

School of Humanities

Regulations & Syllabi

**Post Graduate Diploma in
Spoken English
(PGDSE)**

(Year of Est.: 2006)



**TAMIL NADU OPEN UNIVERSITY
Saidapet, Chennai - 15
Tamil Nadu**

Regulations & Syllabus

Post Graduate Diploma in Spoken English (PGDSE)

The PGDSE Programme is a one-year Programme, comprising three Courses of 8-credits each. The Course Codes and Titles are as under:

PGDSE 01: Basics of Language

PGDSE 02: Introduction to Linguistics

PGDSE 03: Phonetic Transcription and Spoken English

Duration: Minimum One (1) Year and Maximum (3) Years.

Eligibility: Bachelor's Degree from any recognized University.

Medium of Instruction: English.

Revised Fees: Rs. 3,300/-

Scheme of Evaluation: There will be a 3-hour final examination carrying 75% of the total weight and continuous assessment carrying 25% of the total weight. To complete each Course, the learner is required to secure minimum 45% of the 75% in the final examination and overall 50% in both final and continuous assessment taken together. Those students who secure 60% and above in aggregate will be placed in the First Class and those who secure 50% and above but below 60% in aggregate will be placed in the Second Class.

Examination Question Pattern

Course 1

- 1) Short factual answer. Explain any 2 of the 3 in about 50 words each - (2 x 5 marks = 10 marks) 10 marks
- 2) Reading comprehension (a passage of about 600 words) - (1x10 marks = 10 marks) 10 marks
- 3) Grammar (Tenses, articles, etc.) - (10 x 2 marks= 20 marks) 20 marks
- 4) Note making (a passage of about 600 words) - (1 x 5 marks = 5 marks) 5 marks
- 5) Phonetic transcription. Answer any 3 of the 4 - Short passages of about 150 words each - (3 x 10 marks = 30 marks) 30 marks

Course 2

- 1) Essay. Discuss any 2 of the 5 - (2 x 15 marks = 30 marks) 30 marks
- 2) Short essay. Answer any 2 of 5 in about 200 words each (2 x 10 marks = 20 marks) 20 marks
- 3) Short factual answer. Explain any 5 of the 7 in about 50 words each - (5 x 5 marks = 25 marks) 25 marks

Course 3

- 1) Short factual answer. Explain any 5 of the 7 in about 50 words each - (5 x 5 marks = 25 marks) 25 marks
- 2) Phonetic Transcription of 10 words out of 15 - (10 x 2 marks = 20 marks) 20 marks
- 3) Transcription of 2 of 3 dialogues between 2 persons based on a situation (e.g., Ticket booking, accident, etc) (2 x 15 marks = 30 marks) 30 marks

PGDSE Syllabus

Course Code	Course Title	Credits
PGDSE 01	Basics of Language	8
PGDSE 02	Introduction to Linguistics	8
PGDSE 03	Phonetic Transcription and Spoken English	8

A detailed syllabus of each of the three Courses is given below:

PGDSE 01: Basics of Language

Functional Grammar and Vocabulary - Parts of Speech, Pronouns, Verbs, Tenses, Simple present Vs present continuous, Present perfect Vs simple past, Future tense, Articles, The indefinite articles, The definite article Prepositions and Linkers, Preposition of time, Preposition of place, Linkers or Connectors, Punctuation, Common Mistakes, Conversational English, Affixes. Synonyms and Antonyms, Homophones, Making of Nouns, Making of Adjectives, Compound Words, Phrases and Idioms, Words Often Confused, Use of words, Foreign words and phrases, and Spelling.

Language skills - Listening, Speaking, Reading and Writing (LSRW) Skills - Active listening, oral communication, SQ3R Technique, Surveying, Questioning, Reading, Recalling, Reviewing, Comprehension: The Meaning, Reading Passages, Glossary and Language items, Writing Skills, Note making: some technique, Mechanics of note making and Dictionary Use.

Pronunciation and Spoken English - Importance of English, Pronunciation: An Exposition, Speech Sounds, Vowels, Consonants, Sound and Spelling: The Relationship, Phonetic symbols, Phonetic transcription, General guidelines for correct pronunciation, Attributes of Good Speech, Speed/Pace, Loudness/Volume, Pausing, Clear articulation, Voice modulation, Word stress, Dialogue Situations, Introducing oneself and others, Thanking, wishing, apologizing and excusing, Asking for and giving information, Offers, requests and orders, Inviting, suggesting, accepting and refusing, and Likes and dislikes

The Internet English - The Internet and the Implication, Electronic mail (e-mail), Chat groups, Virtual worlds, The Web, Commentary, The Language of E-mail, Structural elements, The body of the message, The Language of the Web and The Internet: The Linguistic Future.

PGDSE 02: Introduction to Linguistics

What is Linguistics? - Spoken and written language, Sounds of language, Word meaning and Varieties of language.

Spoken and Written Language: An Introduction - Language and its Functions, Spoken and Written Language: Similarities, Spoken and Written Language: Differences

Sounds of Language: The Sounds of Speech: A Phonetic Approach, Categories of Speech Sounds, Speech Sounds: A Linguistic Approach

Structure of Language : Grammar: Basic Grammatical Notions, Grammar: The Word, Grammatical Categories, Types of Grammar

Varieties of Language: Variation in Language, Variation and Physical Features

History of English Language - The Descent of English Language, Old English, Middle English and Growth of Vocabulary, The Renaissance and Beyond and Evolution of Standard English.

Phonetics and Phonology - Vowels and Consonants with special reference to English, Vowels and Consonants in words, Phonetic Transcriptions and Word Accent and Rhythm.

Levels of Linguistic Analysis - Morphology and word meaning, Syntax, Semantics and Pragmatics and Discourse Analysis.

PGDSE 03: Phonetic Transcription and Spoken English

(With a Course-specific CD companion)

The Speech Mechanism - Speech Mechanism: An Introduction, The respiratory system, The phonatory system, The articulatory system, Speech Sounds, Classification.

Classification of Consonants and Vowels - Description and Classification of Consonants, Criteria, Place of articulation, Manner of articulation, Phonetic description of consonants, Description and Classification of Vowel, Criteria, The part of the tongue raised, The height of the tongue, The different lip positions, Cardinal vowels.

Phonetic Transcription and Phonology - Phonetic Transcription, International phonetic alphabet, Phonetic transcription, The Phoneme, Phonetics and Phonology, Study of the phonemic system, Phonemics sequences and syllable structure and Suprasegmental phonology.

Consonants - An Exposition, The Consonant Phonemes of English, Choosing a model, The phonetic symbols, Practising the symbols, Consonant sounds and spelling: Relationship, Classification of consonants on a chart, Detailed Description of Consonants, Plosives, Affricate, Nasals, Fricatives, Lateral Approximant, Approximants, Distinguishing among consonants, /f/ & /v/, etc.

Syllable - The structure, Types, Division of words into syllables, Initial Consonant clusters, Initial two - consonant clusters, Initial three - consonant clusters, Final Consonant clusters, Final two - consonant clusters, Final three - consonant clusters, Final four - consonant clusters.

The Vowels of English - Phonemes of English, The phonetic symbols, Practising the symbols, Relationship between vowel sounds and spelling, Detailed Description of the Vowels of English, The monophthongs or pure vowels of English, The diphthongs of English, Distinguishing Among Vowels.

Word Stress in English - An Introduction, Word Stress: Mechanics, Dividing a word into syllables, Degrees of prominence, Levels of stress, Placement of stress on the word, Patterns of stress in English words, Functions of word stress, Placement of primary stress on words: Rules.

Word Stress in Rhythm - An Introduction, Sentence Stress, Rhythm Weak forms, Contracted forms, Use of strong forms of grammatical words.

Intonation - Forms of Intonation, The tone unit, The tonic syllable or the nucleus, Nuclear tone, Functions of Intonation, Grammatical function, Accentual function, Attitudinal function, Uses of Tones, Falling tone, Rising tone, Falling - Rising tone, Rising - Falling tone.