

University of Mumbai




No. UG/ 77 of 2021

**CIRCULAR:-**

Attention of the Principals of the Affiliated Colleges and Directors of the recognized Institutions in Faculty of Humanities.

They are hereby informed that the recommendations made by the Board of Studies in English at its online meeting held on 30<sup>th</sup> May, 2020 vide item No. 2 and subsequently approved by the Board of Deans at its meeting held on 26<sup>th</sup> June, 2020 vide item No. 11(12) have been accepted by the Academic Council at its meeting held on 23<sup>rd</sup> July, 2020 vide item No. 4.32 and subsequently approved by the Management Council at its online meeting held on 28<sup>th</sup> August, 2020 vide item No. 2 and that in accordance therewith, in exercise of the powers conferred upon the Management Council under Section 74(4) of the Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017) the Ordinance 6586 & 6587 Regulations 9332 & 9333 and the syllabus of Certificate Course in English Phonology has been introduced and the same have been brought into force with effect from the academic year 2020-21. (The said course might be introduced from the academic year 2021-2022 in the wake of prolonged Covid-19 pandemic situation in the country and subsequent delay in the commencement of the new academic year) accordingly. (The same is available on the University's website [www.mu.ac.in](http://www.mu.ac.in)).

MUMBAI - 400 032  
25<sup>th</sup> January, 2021  
To,

  
(Dr. B.N. Gaikwad)  
I/c. REGISTRAR

The Principals of the affiliated Colleges and Directors of the recognized Institutions in Faculty of Humanities. (Circular No. UG/334 of 2017-18 dated 9<sup>th</sup> January, 2018.)

A.C/4.32/23/07/2020  
M.C/2/28/08/2020


No. UG/ 77 of 2021

MUMBAI-400 032

25<sup>th</sup> January, 2021

Copy forwarded with Compliments for information to:-

- 1) The Dean Faculty of Humanities,
- 2) The Chairman, Board of Studies in English,
- 3) The Director, Board of Examinations and Evaluation,
- 4) The Director, Board of Students Development,
- 5) The Co-ordinator, University Computerization Centre,

  
(Dr. B.N. Gaikwad)  
I/c. REGISTRAR

**Copy to :-**

- 1. The Deputy Registrar, Academic Authorities Meetings and Services (AAMS),**
- 2. The Deputy Registrar, College Affiliations & Development Department (CAD),**
- 3. The Deputy Registrar, (Admissions, Enrolment, Eligibility and Migration Department (AEM),**
- 4. The Deputy Registrar, Research Administration & Promotion Cell (RAPC),**
- 5. The Deputy Registrar, Executive Authorities Section (EA),**
- 6. The Deputy Registrar, PRO, Fort, (Publication Section),**
- 7. The Deputy Registrar, (Special Cell),**
- 8. The Deputy Registrar, Fort/ Vidyanagari Administration Department (FAD) (VAD), Record Section,**
- 9. The Director, Institute of Distance and Open Learning (IDOL Admin), Vidyanagari,**

**They are requested to treat this as action taken report on the concerned resolution adopted by the Academic Council referred to in the above circular and that on separate Action Taken Report will be sent in this connection.**

- 1. P.A to Hon'ble Vice-Chancellor,**
- 2. P.A Pro-Vice-Chancellor,**
- 3. P.A to Registrar,**
- 4. All Deans of all Faculties,**
- 5. P.A to Finance & Account Officers, (F.& A.O),**
- 6. P.A to Director, Board of Examinations and Evaluation,**
- 7. P.A to Director, Innovation, Incubation and Linkages,**
- 8. P.A to Director, Board of Lifelong Learning and Extension (BLLE),**
- 9. The Director, Dept. of Information and Communication Technology (DICT) (CCF & UCC), Vidyanagari,**
- 10. The Director of Board of Student Development,**
- 11. The Director, Department of Students Welfare (DSD),**
- 12. All Deputy Registrar, Examination House,**
- 13. The Deputy Registrars, Finance & Accounts Section,**
- 14. The Assistant Registrar, Administrative sub-Campus Thane,**
- 15. The Assistant Registrar, School of Engg. & Applied Sciences, Kalyan,**
- 16. The Assistant Registrar, Ratnagiri sub-centre, Ratnagiri,**
- 17. The Assistant Registrar, Constituent Colleges Unit,**
- 18. BUCTU,**
- 19. The Receptionist,**
- 20. The Telephone Operator,**
- 21. The Secretary MUASA**

**for information.**

## Board of Studies in English

### Syllabus

1	Title of the Course C-6586	Certificate Course in English Phonology
2	Eligibility for Admission C-6582	Candidate who passed 10+2 examination in Arts / Science / Commerce or equivalent examination
3	Intake Capacity R-9332	40 Students per batch
4	Passing Marks	The candidate must obtain 40 % of the total marks in external and internal examination to pass the course
5	Selection	First Come First Served Basis
6	Credits	02 Credits
7	Duration of the Course R-9333	6 Months (July-December / January-June)
8	Number of Lectures	30 Hours
9	Fee Structure	Rs. 2000/- (The fee covers tuition fee, remuneration of teacher, infrastructural expenses, books, stationary, examination fee etc.)
10	Teaching Faculty Qualification	As per UGC Guidelines
11	Remuneration of Teacher	As per University / Government Guidelines
12	Centre	Any College/Department/Institution under the purview of the University of Mumbai
13	Level	P.G./U.G./Diploma/ Certificate (Strike out which is not applicable)
14	Pattern	Yearly / Semester (Strike out which is not applicable)
15	Status	To be implemented from the Academic Year 2020-2021

Date:

Signature:



# University of Mumbai

## Certificate Course in English Phonology

Syllabus (with effect from the academic year 2020-21)

(Choice Based Credit System)

### Board of Studies in English

#### Dr. Sudhir Nikam (Chairperson)

Dr. Rajesh Karankal (Member)

Dr. Santosh Rathod (Member)

Dr. Bhagyashree Varma (Member)

Dr. Deepa Mishra (Member)

Dr. B. N. Gaikwad (Member)

Dr. Dattaguru Joshi (Member)

Dr. Satyawan Hanegave (Member)

Dr. Deepa Murdeshwar-Katre (Member)

### Syllabus Sub-Committee

**Dr. Baliram Gaikwad (Convener):** Department of English, N. G. Acharya & D. K. Marathe College, Chembur

**Dr. Sunila Pillai (Member):** Department of English, R.K. Talreja College, Ulhasnagar

**Mrs. Deepti Mujumdar (Member):** Department of English, Patkar-Varde College, Goregaon

**Mr. Vasudev Athalye (Member):** Department of English, Gogate-Jogalekar College, Ratnagiri

**Mr. Kamlakar Chavan (Member):** Department of English, Sant Rawool Maharaj Mahavidyalay, Kudal

## Board of Studies in English

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15	Status	To be implemented from the Academic Year 2020-2021

Date:

Signature:

## **Certificate Course in English Phonology**

### **Preamble:**

Personal and professional level accuracy in the use of English language has become a necessity of the contemporary life. To be acquainted with Phonetics, to have a proper pronunciation of words, knowledge of phonics, accurate articulation of English sounds and words are essential to enable the user of English language to gain perfect understanding of speech mechanism and speech production. This course will not only acquaint the learner with all this but it also offers the practical component which will empower the learners to identify and transcribe the sounds. Thus this course prepares the learners to use English language accurately and prepares him/her for the advance level of learning.

- **Necessity of the Course:**

Knowledge of English language and Phonetic has become a vital in both formal and informal settings. This course will equip the learners with understanding the nuances of English language. Not only for vocational development purpose but also for building up abilities to use immaculate and error free articulation will be possible through this course. The focus on developing good pronunciation, diction, and intonation will contribute to overall fluency in the English language. Due to superior understanding of sound system of English language learners will develop professional accuracy in pronunciation and speaking skill of English language. The recurrent lack of correspondence between the spelling and pronunciation of a word English poses challenge to acquire mastery over English but this course will address common practical problems and will establish ease in communication in English.

### **Objectives:**

1. To introduce students to the basic concepts in Phonetics.
2. To teach the concepts of Voicing, Articulation and Prosody to aid the students in better pronunciation.
3. To familiarize students to use IPA and transcribe using IPA phonetic symbols.

**Learning Outcomes:** After the completion of the course, students will be equipped

1. To understand the basic concepts in Phonetics.
2. To perceive, identifying and transcribing speech sounds using IPA.
3. To pronounce English words and sentences more effectively.

**NOTE: Teachers are required to emphasise more on the practical aspects of phonetics.**

**Modules:**

**Unit I:- Introduction to the Basic Concepts: 03 lectures**

- Language and Linguistics
- Phonetics
- Phonology
- Spellings, Sounds and Word Formation (Concepts of phoneme and allophone, and syllable – its structure and function)

**Unit II: - Anatomy of Speech Production: 03 lectures**

- Speech Organs and their function
- Concepts of Voicing and Articulation – Place and Manner

**Unit III: - Consonants and Vowels: 18 lectures**

- A. – Consonants and Consonant Clusters
  
- B. – Vowels – Difference from Consonants, Tongue Position, Length, Rounding and Nasality, Pure vowels, Diphthongs and Triphthongs, Strong and Weak form
  
- C. Transcription using Phonetic Script

**UNIT IV: - Prosody: 06 lectures**

- Features – Pitch, Length, Loudness
- Stress – Word Stress and Sentence Stress (Connected Speech)
- Intonation – Rising, Falling, Fall-Rise, and Rise-Fall
- Accent – American, British and Indian

## Evaluation Pattern:

### A) Internal Assessment: 40 Marks

UNIT	TEST	MARKS
I	Oral or Written	10
II	Oral or Written	10
III	Oral or Written	10
IV	Oral or Written	10

### B) Course End Examination: - 60 Marks

Q.1	Explain any five out of seven terms (Based on all units)	15
Q.2	Write short notes on any three out of five topics (Based on all units)	15
Q.3	Fill in the Blanks or Multiple choice questions (Based on all units)	15
Q.4 A.	Transcribe a verse stanza ( 4-5 lines) using phonetic script	15

**Or**

Q.4 B. Do as directed:

1) Transcribe a prose passage (4-5 lines) using phonetic script.	07
2) Identify the stress in the given words or Mark the stress in the given sentences. (Any four out of five)	04
3) Identify the intonation pattern in the given sentences. (Any four out of five)	04

### Required Readings:-

- 1 *A Course in English Phonetics for English EFL Students* available in pdf format at [file:///C:/ADMIN/Desktop/A\\_Course\\_in\\_English\\_Phonetics%20\(1\).pdf](file:///C:/ADMIN/Desktop/A_Course_in_English_Phonetics%20(1).pdf)
- 2 Ashby, P., 1995. *Speech Sounds*. London: Routledge.
- 3 Catford, J.C., second edition 2001. *A Practical Introduction to Phonetics*. Oxford: Clarendon Press.
- 4 Clark, J. and Yallop, C., 1995. *An Introduction to Phonetics and Phonology*. Second edition. Oxford: Blackwell.
- 5 Crystal, David. *A Little Book of Language*. Orient Blackswan.
- 6 Cunningham Sarah and Moor Peter, *New Headway Pronunciation Course*. OUP.
- 7 Davenport, Mike and Hannahs, S.J. *Introducing Phonetics and Phonology*. Great Britain. Hodder Education. 2005



- 8 Gimson, A. C. *An Introduction to the Pronunciation of English*. ELBS
- 9 Jones, Daniel. *Everyman's English Pronunciation Dictionary* The English Language Books Society, ELBS
- 10 Kenworthy Joanne. *Teaching English Pronunciations*. Longman Group UK Limited. 1987
- 11 Kreidler Charles W., *The Pronunciation of English A Course Book*. Blackwell Publication. 2004.
- 12 Ladefoged, P. *Vowels and Consonants*. Oxford: Blackwell, 2001.
- 13 Ladefoged, P. *A Course in Phonetics (Sixth Edition)*, Wadsworth Cengage Learning. 2010
- 14 Laver, John. *Principles of Phonetics*. Cambridge University Press. 1994.
- 15 Rajimwale, Sharad. *Elements of General Linguistics, Vol. I*, New Delhi: Rama Brothers
- 16 Roach Peter *English Phonetics and Phonology*, Cambridge: Cambridge University Press (2nd edition). 1991
- 17 Roach, Peter. *Phonetics*. Oxford: OUP. 2001.
- 18 Sethi, J. and Dhamija, P.V. *A Course in Phonetics and Spoken English*. New Delhi: Prentice-Hall of India Private Ltd., 2006
- 19 Varshney, Dr. R.L. *An Introductory Text Book of Linguistics and Phonetics*, New Delhi: Prakash Book Depot

#### List of YouTube Videos:

1. <https://youtu.be/TssaA2geuds>
2. <https://youtu.be/A6aE4nceJt8>
3. [https://youtu.be/AODfwUH\\_rys](https://youtu.be/AODfwUH_rys)
4. <https://youtu.be/elFOQnWr5Co>
5. <https://youtu.be/G4Z5qngn-48>
6. <https://youtu.be/MPsz6QVZeVE>
7. <https://youtu.be/kIapQVNq3D4>
8. <https://youtu.be/rnJCKda4oWU>
9. <https://youtu.be/pT6aGkt4czQ>
10. <https://youtu.be/kksfqYcYkeg>

## ASSIGNMENTS (Practical Exercises)

### Unit-I and Unit II

1. Prepare a list of symbols and words consisting these symbols.
2. Ask the students to produce the sounds of all the phonemes, use them in words and pronounce these words loudly.
3. Ask the students to find out the consonants used in the following words and pronounce them loudly (for example)
  - ❖ kite
  - ❖ rise
  - ❖ cash
  - ❖ rubber
  - ❖ rough
  - ❖ staff
  - ❖ commonly
  - ❖ written
  - ❖ tomorrow
  - ❖ learn
  - ❖ cool
  - ❖ bird
  - ❖ team
  - ❖ ward
  - ❖ place

4. Prepare a list of symbols, use these phonemes in words and transcribe these words.

Or

5. Ask the students to produce sound of some consonants and some vowels to feel the moves of all speech organs. Ask them to make the list of organs used and their position.

Or

6. Ask the student to produce the initial sounds in the following words and state whether they are voiced or voiceless (for example):
  - ❖ Stick , father
  - ❖ Shine very



were	/wɜ:/	/wə/
him	/hɪm/	/əm/

#### Unit-IV

1. Transcription of a short paragraph (of 60 to 80 words), marking stress and intonation

Or

2. Ask the students to pronounce all the vowels and focus the length of these vowels (short and long vowels)

Or

3. Ask the students to pronounce at least 20 words of two or more syllables with the primary stress.

Or

4. Ask the students to pronounce at least ten sentences (used as request, command, statement, exclamation, etc.) with proper intonation.

#### Topic suggested, but not limited to in Q.1 of the theory paper:

a. Phonology b. Phonetics c. Phoneme d. Morpheme e. Allophone f. Articulation

g. Consonant Cluster h. Diphthongs i. Triphthongs j. Pitch k. Tone Accent

#### Topic suggested, but not limited to in Q.2 of the theory paper:

- a. Difference between phoneme and morpheme
- b. Difference between phoneme and allophone
- c. Speech organs and their functions
- d. Manner of articulation
- e. Place of articulation
- f. Difference between consonants and vowels
- g. Difference between strong and weak forms of vowels
- h. Difference between word stress and sentence stress
- i. Major intonation patterns in English





- (15) /i:/
- |              |          |
|--------------|----------|
| A. lip       | B. idiot |
| C. breakfast | D. see   |
- (16) \_\_\_\_\_ follows the order of Voiced and Voiceless initial sounds respectively?
- |                |                |
|----------------|----------------|
| A. but and put | B. hat and cat |
| C. fan and can | D. yet and net |
- (17) Which of the following is NOT proper sequence of vowels?
- |         |         |
|---------|---------|
| A. /eɪ/ | B. /ɪə/ |
| C. /aɪ/ | D. /ɪə/ |
- (18) The phoneme /ə/ is used only in \_\_\_\_\_ syllables.
- |                                 |                      |
|---------------------------------|----------------------|
| A. stressed                     | B. unstressed        |
| C. both stressed and unstressed | D. none of the above |
- (19) In the articulation of nasal sounds, the \_\_\_\_\_ is lowered, and the air passes through the nose.
- |                |                |
|----------------|----------------|
| A. hard palate | B. tongue      |
| C. upper lip   | D. soft palate |
- (20) Which of the following statements is true?
- A. Strong and weak forms are used only with grammatical and monosyllabic words.
  - B. All the words in a sentence are stressed.
  - C. Monosyllabic words are often stressed.
  - D. Contracted forms of auxiliary verbs are always stressed.
- (21) Which of the following words does not make use of long vowel?
- |         |         |
|---------|---------|
| A. bird | B. cool |
| C. hat  | D. call |





(29) Recognize the tone used in the following sentence:

Yes, it is nasty.

A. rising

B. falling

C. rising- falling

D. falling-rising

(30) Recognize the tone used in the following sentence:

When would it suit you to come?

A. rising

B. falling

C. rising- falling

D. falling-rising

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**Model Answer**

<b>Question number</b>	<b>Answer</b>
1	<b>B</b>
2	<b>A</b>
3	<b>B</b>
4	<b>A</b>
5	<b>C</b>
6	<b>D</b>
7	<b>D</b>
8	<b>A</b>
9	<b>B</b>
10	<b>C</b>
11	<b>D</b>
12	<b>C</b>
13	<b>A</b>
14	<b>D</b>
15	<b>D</b>

16	<b>A</b>
17	<b>B</b>
18	<b>B</b>
19	<b>D</b>
20	<b>A</b>
21	<b>C</b>
22	<b>D</b>
23	<b>A</b>
24	<b>D</b>
25	<b>A</b>
26	<b>B</b>
27	<b>B</b>
28	<b>D</b>
29	<b>C</b>
30	<b>A</b>

Q.4 A. Transcribe the following lines using phonetic script.

*His day is done.*

*Is done.*

*The news came on the wings of a wind, reluctant to carry its burden.*

*Nelson Mandela's day is done.*

OR

Q.4 B. Transcribe the following prose lines using phonetic script.

*When I used to ask students what a poem is, I would get answers like "a painting in words," or "a medium for self-expression," or "a song that rhymes and displays beauty." None of these answers ever really satisfied me, or them, and so for a while I stopped asking the question.*

Q.4 B. Identify the stress in the following words:

a. photograph   b. graphology   c. career   d. administration   e. certificate

OR

Q.4 B. Identify the stress in the given sentences:

- a. I will be going tomorrow.
- b. Can I have some water?

- c. Sheela was determined to finish her work.
- d. Life must go on
- e. You like me, don't you?

Q. 4 C. Giving five sentences to identify the intonation pattern (Sample)

- 1. Where's the nearest post-office? (Falling)
- 2. What time does the film finish? (Falling)
- 3. Are you thirsty? (Rising)
- 4. Is this your camera?

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**Note:**

- 1. At the end of the course, the Centre (College/Institute/Department) should ensure that the university rules and regulations have been duly followed.
  - 2. On the basis of examination results and credits earned by the student, the Centre will issue the joint certificate with the name of University and College/Institute/Department.
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**Submission on Feasibility of Starting New Courses as per the Provision of  
Maharashtra Public University Act 2016  
Ac - 23/7/2020, Resolution No. 4.31**

**CERTIFICATE COURSE IN BASIC ENGLISH GRAMMAR**

**1. Necessity of Starting this course:**

Understanding the basic grammar rules is essential for communicating efficiently in any language and English is not an exception to this. When we use correct English grammar, communication becomes easier, clearer and more efficient. The flawless communication in English language is an important asset in today's age of globalization. Knowledge of grammar and understanding of its basic structure helps the learner to improve his/her speaking, listening, reading and writing skills.

**2. Whether UGC has recommended to start the said Courses?**

UGC has given guidelines for introduction of career oriented courses ( <https://www.ugc.ac.in/oldpdf/xiplanpdf/revisedcareerorientedcourses.pdf> ). Universities are allowed to run the diploma / certificate courses and with due approval of its governing councils/ statutory council wherever required (Ref: <https://www.ugc.ac.in/faq.aspx>). However, u/s 5(16) under Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017), Universities are empowered to start to prescribe the courses of instruction and studies in choice based credit system for the various examinations leading to specific degrees, diplomas or certificates in a stand-alone format or joint format with other State or national or global universities.

**3. Whether all the courses have commenced from academic year 2019-20?**

The above certificate course recommended by the BoS in English, and further approved by the statutory bodies is to be introduced from the Academic Year 2020-2021.

**4. The courses started by the University are self-financed, whether adequate number of eligible permanent Faculties are available?**

The certificate course is purely self-financed. The department/affiliated colleges interested in its affiliation need to comply with the norms laid down as above.

**5. To give details regarding duration of the course and is it possible to compress the course?**

The duration of the course is maximum 6 month {6 Months (July-December / January-June)} with total 30 contact hours consist of maximum 2 Credits on completion of total 30 hours.

**6. The intake capacity of each course and no. of admissions given in the current academic year (2019-20)**

The intake capacity is set to maximum 40 students per batch.

**7. Opportunities of employability/employment available after undertaking these courses:**

Developing grammar skills is a sure way with the help of which the learner can present himself/herself as more professional, polished and poised for job success. Adding certificates to learner's resume that show an investment in grammar knowledge and understanding can greatly enhance his / her profile and set him/her apart from the other candidates. Knowledge of grammar allows person to communicate effectively in any academic or professional setting. Additional jobs for grammar experts include proofreader, blog writer, book editor, teacher, publisher, website developer, freelance writer, besides, career in grammar can start in any number of places and across many industries.

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