

6. This is a self-sufficient course. However, higher studies can be pursued in the other two subjects offered by the students.
7. Each paper separately states the objectives, course contents, suggestions for teaching/testing mode of examination and bibliography.

FUNCTIONAL ENGLISH

B.A.Part I

Semester I 12 periods per week including theory and Practical

Semester II 12 periods per week including theory and Practical

Paper	Subject	Marks
Communication Skills:		
Semester I	Speech Skills	45 (Theory)
	Oral Communication Skills	45 (Practical)

B.A.Part II

Semester III 12 periods per week including theory and Practical

Semester IV 12 periods per week including theory and Practical

Paper	Subject	Marks
Radio Journalism:		
Semester III	Radio Journalism	45 (Theory)
	Broadcast Presentation	45 (Practical)
T.V.Journalism:		
Semester IV	T.V.Journalism I	45(Theory)
	T.V.Journalism II	45(Theory)
	Total Marks	180

FUNCTIONAL ENGLISH

B.A.Part III

Semester V 12 periods per week including theory and Practical
 Semester VI 12 periods per week including theory and Practical

Paper	Subject	Marks
Print Journalism:		
Semester V	Print Journalism I	70 (Theory)
	Print Journalism II	20 (Viva)
Office Communication for Business:		
Semester VI	Office Communication for Business 1 Office Communication for Business II	45 (Practical) 25 Viva 20 Training
On the job training : at one of the places given below	Total Marks	180

Visit to: Radio Station, Tutorial Academy., Any Service Industry Centre, T.V.Station,
 Newspaper Office etc.

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Dhamija

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SEMESTER II Writing: Communication Skills and Study Skills

Written: 90 Marks
Int. Assessment: 10 Marks
Total: 100 Marks

Suggestions for teaching:

- Research, Survey and Studies
- Language and Style

Unit VI: Comparing:

- Comparing in different situations and for different purpose
- Role of Wit and Humor in Compering.
- Language and Style

Unit VII: Concept of Voice Training:

- Elocution
- Inventory of Voice, Audition Analysis
- Common Problems of Broadcast Voice

Unit VIII: Training in developing one's Best Voice:

- The organs of speech and their mechanism
- The Physical Structure
- Breathing Types
- Note Production
- Tone Production

Unit IX: Training in developing one's Best Speech:

- Revision of Course Component: Speech Skills
- Word and Discourse Production
- Copy Techniques, marking copy
- Presentation Scripts, Presentation Based on Notes.

Note: The last objective and the last mention point under suggestion for teaching to be taken up with Broadcast Journalism TV (1) and (2) in the III year.

Suggestions for teaching :

During the course of study, the teachers need to be very resourceful. This has to be done in the form of organization field trips to make learners work in authentic setting and to produce a lot of real materials i.e. scripts, tapes etc. to be used as teaching materials. The teacher's creativity will be in the fore while organizing practical activities for learners.

Field work:

Visit to sites of different events by learners is required in order to cover the happenings in their practical work.

Visit to the radio Station by learner is desirable to help learners observe presentations to acquire related skills.

The teacher needs to give a lot of practical work by making learners participate in Physical exercises, making text, giving oral presentations and facing the camera through simulation.

Mode of Examinations:

Written: 45 marks

Practical: 45 marks

Total 90

(Oral presentation in different situations i.e. banks, airports, inquiry; formal presentation during exams; a broadcaster, voice testing)

Bibliography:

- Joshi, H.M. : Training on Radio News Presentation in English for ATR news readers/editors/correspondents, Indian institute of Mass Communication, New Delhi, 1996.
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- Hagerman, W.L. : Broadcast Announcing, Prentice Hall Inc, New Jersey, 1993.
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- Berry Cicely : Your Voice and How to Use it Successfully, George Harp & Co.Ltd, London, 1981.

SEMESTER IV

Paper : T.V. Journalism

Objectives: T.V. Journalism 1 & T.V. Journalism 2

- To acquaint learners with the lay-out, equipment and functioning of a T.V. station
- To train learners in scriptwriting for different genres of T.V. Broadcast.
- To sensitize learners to body movements, demeanor and gestures involved in T.V. presentation.
- To provide further practice in previously covered features of broadcast presentation.
- To familiarize learners with different genres of T.V. production with specific training imparted in script writing.
- To continue with all other features of Broadcast presentation.

Course Content:

Unit I: TV station and program Production

- Pre production: Techniques of Programme presentation and the criteria of selecting technique for presentation.
- Production and the Criteria of selecting Technique for presentation.
- Production: Studio Lay-out, Camera, production Control room, lighting system, Audio -System.
- Post Production : Editing.

Unit II: Interviews

- Interviews as a Mean of collecting information
- Types of Interviews
- Interviews in relation to purpose, situation interest & taste.
- Writing Questions
- Conducting the Interviews

Unit III: News Bulletin

- Defining News
- Types of News
- News gathering
- News Processing
- News Writing
- Writing for Voice-Overs
- Editing
- Bulletinizing News

Unit IV: Compering

- Note taking, Note Making, Referencing, Researching
- As Libbing
- Creating word images pertaining to various sense

Unit V: The Entire Paper B of Second year (Broadcast Representation)

- Voice Production
- Speech training
- Body language

Unit VI: Electronic Media and Job Opportunities

- Electronic Media : Vital elements in information technology.

- Satellite technology and Job opportunities at the Global Level
- Role of PrasarBharti and Broadcast Authority of India
- Scope of Script Writing skills in the 21st century- the Growth and Relevance of English/Regional/National and International level

Unit VII: Commentary

- Definition and Aims
- Components of a Commentary: Education and Research
- Attitude, Language Style
- Delivery

Unit VIII: Announcements

- Formats of Announcing Styles, Purpose, Situations, Time, Age, Pace and Pitch.
- Announcing Programmes
- Announcing Commercials
- Public Service Announcements
- Promos
- Kinds of Spot Productions

Unit IX: Documentary

- Definition and Aims
- Techniques of Writing for documentary
- Components of a documentary
- Language, style and format
- Characteristics go good documentary
- Types of Copies, TV Scripts, Scene-by-scene Scripts, Camera Scripts, Shooting Scripts

Unit X: Body Language

- Gestures/ Moments of Face, Lips, Eyes, Limbs before the Camera
- Aspects of Gait, Dress Sense, Grace and Demeanor

Suggestions for teaching :

1. During the course of study, the teacher needs to be resourceful in order to organize fields trips to TV Programmes production centers. The teacher should be able to obtain scripts, tapes, etc. of authentic material to be used in the classroom. This can be recorded with the help of a VCR and can also be transcribed. The teacher must also be able innovative enough to construct activities such as simulation tasks for learners.
2. **Ref. Unit V:** The teacher must provide the students with plenty of opportunities to practice presentation of scripts/notes. This includes making learners participate in physical exercises, making texts, giving oral presentations and facing the cameras through simulation. The college must make provision for students to face the camera and rehearse presentation.

**OUTLINE OF TESTS SYLLABI AND COURSES OF READING FOR
FUNCTIONAL ENGLISH (SEMESTER SYSTEM) AT THE**

Unit VI: Editing
- Need for editing

- Charnley, Mitchell, V : Reporting, Holt Rinehart and Winston, New Delhi, 1965.
- Copstake, T : Editing Super B, Focal Press Ltd., London, 1980.
- Critchfield, Richard P : The Indian Reporter's Guide, Allied Pacific, Bombay, 1962.

SEMESTER VI: Office Communication for Business**Objectives:**

- To equip learners with language proficiency in Business/work situations particularly in spoken interaction
- To make learners aware of the special features of format and style of informal communication through various modes.
- To equip learners with techniques of written communication in business situations.
- To expand vocabulary and develop reading comprehension of material related to business.

Course content:**Unit I : Mode: Face to Face: Business Contacts**

Interaction in Formal/Informal Situation: Greetings, replying to greetings, introduction of oneself and others.

Welcoming, bidding farewell, appreciating in an interview, talking about oneself, describing one's job, work place, likes and dislikes, future plans, describing one's strength and weakness, abilities and qualifications.

Unit II : Mode: Telephonic Interaction

Taking messages, making appointments, making enquiries regarding travel bookings, hotel bookings, services, business trading (stocks etc.), making orders, receiving orders, apologizing, complaining, replying to complaints, giving information.

Practice in telephoning techniques such as repeating numbers, spelling out names, giving information clearly, noting messages, etc.

Unit III: Mode: Face to Face Public Address: Dealing with Clients and Customers.

-Describing products and Services

Writing letters of applications with curriculum-vitae /resume letters of invitation, reply to invitation enquiry, reference, arrangements, announcing forthcoming events products, visits, making booking and arrangements for conference, trade fairs etc. complaints and replies of complaints, apologies, thanks,

Writing office memos and notes

Unit VI: Business Meetings

Writing notices, agendas, resolutions, minutes for business meetings, preparing notes for a meeting

Unit VII: Business Reports

- Independent reading of reports business and finance papers, reports on company performance, market survey, project reports, reports of achievements in the world of business by well-known business personalities, comparative progress of various enterprises etc.

- Summarization of main ideas of these reports, using the vocabulary from them and consulting the business English dictionary.

- Basic Report writing: Organizing information, structuring the report.

Field Work:

- Visit to the TV Station by learners for exposure to mechanism of TV Broadcast is desirable.
- Visit to the sites of different events by learners is desirable so as to cover authentic happenings for practical work.

Suggestions for Teaching:

1. Role play and simulation of business situations may be used to train learners.
2. Listening may be practiced by playing tape-recorded material e.g Telephone conversations, recorded interviews, etc.
3. **For Unit III** - some real products can be described and learners may simulate buying-selling situations in which persuasive techniques can be practiced.
4. **For Unit IV**- the use of some visual aids, such as Flip Chart and overhead Projector may be encouraged to familiarize learners with these techniques of presentations.
5. Speaking may be tested through role-play, mock interview, giving a presentation. Listening may be tested by asking learners to listen and take down telephone message, short conversation, on business-related matters.
6. A wide range of business texts and correspondence may be taken from books on business English as well as from companies, offices newspapers and magazines.

Mode of Examination:

Written : 45 marks
 Viva-Voce : 25 marks
 On the Job : 20 marks

On the Job Training Phase I at any one of the places given: Radio Station, Tutorial Academy, Any Service Industry Centre, T.V. Station, Newspaper Offices, etc.

There will be a practical paper. The students will be required to submit project, which will be evaluated out of 25 marks.

Total : 90 marks

Bibliography:

- Binhan, Philip : Executive English, Longman Group, London, 3V, 1968
70.
- Blundell Oxford's Middle Miss : English for Business and Commercial World, Middle Oxford University Press, Oxford, 1985.
- Hanner, M.S and G.C.Wilson : Communication in Business and Professional Setting
M.C.Grawhil, New York , 1989.

- : Correspondence for Foreign Students, Longman Group, London, 1993.
- Land, Geoffrey : Business Reading, Longman, London, 1987.
- Stanton, F.L. and P. Wood : Longman. Commercial Communication, Longman, London, 1989.
- Reference Material : International Business English
- Jones and Alexander. : Cambridge University Press, Cambridge, 1992.
- Oxford Dictionary of Business English, Oxford University, Press, Oxford, 1996.
