailed syllabus for the examination to be held in December 2024, 2025 and 2026  
Semester I

Title: Functional English

Course Code: UMDENT -107

Rosa, Alfred, and Eschholz, Paul. *The Writers Brief Handbook*. New York: Macmillan Publishing Company, 1994.

Jiang, Xioming. *Types of Non-verbal Communication*. Intech Open, 2021.

Wharton, Tim. *Pragmatics and Non-verbal Communication*. Cambridge UP, 2009.

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**Detailed syllabus & Course of Studies in the subject of English/ English Literature at  
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2027**

**Semester II  
Multidisciplinary Course**

**Course Title: Functional English**

**Course Code: UMDENT- 207**

**Credits: 3**

Maximum Marks Theory	:	75
External Theory (University Exam)	:	60
Internal Assessment	:	15
Duration of University Theory Exam.	:	03 Hours

**OBJECTIVES:**

The objectives of the course are to:

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- Enhance the learners ability of communicating accurately and fluently.
- Improve Listening skills for better understanding and production of speech sounds.
- Study body and space as non-verbal texts .

**Course Outcomes:**

On successful completion of the module students will be able to:

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2. Upgrade comprehension of technical and academic articles and recognise writings as a process rather than a product.
3. Know different kinds of non-verbal communications.
4. Body as non-verbal Text: Body language, facial expressions, gestures, Postures.

**Syllabus**

**UNIT I: Writing Skills**

1. Letter Writing in email format.
2. Speech Writing
3. Article Writing

**UNIT II: Developing Conversational Ability**

1. Formal Interviews
2. Making Enquiries
3. Making Requests and Seeking Permission

*Sucheta*

*M. Parikh*

Detailed syllabus for the examination to be held in May 2025, 2026 and 2027

Semester II

Title: Functional English

Course Code: UMDENT -207

### UNIT III: Nonverbal Communication

1. Types of Non-verbal Communication: Facial expressions,  
Body movements Proxemics,  
Kinesis, Touching (Hoptics)
2. Functions of Non-verbal Communication.
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### UNIT IV: Voice Analysis and Improvement

1. Importance of Voice improvement
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**External End Semester Theory Examination will have two sections (A&B) {Total Marks 60}**

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*Moukesh*

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Manika

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**Semester III  
Multidisciplinary Course**

**Course Title: Functional English**

**Course Code: UMDENT- 308**

**Credits: 3**

Maximum Marks Theory	:	75
External Theory (University Exam)	:	60
Internal Assessment	:	15
Duration of University Theory Exam.	:	03 Hours

**OBJECTIVES:**

The objectives of the course are to:

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*Manika*

Detailed syllabus for the examination to be held in December 2024, 2025 and 2026		
Semester III		
Title: Functional English	Course Code: UMDENT-308	

**UNIT III: Nonverbal Communication**

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2. Functions of Non-verbal Communication.
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