

B. A., ENGLISH

**I YEAR – I SEMESTER
COURSE CODE: 7BENA1**

ALLIED COURSE – I- DEVELOPING LANGUAGE SKILLS

Unit – I

Reading and Comprehension
Skimming the Text
Scanning the Text

Unit – II

Greeting and Responding to the Greeting
Introducing Yourself
Introducing others

Unit – III

Inviting, Accepting and Declining
Invitations
Asking, Giving and Refusing Permission
Apologizing

Unit – IV

Writing Agendas
Writing Minutes
Writing Letters

Unit – V

Writing Curriculum Vitae
Writing Telegrams
Group Discussion

Text Book:

1. English for Practical Purposes - by Z.N. Patil, B.S. Valke, Ahsok Thorat and Zeenat Merchant (Macmillan)



I YEAR – II SEMESTER
COURSE CODE: 7BENA2

ALLIED COURSE – II – FUNCTIONAL ENGLISH

Unit – I

Parts of Speech
The Noun
The Adjectives
The Adverbs
Sentence Pattern

Unit – II

Asking for Advice
Expressing Gratitude
Congratulating

Unit – III

Presentation Skills
Telephone Skills

Unit – IV

Interview Skills
Frequently Asked Questions in Interviews

Unit – V

Personality Development
Group Discussion

Books Recommended:

1. Modern English Grammar and Usage by N. Krishnasamy
2. Spoken English Ed. By Surendran & Dhamija (Tata McGraw – Hill)
3. Focus: A Course Book on Language and Communication Skills Ed, by Dr. J. Mary Jeyanthi, Harrows Publications, Chennai.



II YEAR – III SEMESTER
COURSE CODE: 7BENA3

ALLIED COURSE – III – JOURNALISM

Unit – I

Definition of Journalism – Role of Journalism – Ethics – Press Laws – Press Council

Unit – II

News – Definition – Kinds - Elements – Sources – News Agencies

Unit – III

Reporting – Qualities of Reporters – Kinds of Reporting

Unit – IV

Editing – News Editor – Sub-Editor – Anatomy of Editing

Unit – V

Language of Journalism – Writing a News Story – Writing Opinion Pieces – Writing Leads – Headlines

Books for Reference:

- | | | |
|-------------------|---|---|
| R. Parthasarathy | - | Basic Journalism (Macmillan) |
| M.V. Kamath | - | Professional Journalism (Vikas Publishing house Pvt. Ltd.,
576, Majid Road, Jangpure, New Delhi) |
| K.M. Shrivasthava | - | News Reporting Editing (Sterling Publishers Pvt. Ltd.,
L.
10. Green Park Extension, New Delhi – 16) |



II YEAR – IV SEMESTER
COURSE CODE: 7BENA4

ALLIED COURSE – IV – TELECASTING

Unit – I

TV News Writing and Editing

Unit – II

News Reading

Unit – III

Interview and Talk Programmes

Unit – IV

Sports & Music Announcing Commercials

Unit – V

Performance Skills:

1. Achieving a Conversational Style
2. Ad-lib Announcing

Books for Reference:

1. News – A Reader – Howard Tumber – OUP
2. Television and Radio Announcing - Stuart W. Hyde – Kanishka Publisher, New Delhi
3. Hand book of Reporting and Editing – R. K. Ravindran - Anmol

