**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)

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**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.

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**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)

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**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

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