

**FUNCTIONAL ENGLISH
MAJOR COURSES (CORE PAPERS)**

Core papers (15 Nos up to 3years)

Paper Code	Course Code	Title of the Paper	Total Credits
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FIRST SEMESTER

C-1	IPH01	Introduction to Phonetics -1	4
C-2	IPH02	Introduction to Phonetics -2	4

SECOND SEMESTER

C-3	RG01	Remedial Grammar -1	4
C-4	RG02	Remedial Grammar -2	4

THIRD SEMESTER

C-5	IWS	Introduction to Writing Skills	4
C-6	IAW	Introduction to Academic Writing	4

FOURTH SEMESTER

C-7	OC-1	Oral Communication-1	4
C-8	OC-2	Oral Communication- 2	4

FIFTH SEMESTER

C-9	MCB	Mass Communication and Broadcasting	4
C-10	MCB-T	Mass Communication & Broadcasting-T	4
C-11	MCB-R	Mass Communication & Broadcasting-R	4

SIXTH SEMESTER

(English in 'On the Job Training')

C-12	OOJT	Orientation to On the Job Training	4
C-13	IP	Interview, Placements and CV/Resume Making	4
C-14	IR	Internship/On the Job Training, Report Writing	4
C-15	DBP	Dissertation/Business Proposal	4

SEVENTH SEMESTER

C-16	ORM	Overview of Research Methodology	4
C-17	BCRM	Basic Concepts of Research Methods	4

C-18	DRP	Drafting Research Proposal	4
C- 19	BIRM	Basic Introduction to Research Methodology	4

EIGHTH SEMESTER

C-20	SLAL	Second Language Acquisition and Learning	4
C-21	ASLT	Approaches to Second Language Teaching	4
C-22	HEL	History of English Language OR, *	4
C-23	DISS	*Research Project/Dissertation	12

SEMESTER ONE
Functional English (Core – 1)

Paper Name: Introduction to Phonetics-1

Paper Code: IPH01

Objectives:

- **To equip learners with the foundational knowledge and skills to understand and analyze speech sounds**
- **Apply the understanding of phonetics to improve speaking skills and pronunciation**

Unit – I : Introduction to linguistics and speech sounds

Practicum:

- a) Speaking for fluency
- b) Speech Activities for production of English Sounds

Unit – II: Introduction to phonetic symbols, phonology & minimal pairs

Practicum: Activities to learn and understand phonetic symbols

Unit – III: Description and Classification of Vowels

Practicum: Speaking activities to understand the Vowels of English

Unit – IV: Description and Classification of Consonants

Practicum: Speaking activities to understand the Consonants of English

Unit – V: Intonation in connected speech, Assimilation and Elision

Practicum:

- a) Speaking activities

Suggested Readings:

1. A history of English sounds from the early period by Henry Sweet; Cambridge University Press; 2014.
2. A History of English Language by Albert Baugh and Thomas Cable; 6th Edition; Routledge; 2012.
3. A Gentle Introduction to Old English by Murray McGillivray; Annotated Edition; Broadview Press; 2010.
4. English Phonetics and Phonology: A practical course by Peter Roach; 4th Edition; Cambridge University Press; 2009
5. The Adventure of English: The Biography of a Language by Melvyn Bragg; Sceptre; 2004
6. Vowels and Consonants: An Introduction to the Sounds of Languages by Peter Ladefoged; Wiley Blackwell; 2000.

7. Practical English Phonetics & Phonology by Beverly Collins, Inger M.Mees & Paul Carley; 4th Edition; Routledge; 2019.
8. How to Do Accents/How to Do Standard English Accents by Edda Sharpe & Jan Haydn Rowles; 2nd Revised Edition; Oberon Books; 2009.
9. A Practical Introduction to Phonetics by J.C.Catford: 2nd Edition; Oxford University Press; 2002.
10. The Vocabulary Detective: How to get meaning from context by David Hastings; Independently Published; 2022.
11. Vowel and Consonant Sounds: A Definitive Guide by Micheal Ofoegbu: Independently Published: 2022
12. English Phonetics and Pronunciations Practice by Paul Carley, Inger M.Mees & Beverly Collins; 1st Edition; Routledge; 2017.
13. Vowels and Consonants by Peter Ladefoged and Sandra Ferrari Disner; 3rd Edition; Wiley Blackwell; 2012.
14. English Phonetics Workbook Book 1 : Vowel Sounds by Stephen G. Treasure; Independently Published; 2023.
15. English Phonetics Workbook Book 2 : Consonant Sounds by Stephen G. Treasure; Independently Published; 2023.
16. English Phonetics Workbook Book 3: Stress and Intonation by Stephen G. Treasure; Independently Published; 2023.
17. Oxford Guide to Effective Writing and Speaking: Hot to Communicate Effectively by John Seely; 3rd Edition; Oxford University Press; 2013.

SEMESTER ONE

Subject: Functional English (Core - 2)

Paper Name: Introduction to Phonetics- 2

Paper Code : IPH02

Objectives:

- **To equip learners with the ability to identify, classify, and transcribe sounds**
- **Understand the functioning of English sound system**
- **Understand the difference in pronunciation between different varieties of English**

Unit –I: Transcribing words and short sentences

Practicum:

- a) Transcription Activities

Unit – II: The syllable and consonant clusters

Practicum:

- a) Speaking activities

Unit – III: Word accent and rhythm

Practicum:

- a) Speaking activities using different accents

Unit – IV: Language Varieties; Dialects, Registers, Pidgins and Creoles

Practicum:

- a) Activities to practice and understand the differences of these varieties

Unit – V: Varieties of English; RP, American, GIE(General Indian English) and L1 interference

Practicum: Activities to practice varieties of English

Suggested Readings:

1. A history of English sounds from the early period by Henry Sweet; Cambridge University Press; 2014.
2. A History of English Language by Albert Baugh and Thomas Cable; 6th Edition; Routledge; 2012.
3. A Gentle Introduction to Old English by Murray McGillivray; Annotated Edition; Broadview Press; 2010.

4. English Phonetics and Phonology: A practical course by Peter Roach; 4th Edition; Cambridge University Press; 2009
5. The Adventure of English: The Biography of a Language by Melvyn Bragg; Sceptre; 2004
6. Vowels and Consonants: An Introduction to the Sounds of Languages by Peter Ladefoged; Wiley Blackwell; 2000.
7. Practical English Phonetics & Phonology by Beverly Collins, Inger M. Mees & Paul Carley; 4th Edition; Routledge; 2019.
8. How to Do Accents/How to Do Standard English Accents by Edda Sharpe & Jan Haydn Rowles; 2nd Revised Edition; Oberon Books; 2009.
9. A Practical Introduction to Phonetics by J.C. Catford; 2nd Edition; Oxford University Press; 2002.
10. The Vocabulary Detective: How to get meaning from context by David Hastings; Independently Published; 2022.
11. Vowel and Consonant Sounds: A Definitive Guide by Micheal Ofoegbu; Independently Published; 2022
12. English Phonetics and Pronunciations Practice by Paul Carley, Inger M. Mees & Beverly Collins; 1st Edition; Routledge; 2017.
13. Vowels and Consonants by Peter Ladefoged and Sandra Ferrari Disner; 3rd Edition; Wiley Blackwell; 2012.
14. English Phonetics Workbook Book 1 : Vowel Sounds by Stephen G. Treasure; Independently Published; 2023.
15. English Phonetics Workbook Book 2 : Consonant Sounds by Stephen G. Treasure; Independently Published; 2023.
16. English Phonetics Workbook Book 3: Stress and Intonation by Stephen G. Treasure; Independently Published; 2023.
17. Oxford Guide to Effective Writing and Speaking: How to Communicate Effectively by John Seely; 3rd Edition; Oxford University Press; 2013.

SEMESTER TWO

Subject: Functional English (Core – 3)

Paper Name: Remedial Grammar -1 Paper Code: RG01

Objectives:

- To introduce theoretical and conceptual understanding of the elements of grammar.
- To enhance the learners' ability of communicating accurately and fluently.
- Understand sentence structure and enhance clarity in communication.

Unit –I : 1. Introduction to Grammar

- What is Grammar?
- Importance of Grammar
- Types of Grammar

2. The Evolution of Grammar

- Historical Development of Grammar
- Theories of Grammatical Evolution

Practicum:

a) Analysis and application – as discussed in the theory section

Unit –II : 1. Grammatical Structure

- Sentence Structure
- Phrase Structure

2. English and Other Languages

- Word Order in English and Other Languages

Practicum:

a) Intensive training for correct application of knowledge gained in theory class.

Unit –III : 1. Word Classes

- What are Word Classes?

2. Word Classes of English

- Types of Word Classes

Practicum:

a) Intensive training for correct application of items done in theory class.

Unit-IV: Tenses

- Overview of Tenses in English
- Forms and Functions of English Tenses

Practicum:

a) Intensive training for correct application of items done in theory class.

Unit –V: Articles

- **Types of Articles**
- **Usage of Definite Article and Indefinite Articles**

Practicum:

- a) Intensive training for correct application of knowledge gained in theory class.

Suggested Reading:

1. A Gentle Introduction to Old English by Murray McGillivray; Annotated Edition; Broadview Press; 2010.
2. A Student's Introduction to English Grammar by Rodney Huddleston, Geoffrey K. Pullum and Brett Reynolds; 2nd Edition; Cambridge University Press; 2021.
3. An Introduction to English Grammar by Gerald Nelson and Signey Greenbaum; 4th Edition; Routledge; 2015.
4. English Grammar: Words, Phrases, Clauses, Punctuation, and Sentence Structure by Dave Moeller; Independently Published; 2023.
5. English Words and Sentences: An Introduction by Eva Duran Eppler and Gabriel Ozon; Cambridge University Press; 2012.
6. English Grammar Tips: Get Essential Tips for Spelling and Punctuation by Eliana Thrash; Independently Published; 2023.
7. The Vocabulary Detective: How to get meaning from context by David Hastings; Independently Published; 2022.
8. English Grammar Workbook for Dummies by Geraldine Woods; 3rd Edition; For Dummies - Wiley; 2018
9. The Fundamentals of English Grammar at Your Finger tips by Graham Miranda; Independently Published; 2019
10. Grammar Tips & Tools by Lynn Miclea; Independently Published; 2021.
11. The Little Book of Confusables: Simple Spelling and Usage Tips to help smart people avoid stupid mistakes by Srah Townsend; 2022.
12. Essential Grammar in Use by Raymond Murphy; 4th Edition; Cambridge University Press; 2015
13. English Grammar Exercises for Beginners: Grammar and Vocabulary by Jacqueline Melvin; Create Space Independent Publishing; 2015.
14. Vocabulary and Grammar for The TOEFL test by Ingrid Wisneiwski; Collins; 2013.
15. Intermediate to Advanced English Grammar Questions for TOEFL and IELTS aspirants by Emmanuel Training; Independently Published; 2022.

SEMESTER TWO

Subject: Functional English (Core – 4)

Paper Name: Remedial Grammar-2 Paper Code: RG02

Objectives:

- **Improve understanding and application of grammar rules in writing and speaking.**
- **Develop proficiency in identifying and using grammar rules.**
- **Apply punctuation marks effectively for clear and concise writing.**

Unit –I: Case in English

Theory:

a) Case

b) Functions of Case in English

Practicum:

a) Identifying case markers in English

Unit –II: Question Tags

Theory:

a) Questions Tags

b) Forms and Functions of Question Tags in English

Practicum:

a) Activities for correct application of knowledge gained in theory class.

Unit –III: Voice in English

Theory:

a) Voice

b) Active and Passive Voice

Practicum:

a) Intensive training for correct application of items done in theory class.

Unit-IV: Punctuations

Theory:

a) Punctuations

b) Proper use of Punctuations in Writing

Practicum:

a) Intensive training for correct application of items done in theory class.

Unit –V: Common Errors in English

Theory:

a)Common Errors

b)Rectifying Errors in Writing

Practicum:

a)Intensive training for correct application of knowledge gained in theory class.Discuss correct measures to identify and correct grammatical errors.

Suggested Readings:

1. A Gentle Introduction to Old English by Murray McGillivray; Annotated Edition; Broadview Press; 2010.
2. A Student's Introduction to English Grammar by Rodney Huddleston, Geoffrey K.Pullum and Brett Reynolds; 2nd Edition; Cambridge University Press; 2021.
3. An Introduction to English Grammar by Gerald Nelson and Signey Greenbaum; 4th Edition; Routledge; 2015.
4. English Grammar: Words, Phrases, Clauses, Punctuation, and Sentence Structure by Dave Moeller; Independently Published; 2023.
5. English Words and Sentences: An Introduction by Eva Duran Eppler and Gabriel Ozon; Cambridge University Press; 2012.
6. English Grammar Tips: Get Essential Tips for Spelling and Punctuation by Eliana Thrash; Independently Published; 2023.
7. The Vocabulary Detective: How to get meaning from context by David Hastings; Independently Published; 2022.
8. English Grammar Workbook for Dummies by Geraldine Woods; 3rd Edition; For Dummies - Wiley; 2018
9. The Fundamentals of English Grammar at Your Finger tips by Graham Miranda; Independently Published; 2019
10. Grammar Tips & Tools by Lynn Miclea; Independently Published; 2021.
11. The Little Book of Confusables: Simple Spelling and Usage Tips to help smart people avoid stupid mistakes by Srah Townsend; 2022.
12. Essential Grammar in Use by Raymond Murphy; 4th Edition; Cambridge University Press; 2015
13. English Grammar Exercises for Beginners: Grammar and Vocabulary by Jacqueline Melvin; Create Space Independent Publishing; 2015.
14. Vocabulary and Grammar for The TOEFL test by Ingrid Wisneiwska; Collins; 2013.
15. Intermediate to Advanced English Grammar Questions for TOEFL and IELTS aspirants by Emmanuel Training; Independently Published; 2022.

THIRD SEMESTER
CORE 5- Introduction to Writing Skills (IWS)

Objective :

- **To enable learners to write in English effectively for various specific purposes.**
- **To make learners familiar with the sub-skills of writing.**
- **To enhance learners' writing skills.**
- **To train learners in the use of specific formats of the written discourse.**

Unit I: Introduction to the Writing process

1. Pre-writing, organizational strategies, topic development.
2. Types of writing styles- persuasive/argumentative, narrative, expository, and descriptive.
3. Cohesion and Coherence, Idioms and phrases, Rhetorical devices etc.

Practicum :

Intensive practice of various forms of writing on the basis of theoretical inputs.

Unit II: Writing Paragraphs and Précis

1. Types and components of paragraphs.
2. Parts of the essay- introduction, body, and conclusion.
3. Introduction to writing Précis.
4. Format and essential rules of a Précis.

Practicum :

Intensive training in and practice of writing the items taught in the theory section; write the same in real life situations and maintain copies and clippings.

Unit III: Writing Meeting Agendas and Taking Meeting Minutes

1. Writing good agenda items
2. Writing effective meeting minutes

Practicum :

Intensive training in and practice of writing the items taught in the theory section; write the same in real life situations and maintain copies and clippings.

Unit –IV Writing Letters

1. Letter writing: Business, Official, Personal (their nature, structure, features and format)
2. Letters to Editors: Importance and Structure of the letters

Practicum :

Intensive training in and practice of writing the items taught in the theory section; write the same in real life situations and maintain copies and clippings.

Unit V: Creative Writing (Short Story Writing and Expansion of Ideas)

1. Meaning and significance of creative writing
2. Elements of creative writing – plot, setting, character, dialogue, point of view.
3. Structure, exposition, and story rules of short story writing,
4. Format of writing expansion of ideas- how to write effectively.
5. Editing, Re-writing, and polishing.

Practicum :

Intensive training in and practice of writing the items taught in the theory section; write the same in real life situations and maintain copies and clippings.

THIRD SEMESTER
CORE 6: Introduction to Academic Writing (IAW)

Objective :

- **To develop critical thinking skill.**
- **Enable learners to master the basics of academic writing.**

Unit I: Academic Reading and Writing.

1. Critical reading and writing skills.
2. Creating information from several sources into your own writing.
3. Revising and editing skills.

Practicum :

Intensive practice of various forms of writing on the basis of theoretical inputs.

Unit II: Report Writing

1. The stages of writing an effective report.
2. Summarising information from a range of sources and organize them into a logical sequence.
3. Effective use of vocabulary, punctuation, and grammar in the report writing.
4. Using visuals and images effectively to enhance rather than distract from key message in the report.
5. Format for well-constructed report writing

Practicum :

Intensive training in and practice of writing the items taught in the theory section; write the same in real life situations and maintain copies and clippings.

Unit III: Review and Publication Process

1. Understanding the review and publication process.

2. Types of book and parts of a book.
3. Copyediting

Practicum :

Intensive training in and practice of writing the items taught in the theory section; write the same in real life situations and maintain copies and clippings.

Unit IV: Book Reviews

1. Nature of Book review
2. Characteristics and purpose of book review
3. Critical analysis of book contents

Practicum :

Intensive training in and practice of writing the items taught in the theory section; write the same in real life situations and maintain copies and clippings.

Unit V: Critical Analysis of Various Writings

1. Critical reading and critical thinking.
2. Developing critical analysis skills in academic writing.
3. Writing a critical analysis essay.
4. Structuring a critical analysis paper

Practicum :

Intensive training in and practice of writing the items taught in the theory section; write the same in real life situations and maintain copies and clippings.

FOURTH SEMESTER
Core 7: Oral Communication-1 (OC1)

Objectives:

- 1. To introduce different social situations to learners for developing their conversational skills.**
- 2. To enhance learners' English language proficiency in social and work situations, particularly in spoken interaction.**
- 3. To make learners aware of the special features of the format and style of informal communication through various modes.**

Unit-I: Introduction to Communication

Introduction to communication, need for communication, communication and language, types of communication, barriers to communication.

Practicum:

Practice the items taught in theory class through Role Play, Simulation, Mock Programmes and apply them in Real Life situations

Unit-II: Conversational English-1

Mode - face to face (interaction in formal and informal situations): greetings, replying to greetings, introducing others, welcoming, bidding farewell, appearing in an interview, talking about oneself (strengths and weakness, likes and dislikes, future plans, describing one's family etc.).

Practicum:

Role Playing/ enactment and apply them in Real Life situations

Unit-III: Conversational English-II

Telephonic interactions: taking messages, making appointments, making enquiries regarding travel/hotel bookings, apologizing, complaining, giving information etc.

Practicum:

Practice the items taught in theory class through Role Play, Simulation, Mock Programmes and apply them in Real Life situations

Unit- IV: Public Speaking-1

Mode - face to face: public address/presentations, Seminars and Symposia; nature, role, characteristics and techniques.

Practicum:

Practice the items taught in theory class through Role Play, Simulation, Mock Programmes and apply them in Real Life situations

Unit-V: Public Speaking-2

Theory of anchoring, anchoring at various functions/occasions: inaugural, annual, valedictory, entertainment programme, fashion shows, awards ceremony, etc

Practicum:

Practice the items taught in theory class through Role Play, Simulation, Mock Programmes and apply them in Real Life situations

Suggested Readings:

Carnegie, Dale. *How to develop self-confidence and influence people by public speaking*, Fingerprint publishing, 2017.

Miles Craven & Kristin Donnalley Sherman. *Skills for Success: Listening and Speaking*. Oxford University Press, 2015

Rob Nolson & Lois Arthur. *Conversation*. Oxford University Press, 2010.

Sanjay Kumar & Pushp Lata. *Communication Skills*. Oxford University Press, 2015.

G.K. Puri. *English Conversation Course for all*.

Krishna Mohan & Meera Banerji. *Developing Communication Skills*.

FOURTH SEMESTER

Core 8: Oral Communication-2 (OC2)

Objectives :

- 1. To help students develop oral communication skills.**
- 2. To improve the listening and speaking skills to enable them to freely participate in debates, discussions etc.**
- 3. To enable students to ask and answer questions competently, besides eliciting information from others, with reference to different contexts.**

Unit-1:Developing Conversational Ability

- a) Greetings and Introduction
- b) Participating in small talks- At the office, At the railway station, At the airport, At the travel agency, At the bank, At the doctor's clinic, At the hospital.
- c) Talking on the telephone.

Practicum:

Role playing/Enactment e.g. Doctor-Patient 2. Picture description e.g. framing story based on picture/visual

Unit-II: Group Dynamics and Meetings

- a) Group discussion; nature, role, characteristics.
- b) Debate ; nature, role, characteristics, techniques
- c) Chairing and moderating meetings

Practicum :

Practice the items taught in theory class through Role Play, Simulation, Mock Programmes and apply them in Real Life situations.

Unit –III: Teaching and Speech Presentation

- a) Teaching : Importance, role & essential elements
- b) Speech presentation (Prepared & extempore; importance, role, techniques)

Practicum:

Peer group teaching, teaching in schools

Speech (5-7 minutes on a given topic)

Students will be encouraged to hear public speeches and write analysis of the same in their journal from the point of view of language, organization of thought, expression of ideas, emotions, use of illustrations, quotations, body language etc. they may be given a list of topics for practice, write the outline of their speech.

Unit –IV: Interviews

Types of interviews. Interview as a means of collecting information. Interview in relation to purpose, situation, interest, and taste. Writing questions for interviews. Conducting/facing an interview.

Practicum:

Practice the items taught in theory class through Role Play, Simulation, Mock Programmes and apply them in Real Life situations

Unit –V: Hosting and attending

Programme/function hosting; importance, techniques & procedures

Performing as receptionist in firms; importance, role & essential elements

Practicum :

Practice the items taught in theory class through Role Play, Simulation, Mock Programmes and apply them in Real Life situations

Suggested Readings:

Krishna Mohan & N P Singh. *Speaking English Effectively*.

Jon Saphier, Mary Ann & Robert Cower. *The Skillful Teacher*. RFBT 7th Edition, 2017

Tina Kasloff Carver & Sandra Douglas Fotinos. *A Conversation Book 1: English in Everyday Life*.

Steven A. Beebe. *Public Speaking: An Audience-Centered Approach*.

N K Singh. *Communication skills and Functional English*.

J C Mukalel. *Approaches to English Language Teaching*.

Jean Yates. *Practice Makes Perfect: English Conversation* .

.Mortimer J. Adler. *How to Speak, How to Listen*.

Teri Kwal Gamble & Michael W. Gamble .*The Public Speaking Playbook*.

FIFTH SEMESTER

CORE 9: Mass Communication and Broadcasting (MCB)

Course Objective: To develop students' communication proficiency in English skills with a focus on mass media. It aims to equip students with the essential skills to understand, analyze, and create content for various media platforms. Through practical exercises and collaborative activities, the course seeks to foster critical thinking, creativity, and effective communication in both written and oral forms, preparing students for real-world media engagements.

Unit 1: Mass Communication: An Overview

- Mass Communication: Definition, Forms, Importance, Role, Nature.
- A brief history of Mass Media
- Mass Communication and Mass Culture: its impact on psyche & society

Practical:

- Engage in group discussions and debates on the current journalism scenario in Nagaland.
- Analyze media coverage through case studies.

Unit II: Researching and Writing News

- Newsgathering Techniques: Introduction; primary and secondary sources; verification and fast checking; ethical considerations.
- Understanding Newsworthiness: What makes a story newsworthy; audience considerations; balancing newsworthiness and ethics.
- The Inverted Pyramid Structure in News Writing

Practical:

- Practice news article researching/news-gathering and writing.

Unit III: Newscasting

- Importance and Role of Newscasting: Understanding the significance of newscasters in shaping public perception.
- Elements of a Successful Newscast: Structure, tone, and delivery.
- Key Traits and Qualities of a Newscaster: Clear articulation, confidence, and professionalism.

Practical:

- Practice newscasting in simulated settings.
- Record and review performances.

Unit IV: Cyber Media & Social Media

- Introduction to Cyber Media and Social Media: Meaning, evolution and growth, differences between traditional media and digital media platforms.
- Role and Impact of Cyber and Social Media: Role of cyber media in shaping public opinion and influencing society.
- Types of Cyber Media and Social Media: Overview of different types of social media platforms; cyber media platforms and how each type of platform serves different purposes.

Practical:

- Design social media campaign for a cause or product tailored to a specific target audience.
- Create a blog or vlog about a topic of their choice.

Unit V: Writing for Different Media Platforms

- Techniques in Feature Writing: Storytelling, structure and organization, language and style, multimedia integration.
- Creating Advertisements, Banners, Posters, Pamphlets, Hoardings, Invitations, Titles, etc.

Practical:

- Write content for different media formats (e.g., advertisements, posters).
- Work in pairs or groups to simulate real-life media tasks.

Suggested Readings:

- i. Introduction to Mass Communication Studies- John Fiske (1996) London, Routledge
- ii. Multimedia Communication- Jerry Gibson
- iii. Internet Journalism in India-Om Gupta & Ajay Jasra
- iv. Communication Media & Electronic Revolution- Aruna Zachariah
- v. Mass Communication in India - Keval J. Kumar

CORE 10: Mass Communication & Broadcasting – Television (MCB-T)

Objective:

To provide students with practical training in English language skills within the context of mass communication and broadcasting, focusing on enhancing their proficiency in the English language, with particular emphasis on television as a medium of communication. Through practical exercises and collaborative activities, the course seeks to foster critical thinking, creativity, and effective communication in both written and oral forms, preparing students for real-world media engagements.

Unit 1: Television Broadcasting

1. Introduction to Television Broadcasting: Importance, Role, Nature, and Essential Elements
2. Television as a Mass Communication Medium: How TV engages with diverse audiences.

Practical:

- Visit TV studios to understand the functioning of a TV studio and the role of a TV presenter.
- Write reports on their visit, summarizing the role of the studio in TV broadcasting and the specific tasks of TV presenters, enhancing their writing and observation skills.

Unit II: Scriptwriting for Television

- Writing TV News Reports: Preparing scripts for TV news bulletins.
- Writing for Talk Shows and TV Programs: Techniques and procedures involved in scriptwriting.
- Reporting Skills and Ethics: Understand the ethical considerations in TV reporting.

Practical Activities:

- Practice writing scripts for different formats, including TV news, talk shows, and programs.
- Peer review and feedback.

Unit III: Audience Engagement and Communication in TV Mass Media

1. **Audience Engagement:** Techniques to engage viewers during live and recorded shows. Using social media and feedback to connect with viewers. Creating content that appeals to different audiences.

2. **Communication Skills for TV Hosts:** Body language, tone, and language. Understanding and responding to audience feedback to improve communication.
3. **Impact of TV on Viewers:** How TV content affects viewers' emotions and thoughts. Learning to understand and relate to different viewer groups.

Practical:

- Practice hosting a live TV show, using techniques to connect with viewers. Peer review and feedback.
- **Research** TV shows for specific audiences and write a script tailored to that group.

Unit IV: TV Programme Presentation

- Interviews and Interviewing Techniques: Role, Importance, Procedures, and Key Traits
- Talk Shows and Panel Discussions: Structure, Role, Importance, Techniques, and Required Personality Traits
- Anchoring and Hosting: Role, Importance, Techniques, Procedures, and Key Traits of an Effective Host

Practical:

- Practice conducting interviews, moderating talk shows, and hosting panel discussions in groups.
- Practice anchoring and hosting mock TV.
- Peer feedback sessions to evaluate performance and identify areas for improvement in both speaking and listening.

Unit V: Media Ethics and Responsibility in TV Broadcasting

- Ethics in TV Broadcasting: Introduction to ethical issues in television news, talk shows, and entertainment programming; Truth, fairness, and accuracy in broadcasting; Ethical dilemmas in TV programming - Sensationalism, bias, and privacy concerns.
- Role of the Broadcaster: The social responsibility of TV broadcasters; Ensuring diversity, fairness, and avoiding harmful stereotypes; The role of a TV presenter in shaping public opinion ethically.

Practical:

- Case Study: Analyze case studies of ethical issues in TV broadcasting (e.g., controversial interviews, biased news). Discuss the implications of such practices on society.

- Practice writing TV scripts or news stories while considering ethical guidelines. Students will write scripts that reflect fairness and responsibility, focusing on objectivity and accuracy.

Suggested Readings:

- i. Handbook of journalism and mass communication - Vir Bala Aggarwal & V.S. Gupta
 - ii. Handbook of Television Production – Herbert Zettl
 - iii. Television Field production and reporting – Fred Shook
 - iv. Writing and Producing Television news – Eric. K.Gormly
 - v. Headline Writing- Sunil Saxena (2006) New Delhi, Sage
 - vi. Fundamentals of Editing and Reporting- Ambrish Saxena(2007) New Delhi, Kanishka Publishers
 - vii. Writing as Craft and Magic- Carl Stepp, New Delhi, OUP.
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CORE 11: Mass Communication & Broadcasting – Radio (MCB-R)

Objective : To provide students with practical skills in radio broadcasting and communication, enhancing their proficiency in the English language. Through practical exercises and collaborative activities, the course seeks to foster critical thinking, creativity, and effective communication in both written and oral forms, preparing students for real-world media engagements.

Unit 1: Introduction to Radio Broadcasting

- An Overview: Introduction, Role and Importance, Nature & Essential Elements.
- **Understanding Radio Audiences:** Identifying target audiences and their needs.

Practical: Visit Radio Studios to familiarise students with the functioning of studios with special reference to the role of Radio Programme Presenters and write reports thereof.

Unit 2: Scriptwriting for Radio

- **Introduction to Radio Scriptwriting:** Structure and elements of a radio script; Dialogue, narration, sound effects, and pauses.
- Writing for different radio formats: News bulletins, talk shows, drama, music programs, advertisements, and public service announcements.
- **Writing for Radio News:** Style and structure; Writing short, impactful, and listener-friendly news stories.

Practical:

- Create scripts for different formats (e.g., news bulletin, radio drama, advertisement).
- Peer Review and Feedback

Unit 3: Radio Presenting and Voice Modulation

- **Voice Training:** Techniques for improving diction, clarity, and modulation; importance of tone, pace, and pitch.
- **Radio Presentation Techniques:** Introduce a program, transitioning between segments; audience engagement.

Practical:

- Present radio segment (news, talk show, or music program) using appropriate voice modulation and presentation techniques.
- **Practice** interviewing guests in a mock talk show or discussion format.

Unit IV: Radio Presentation and Performance Skills

- **Radio Talk: Definition & Importance; Techniques; Audience Engagement.**
- **Disc Jockey: Role and Importance; Requisite qualities; On-Air Techniques**

Practical:

- Practice reading news on air, focusing on clear enunciation, tone, and pacing.
- Prepare and deliver a radio talk.
- **Mock performance** as DJs, selecting music, interacting with listeners, and managing on-air segments.

Unit V: Radio Interviewing Techniques

- Radio Interviewing: Types, formats, importance, role.
- Preparing and conducting interviews.
- Listening and responding.

Practical:

- Conduct mock interviews with classmates, practicing different interview formats.

Suggested Readings:

- i. Radio and TV Journalism- Jan R Hakemulder, PP Singh, Fay AC DE Jonge
- ii. Audio in media- Stanley R. Alten
- iii. Radio production – Robert McLeish
- iv. Handbook of Journalism and Mass Communications-Vir Bala Aggarwal & V.S. Gupta
- v. Radio and TV Journalism – K.M. Srivastava

SIXTH SEMESTER

‘English in On the Job Training’

English in On the Job Training is for Functional English 6th Semester students. The sole objective is to prepare the students for entering job markets according to their aptitude and interest. Each student is placed to work in one occupational job area under an established firm/business establishment where English language is used/applied. The specific job maybe to perform as Tourist Guide, Receptionist, Teacher, Radio Jockey etc. This ‘On The Job Training’ is carried out under the supervision of the faculties of Functional English Department. Each student submits a report of the, ‘On The Job Training’ so performed. Students are also required to write a Project Report in not less than 2000 words on a proposed occupation he/she would like to carry out after graduation. This report contains rationale of the project, procedure for implementation, how the learning and training obtained in the Vocational Subject of Functional English is to be applied and how he/she is to make an earning out of it.

Objective:

To prepare students for entering job markets according to their aptitude and interest.

Core 12: Orientation to ‘English in on the Job Training’

Core-13: Interview, Placements and CV/Resume Making

Core-14: Internship Report

Core-15: Dissertation/Business Proposal

SEVENTH SEMESTER

CORE 16: Overview of Research Methodology (ORM)

Objective:

- **To enable learners to focus on ensuring a systematic, reliable and valid approach to conducting research.**

Unit I: Foundations of Research

1. Meaning and Definitions of Research
2. Objectives and concept of theory
3. Characteristics of Research

Unit II: Types of Research

1. Application, Objectives and Inquiry Mode
2. Paradigm of Research
3. Qualitative and Quantitative research

Unit III: Defining Research Problem

1. Meaning of Research problem
2. Importance of formulating a research problem.

Unit IV: Citation Styles

1. A brief guide to APA and MLA
2. Review of related literature

Unit V: Applications

1. Tools and computer applications for research

SEVENTH SEMESTER

CORE 17: Basic Concepts of Research Methods (BCRM)

Objectives:

- **To enable the learners to understand the basic concepts of research methods for conducting systematic and reliable studies.**

Unit I: Research Design

1. Definition and Criteria of a good Research Design
2. Types of Research Design
3. Steps in preparing a Research Design

Unit II: Hypothesis

1. Meaning and function of hypothesis
2. Process of formulating Hypothesis
3. Types of hypothesis: Null/Alternative hypothesis

Unit III: Collections of Data Using Primary Data

1. Observations.
2. Interviews.
3. Questionnaires.

Unit IV: Collection of Data Using Secondary Data

Unit V: Displaying Data collection

1. Tables- structures and types of tables.
2. Graphs

SEVENTH SEMESTER
CORE 18: Drafting Research Proposal (DRP)

Objectives:

- **Enable learners to understand research fundamentals.**
- **Critically evaluate research feasibility.**
- **Enhance problem-solving and analytical skills.**

Unit I: Writing a Research Proposal

1. The Research Proposal
2. Structure of a research proposal
 - i. Title page
 - ii. Abstract
 - iii. Table of contents
 - iv. Introduction
 - v. Literature review
 - vi. Research methods
 - vii. Implications and contribution to knowledge
 - viii. References

Unit II: Writing the Dissertation

1. Interpretation and Writing
2. Importance and techniques of interpretation
3. Various steps in writing

Unit III: Plagiarism

1. What is Plagiarism?
2. Concept and significance
3. Plagiarism Software – Grammarly, Quetext, Turnitin

Unit IV: Layout of the research writing.

1. Writing preliminaries
2. Main body of research
3. References and bibliography.

Unit V: Contents of a Dissertation

- i) Title

- ii) Abstract and table of contents
- iii) Introduction
- iv) Literature Review
- iv) Research Design and Methods
- v) Implications and contribution to Knowledge/ Purpose or Objective of Study
- vi) Conclusion
- vii) Bibliography

SEVENTH SEMESTER

Core -19: Basic Introduction to Research Methodology (BIRM)

Objectives:

- **To equip learners with fundamental knowledge and skills to conduct systematic investigations.**
- **Enable learners understand the types of research, research process, design and methods.**
- **Develop skills to assess the validity and reliability of research findings.**

Unit I: Introduction to Research Methodology

1. What is research methodology?
2. Meaning and importance of research.
3. Types of research

Unit II: Research Problem

1. Meaning of research problem
2. Selection of a research problem

Unit III: Literature Review

1. Analysis of literature review
2. Primary and Secondary sources
3. Sources from the internet

Unit IV: Research Design

1. What is research design?
2. Types of research design – exploratory, descriptive, diagnostic, and experimental

Unit V: Research Report

1. Steps in writing a research report

2. Structure of a research proposal
 - i. Title page
 - ii. Abstract
 - iii. Table of contents
 - iv. Introduction
 - v. Literature review
 - vi. Research methods
 - vii. Implications and contribution to knowledge
 - viii. References

EIGHTH SEMESTER

Functional English

Core-20

Second Language Acquisition and Learning (SLA-L)

Objective:

Enable learners to explain the significance of the perspectives and products of the target language as these contribute to the second language acquisition process.

Unit-I:

What is SLA?

Unit –II:

What is Language Learning?

Unit –III:

What is Interference?

Unit –IV:

Interlanguage

Unit- V:

Role of Mother Tongue(MT) in SLA

Suggested Readings:

- i. Studies in SLA by Luke Plonsky, Northern Arizona University, USA
- ii. SLA and Second Language Learning by Stephen D Krashen, University of Southern California
- iii. The Cambridge Handbook of Second Language Acquisition edited by Julia Herschensohn and Martha Young-Scholten. CUP.
- iv. Second Language Acquisition by Marjolijn Verspoor, Wander Lowie & Kees De Bot. Routledge.

Core-21

Approaches to Second Language Teaching (ASLT)

Objective:

Enable learners acquire basic knowledge of the methodology of English Language Teaching

Unit-I :Grammar Translation Method, Direct Approach

Unit- II:Audio-lingual method, Communicative method

Unit- III: Suggestopedia, Total Physical Response

Unit –IV: Bilingual approach, lexical approach

Unit-V : Community based approach, Multiple Intelligence approach

Suggested Readings:

- i. Longman Dictionary of Language Teaching and Applied Linguistics by Richards, Jack C, Platt John and Platt Heidi (1992). Longman Group Limited.
- ii. Approaches and Methods in Language Teaching by Jack. C Richards and Theodore S. Rodgers. Cambridge University Press.
- iii. English Language Teaching: Approaches, Methods, Techniques by Geeta Nagaraj. Orient Blackswan.
- iv. The Routledge Handbook of English Language Teaching by Graham Hall. Routledge.

- v. English Language Teaching: Approaches and Methodologies by Navita Arora. McGraw Hill Education.

Core- 22

History of English Language (HEL)

Objective:

To introduce learners to language studies and have a sound knowledge about the history of the English language.

Unit –I: Human language; nature and characteristics

Unit- II: English: Past, Present & Future

Unit –III: Old English

Unit-IV: Middle English

Unit- V: Modern English

Suggested Readings:

- i. A History of the English Language by Albert C. Baugh, . 1970. Allied Publishers Private Limited, New Delhi
- ii. History of English by Jonathan Culpeper. 1997. Routledge: London
- iii. An Introduction to Language by Fromkin, Victoria., & Robert Rodman. (1974). Harcourt Brace Jovanovich College Publishers.
- iv. The English Studies Book by Rob Pope.1998. Routledge, London & New York
- v. The Study of Language by G.Yule(1996). Cambridge: Cambridge University Press

Core-23

DISSERTATION/RESEARCH PROJECT