

**FUNCTIONAL ENGLISH (VOCATIONAL STUDIES)
MAJOR /MINOR COURSES (CORE PAPERS)**

Paper Code	Course Code	Title of the Paper	Total Credits
------------	-------------	--------------------	---------------

FIRST SEMESTER

C-1	CEPH01	Communicative English – Phonetics 1	4
C-2	CEPH02	Communicative English – Phonetics 2	4

SECOND SEMESTER

C-3	CERG01	Communicative English – Remedial Grammar 1	4
C-4	CERG02	Communicative English – 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	Oral Communication-1	4
C-8	CE	Oral Communication- 2	4

FIFTH SEMESTER

C-9	IMC	Introduction of Mass Communication	4
C-10	MCB-T	Mass Communication & Broadcasting- Television	4
C-11	MCB-R	Mass Communication & Broadcasting- Radio	4

SIXTH SEMESTER

C-12	ALS	Advanced Listening Skills	4
C-13	ASS	Advanced Speaking Skills	4
C-14	ARS	Advanced Reading Skills	4
C-15	ELCSL	English Language Communication Skills Lab	4

SEVENTH SEMESTER

C-16	BLE	Body Language and Etiquette	4
C-17	IP	Interview, Placements and CV/Resume Making	4
C-18	IRW	Internship, Report Writing	4

C-19	RM	Research Methodology	4
------	----	----------------------	---

EIGHTH SEMESTER

C-20	DTAI	Digital Tools and AI in Language Professions	4
C-21	DISS	DISSERTATION	12
	OR		
C-21	FOL	Fundamentals of Language	4
C-22	SLAL	Second Language Acquisition and Learning	4
C-23	ASLT	Approaches to Second Language Teaching	4

SEMESTER ONE

Subject: Functional English (Core – 1)

Paper Name: Communicative English - Phonetics 1 Paper Code: CEPH01

Unit – I (English phonetics-2)

Theory:

a) Functions of Language

b) IPA

Practicum:

a) Speaking for fluency

b) Speech Activities for production of English Sounds

Unit – II (English phonetics-2)

Theory: a) Description of Vowels b) Classification of Vowels

Practicum: a) Speaking activities to understand the Vowels of English

Unit – III (English phonetics - 3)

Theory:

- a) Description of Consonants
- b) Classification of Consonants

Practicum: a) Speaking activities to understand the Consonants of English

Unit – IV (English Phonetics - 4)

Theory:

- a) Intonation – Tones in English
- b) Stress and Register

Practicum: a) Activities differentiating and applying varieties of English Tones

Unit – V (English Phonetics - 5)

Theory:

- a) Diphthongs
- b) Triphthongs

Practicum:

- a) Speaking activities of diphthong and triphthong words

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.
- 18.

SEMESTER ONE

Subject: Functional English (Core - 2)

Paper Name: Communicative English - Phonetics 2

Paper Code : CEPH02

Unit – I (Phonetic Transcription)

Theory:

a) Phonetic Transcription

b) Phonetic Transcription

Practicum:

a) Transcription Activities

b) Speaking Activities of English Sounds

Unit – II (Style and Varieties of English - 1)

Theory:

a) Varieties of English – 1

b) British and American

Practicum:

a) Speaking activities using different accents

Unit – III (Style and Varieties of English - 2)

Theory:

a) Varieties of English – 2

b) Indian and Others Englishes

Practicum:

a) Speaking activities using different accents

Unit – IV (Style and Varieties of English – 3)

Theory:

a) Spoken English

b) Formal and Informal English

Practicum:

a) Speaking activities using formal and informal english

Unit – V (Common Errors in Spoken English)

Theory:

a) English in Daily Life

b) Common Errors

Practicum: a) Activities to identify Errors in spoken english b) Group discussions to enhance reasoning and discussion in 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: Hot to Communicate Effectively by John Seely; 3rd Edition; Oxford University Press; 2013.

SEMESTER TWO

Subject: Functional English (Core – 3)

Paper Name: Communicative English – Remedial Grammar 1 Paper Code: CERG01

Unit –I (English Grammar -1)

Theory:

a) Grammar

b) Evolution of Grammar

Practicum:

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

Unit –II (English Grammar -2)

Theory:

a) Grammatical Structure

b) English and Other Languages

Practicum:

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

Unit –III (English Grammar - 3)

Theory:

a) Word Classes

b) Word Classes of English

Practicum:

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

Unit-IV (English Grammar - 4)

Theory:

a) Tenses

b) Forms and Functions of English Tenses

Practicum:

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

Unit –V (English Grammar -5)

Theory:

a) Articles

b) Definite and Indefinite Articles

Practicum:

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

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 Wisneiwaska; 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: Communicative English – Remedial Grammar 2 Paper Code: CERG02

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 Wisneiwaska; 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

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 enable learners to write in various specific purposes

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.

THIRD SEMESTER

Minor 3: Basic Writing Skills (BWS)

Unit –I: Art and Style of Writing

- a) The different writing skills – research, planning, outlining, editing, revising, grammar and organization.
- b) Planning and writing paragraphs
- c) Creative Writing (Short story writing and Expansion of ideas)

Unit –II: Writing Features and Classified Advertising

- a) Feature Writing
- b) Advertisement: Banners, Posters, pamphlets, Hoardings, Captions, invitations & Titles etc.

Unit –III Academic Writing

- a) What is Academic writing?
- b) Types and structure
- c) The formal academic writing process: the ‘what’ and the ‘how’ of writing.

Unit –IV: Report writing

- a) What is report writing?
- b) Different types of report writing
- c) Format of report writing

Unit V: Writing Letters

- a) Letter writing: Business, Official, Personal (their nature, structure, features and format)
- b) Letters to Editors: Importance and Structure of the letters

Unit –V: Book Reviews

- b) Nature of Book review
- b) Characteristics and purpose of book review
- c) Critical analysis of book contents

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: Introduction to Mass Communication (IMC)

Objective : To provide the learners with an intensified training in the English language applying career avenues of Mass Communication and Broadcasting.

Unit I: Mass Communication: An Overview

1. Mass Communication: meaning; characteristics; scope; barriers.
2. Mass Communication and Mass Culture: its impact on psyche & society.
3. A brief history of Mass Media.

Unit II: Concepts & Processes of Mass Communication

1. Nature and Process of Human Communication; Functions of Communication; Verbal & Non-Verbal Communication; Intra-Personal & Inter-Personal Communication; Small Group, Public & Mass Communication.

2. Nature and Process of Mass Communication; Media of Mass Communication; Characteristics and Typology of Audiences.

Unit III: Media Ethics

1. Code of Ethics for Media.
2. Ethical Norms for Print Media & Audio-Visual Media.
3. Freedom of Press & Right of Privacy.
4. Social Responsibility & the Media.
5. Remedial Measures for Maladies in Media.

Unit IV: Media and the Public Sphere

1. Habermasian concept of Public Sphere and the role of Mass Media.
2. Agenda Setting.
3. Media Representation & Audiences.

Unit V: Tools of Mass Communication

1. Media: Print, Audio, Visual & the Internet.
2. Advertising, Public Relations and Public Affairs.
3. Traditional and Folk Media.

Suggested readings:

- i. Mass Communication in India - Keval J. Kumar
- ii. Mass Communication & its Digital Transformation- Dr. R.C Ramanjun
- iii. Introduction to Mass communication - Staney Baran
- iv. Handbook of Journalism and Mass Communications-Vir Bala Aggarwal & V.S. Gupta
- v. Radio and TV Journalism – K.M. Srivastava
- vi. Handbook of Television Production – Herbert Zettl
- vii. Television Field production and reporting – Fred Shook
- viii. Writing and Producing Television news – Eric. K.Gormly
- ix. Mass Media in a Changing World- George Rodmann. Mcgraw Hill Publication,2007.
- x. An Introduction to Journalism- Carole Flemming and Emma Hemmingway .Vistaar Publications,2006.
- xi. The Newspaper’s Handbook- Richard Keeble. Routledge Publication,2006.
- xii. Interpersonal Communication- Michael Ruffner and Michael Burgoon (New York, Holt, Rinehart and Winston 1981, 21-34; 59-72)

- xiii. Introduction to Communication Studies- John Fiske (Routledge 1982), pp 1-38
- xiv. Mass Communication Theory- Dennis McQuail (London, Sage, 2000), pp 1-11; 41-54; 121-133(fourth Edition)
- xv. Mass Communication Theory- Baran and Davis, Indian Edition, (South West Coengage Learning)

FIFTH SEMESTER

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

Objective : To provide the learners with an intensified training in the English language applying career avenues of Mass Communication and Broadcasting.

Unit 1: TV Broadcasting

1. Introduction, Importance, Role, Nature & Essential Elements.
2. TV as a mass communication medium
3. TV studio set-up, single and multi-camera shooting, cues and commands.

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

Unit II: Scriptwriting for TV

1. News Report Writing, preparing of script for TV News Bulletin, Writing for Talk Shows, Programmes – Role, Importance, Techniques, Procedures.
2. Reporting skills and ethics for TV reporting.

Practical: Practice of writing items taught in the theory section, writing the same in real life situations and maintaining copies and clippings.

Unit III: Newscasting on TV

1. Importance and Role
2. Requisite Traits & Qualities.
3. Elements and characteristics of a successful newscast.

Practical: Practice TV Newscasting

Unit IV: Different TV Formats and their Production

1. Stages of production- pre-production, production phase, post production, live/studio production.

Practical: Visit TV studios to understand the different stages of TV production.

Unit V: TV Programme Presentation

1. Interviews & Interviewing, Talk Shows, Panel Discussions: Role, Importance Techniques, Procedures, Requisite Traits, Personality.
2. Anchoring, Hosting Programmes – Role, Importance, Techniques, Procedures, Requisite Traits, Personality.

Practical: Practice Interviews & Interviewing, Talk Shows, Panel Discussions, Anchoring, Hosting for TV shows subsequently perform in real life situations.

Suggested Readings:

- i. Handbook of journalism and mass communication - Vir Bala Aggarwal & V.S. Gupta
- ii. Handbook of Television Production – Herbert Zetl
- 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.

FIFTH SEMESTER

CORE 11: Mass Communication & Broadcasting – Radio (MCB-R)

Objective : To provide the learners with an intensified training in the English language applying career avenues of Mass Communication and Broadcasting.

Unit I: Radio Broadcasting

1. Introduction, Importance, Role, Nature & Essential Elements.
2. Characteristics of radio as a mass communication medium
3. Radio studio set-up and audio equipment- microphones, console, recording equipment.
4. Nature and scope of radio production

Practical: Visit Radio Studios to familiarise students with the functioning of studios with special

reference to the role of TV Programme Presenters and write reports thereof.

Unit II: Characteristics of Radio News

1. How radio news is different from print and TV news
2. News gathering and news editing
3. Newsroom and its functioning: news pool, actualities, raw sound, voice over, sound byte.

Practical: Practice and record items taught in theory class.

Unit III: Scriptwriting for Radio

1. Writing and production different radio programmes
2. Preparing of Script for Radio News Bulletins, Talk Shows, interview, documentary.

Practical: Practice of writing items taught in the theory section, writing the same in real life situations.

Unit IV: Radio Voice Projection/Development for Broadcast

1. Importance, Techniques, Procedures.
2. Audio editing techniques for different programmes.

Practical: Practice and record items taught in theory class.

Unit V: Radio Programme Presentation

1. News Reading, Radio Talk.
2. Radio Drama, Disc Jockey – Role, Importance, Requisite Traits, Elements.

Practical: Practice and act out Radio News Reading, Radio Talk, performing Radio Drama and as

Disc Jockey.

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

FIFTH SEMESTER

Minor: Basic Concept of Mass Communication (BCMC)

Unit 1: Mass Communication

1. Meaning of mass communication
2. Overview, Forms, Importance, Role, Nature, Essential Elements

Practical: Case study of current Journalism scenario in Nagaland.

Unit 2: Researching News Items

1. Newsgathering (5Ws1H),
2. Inverted Pyramid
3. Newsworthiness (What makes a story newsworthy?)

Practical: Research and prepare report based on items taught in theory class.

Unit 3: Writing for News

1. Elements, Characteristics and Types of News
2. Difference between Newspaper, Radio & Television with Reference to Language.

Practical: Practice of writing items taught in the theory section, writing the same in real life situations and maintaining copies and clippings.

Unit 4: Writing for Media

1. Feature Writing
2. Advertisements, Banners, Posters, Pamphlets, Hoardings, Invitations, Titles, etc.

Practical: Practice of writing items taught in the theory section, writing the same in real life situations and maintaining copies and clippings.

Unit 5: Cyber Media & Social Media

1. Introduction to Cyber media and social media
2. Role, Impact, Types.

Practical: To create social media projects like virtual field trips, digital exhibitions, online polls

and surveys, online book club, social campaign for a cause, digital storytelling, or photo contest etc.

Suggested Readings:

- i. Cell Phone Nation: How Mobile Phones have Revolutionized Business, Politics and Ordinary Life in India- Robin Jeffrey, New Delhi: Hachette (2013)
- ii. Introduction to Mass Communication Studies- John Fiske (1996) London, Routledge
- iii. Multimedia Communication- Jerry Gibson
- iv. Internet Journalism in India-Om Gupta & Ajay Jasra
- v. Communication Media & Electronic Revolution- Aruna Zachariah
- vi. Mass Communication in India - Keval J. Kumar
- vii. Mass Communication & its Digital Transformation- Dr. R.C Ramanjun

SIXTH SEMESTER

Objective:

To perfect the acquired skills with more practice and modes of perfection

Core 12: Advanced Listening Skills

Advanced Listening Skills

Course Objectives

1. Enhance the ability to listen actively in various professional contexts to improve communication and relationship-building.
2. Cultivate skills in empathetic listening to better understand and respond to the needs and perspectives of others.
3. Identify and address both internal and external barriers to effective listening.
4. Utilize listening skills in a range of scenarios, including cross-cultural and emotionally charged contexts.
5. Improve overall communication skills, with a focus on listening, to enhance professional effectiveness and career advancement.

Unit 1: Foundations of Listening

Understanding the communication cycle

Active listening principles

Inviting and informing in conversations

Role-plays and self-assessment

Unit 2: Advanced Listening Techniques

Stages of listening: clarification, paraphrase, reflection, summarization

Practice sessions with role-plays

Understanding and implementing the HURIER model

Unit 3: Empathetic and Comprehensive Listening

Developing empathetic listening skills

Comprehensive vs. critical listening

Case studies and discussion

Workplace applications and self-assessment

Unit 4: Overcoming Listening Barriers

Identifying and addressing internal and external barriers

Techniques to overcome language, physiological, and physical barriers

Personalizing and attitudinal adjustments

Interactive exercises and feedback

Unit 5: Listening in Diverse Contexts

Understanding accents and ethnicities in communication

Global communication and cross-cultural conversations

Practical application in diverse settings

Summary, feedback, and participant review

Learning Outcomes

1. Participants will be able to demonstrate active listening techniques effectively in various professional interactions.
2. Participants will develop the ability to listen with empathy, showing understanding and responsiveness in their interactions.
3. Participants will identify personal and environmental barriers to effective listening and apply strategies to overcome them.
4. Participants will effectively apply listening skills in diverse cultural and professional scenarios, including challenging communication environments.
5. Participants will exhibit improved overall communication abilities, with a marked improvement in listening skills, leading to enhanced professional relationships and opportunities.

Reference:

Brownell, J. (2015). *Listening: Attitudes, principles, and skills*. (5th ed.). Pearson.

Worthington, D. L., & Fitch-Hauser, M. (2015). *Listening: Processes, functions, and competency*. Routledge.

Core-13: Advance Speaking Skills

Functional English (MOK)

Advanced Speaking Skills	
<p>Course Objectives</p> <ol style="list-style-type: none"> 1. Students will learn the basics of phonetics, including vowels, consonants, and syllable structures. 2. The course will focus on enhancing students' ability to use and interpret non-verbal cues like facial expressions and body language effectively. 3. Students will work on improving their pronunciation and understanding the role of intonation, stress, and rhythm in spoken English. 4. The course aims to develop students' public speaking abilities, focusing on structure, delivery, and persuasive techniques. 5. Students will engage in advanced exercises and activities to master spoken English, culminating in final presentations. 	
<p>Unit 1: Basics of Phonetics and Speech</p> <ul style="list-style-type: none"> • Introduction to Phonetics • Syllable Structure • Pronunciation Practice • Speech Sound Exercises • Warm-up Speaking Activities <p>Unit 2: Non-Verbal Communication and Intonation</p> <ul style="list-style-type: none"> • Role of Non-Verbal Communication in Effective Speaking. • Understanding and Using Facial Expressions in Communication. • Body Language: Gestures and Postures. • Introduction to Intonation Patterns in English. • Practice Sessions on Tone, Stress, and Rhythm in Speech. <p>Unit 3: Advanced Phonetics and Creative Application</p> <ul style="list-style-type: none"> • Advanced Vowel Sounds: Diphthongs and Variations. • Consonant Clusters and Linking in Speech. • Neutralization of Mother Tongue Influence. • Subtitle Creation Exercise Using Phonetics Knowledge. • Continuous Phonetics Drills and Quizzes. 	<p>Unit 4: Public Speaking and Persuasion Techniques</p> <ul style="list-style-type: none"> • Fundamentals of Public Speaking: Structure and Delivery. • Techniques for Persuasive Speech. • Developing Confidence in Extempore Speaking. • Analyzing and Learning from Renowned Public Speakers. • Peer Editing and Feedback on Speech Practice. <p>Unit 5: Mastery in Public Speaking and Final Presentations</p> <ul style="list-style-type: none"> • Advanced Public Speaking Strategies. • Crafting Persuasive and Impactful Speeches. • Integrating Non-Verbal Cues into Public Speaking. • Preparation and Execution of Final Presentations. • Critical Review and Feedback on Final Presentations.
<p>Learning Outcomes</p> <ol style="list-style-type: none"> 1. Students will be able to accurately identify and articulate various speech sounds, and understand the structure of syllables in spoken English. 2. Students will demonstrate the ability to effectively use and interpret non-verbal communication cues in various speaking scenarios. 3. Students will exhibit improved pronunciation, and effectively use intonation, stress, and rhythm in their speech. 4. Students will be able to deliver structured, persuasive, and confident public speeches, utilizing effective speaking techniques. 5. Students will successfully apply their learning in complex speaking situations, including persuasive and extemporaneous speaking, and deliver a final presentation demonstrating their proficiency. 	
<p>References: Celce-Murcia, M., Brinton, D. M., & Goodwin, J. M. (2010). Teaching Pronunciation: A Course Book and Reference Guide. Cambridge University Press.</p>	

Lucas, S. E. (2014). The Art of Public Speaking. 12th ed., McGraw-Hill Education.

Core-14: Advanced Reading Skills

Functional English (K-12)

Draft: Functional English Core Papers 5

Advanced Reading Skills

Course Objectives

1. To develop students' abilities to critically analyze and interpret complex texts, focusing on identifying key arguments, themes, and perspectives.
2. To expose students to diverse texts, including global and cultural literature, and to cultivate the ability to contextualize and analyze these texts.
3. To equip students with skills for effectively reading and synthesizing information from academic and scholarly materials.
4. To improve students' proficiency in advanced note-taking strategies, such as annotating, outlining, and mind mapping, integrated with effective study skills.
5. To enable students to apply their reading and analytical skills in various real-world scenarios, encouraging reflection and preparation for comprehensive assessments.

Unit 1: Advanced Comprehension and Critical Analysis

Deep reading of complex texts

Analyzing arguments and perspectives

Critical thinking and inference skills

Unit 2: Diverse Texts and Global Perspectives

Reading across cultures and genres

Understanding and appreciating global literature

Contextual analysis of texts

Unit 3: Research and Scholarly Reading

Strategies for reading academic and research papers

Synthesizing information from multiple sources

Utilizing library resources effectively

Unit 4: Advanced Note-Taking and Study Strategies

Effective methods for annotating texts

Advanced outlining and mind mapping techniques

Integrating reading with other study skills

Unit 5: Application and Reflection

Applying reading skills in real-world scenarios

Reflective reading and journaling

Preparing for comprehensive assessments

Learning Outcomes

1. Students will be able to critically analyze and interpret complex texts, identifying key arguments, themes, and perspectives.
2. Students will gain an understanding of diverse texts, including global and cultural literature, and will be able to contextualize and analyze these texts.

3. Students will acquire skills for effectively reading and synthesizing information from academic and scholarly materials.
4. Students will demonstrate proficiency in advanced note-taking strategies, including annotating, outlining, and mind mapping, integrated with effective study skills.
5. Students will be able to apply their reading and analytical skills in various real-world scenarios, reflecting on their learning and preparing for comprehensive assessments.

Reference:

Adler, Mortimer J., and Charles Van Doren. *How to Read a Book: The Classic Guide to Intelligent Reading*. Rev. ed., Simon & Schuster, 1972.

Wallace, Mike, and Alison Wray. *Critical Reading and Writing for Postgraduates*. 3rd ed., SAGE Publications Ltd, 2016.

Core-15: English Language Communication Skills Lab

English Language Communication Skills Lab

Course Objectives

1. Students will learn the basics of phonetics, including speech sounds, vowels, and consonants, and how to apply them in spoken English.
2. The course will focus on enhancing students' ability to engage in situational dialogues, including role-playing in social and professional settings.
3. Students will practice pronunciation, including stress and intonation patterns, to minimize common errors and neutralize the influence of their mother tongue.
4. The course aims to build confidence in public speaking and extempore expression, crucial for effective communication in diverse scenarios.
5. Students will learn to effectively transfer information, prepare oral presentations, and develop job application skills, including resume preparation.

Unit 1: Introduction to Phonetics and Basic Communication Skills

Understanding speech sounds, vowels, and consonants.

Ice-breaking activities and Just-A-Minute (JAM) sessions.

Unit 2: Syllable Structure and Situational Dialogues

Structure of syllables, past tense and plural markers, weak and strong forms, consonant clusters.

Role-play exercises, self-introduction, greetings, apologies, requests, social and professional etiquette, telephonic etiquette.

Unit 3: Stress, Intonation, and Descriptive Skills

Minimal pairs, word accent, stress shifts, listening comprehension.

Descriptive narratives, giving directions, guidelines.

Unit 4: Advanced Pronunciation and Public Speaking

Intonation patterns, common errors in pronunciation.

Extempore speaking, public speaking exercises.

Unit 5: Neutralization and Advanced Communication Techniques

Neutralization of mother tongue influence, conversation practice.

Information transfer, oral presentation skills, reading comprehension, job application, and resume preparation.

Learning Outcomes

1. Students will be able to accurately identify and produce different speech sounds, vowels, and consonants in English.
2. Students will demonstrate the ability to effectively engage in conversations, role-plays, and dialogues in both social and professional contexts, applying appropriate etiquette.
3. Students will show improved pronunciation skills, correctly using stress and intonation patterns, and will be able to adjust their speech to minimize mother tongue influence.

4. Students will be able to confidently deliver speeches and extempore talks, showcasing their ability to think and communicate effectively on their feet.
5. Students will acquire skills in information transfer, oral presentations, and job application processes, including crafting effective resumes.

Assessment:

Continuous assessment through lab exercises and participation: 50%

Final practical exam and Lab Record: 50%

SEVENTH SEMESTER

CORE 16: Body Language and Etiquette

Body Language and Etiquette	
<p>Course Objectives</p> <ol style="list-style-type: none"> Equip students with a thorough understanding of non-verbal communication, including its types and significance. Teach students the principles of social etiquette and how body language plays a role in various social settings. Enable students to apply body language effectively in professional contexts, including business etiquette and public speaking. Introduce students to advanced body language interpretation, including cues for influence, persuasion, and detecting deception. Provide insights into the impact of cultural differences on body language and etiquette, and develop strategies for effective intercultural communication. 	
<p>Unit 1: Introduction to Body Language</p> <ol style="list-style-type: none"> Basics of Non-Verbal Communication: Understanding the role and importance of body language. Types of Non-Verbal Cues: Gestures, facial expressions, posture, eye contact, and space. Interpreting Body Language: Decoding signals and understanding their implications. Body Language in Different Contexts: How context alters the meaning of non-verbal cues. Misinterpretations and Pitfalls: Common misunderstandings in interpreting body language. <p>Unit 2: Social Etiquette and Body Language</p> <ol style="list-style-type: none"> Social Etiquette Fundamentals: Principles of good manners and courteous behavior. Non-Verbal Communication in Social Settings: Understanding etiquette in various social situations. Cultural Variations in Etiquette: How different cultures interpret and use body language. Role of Body Language in First Impressions: Making positive impacts through non-verbal cues. Practical Scenarios and Role-Playing: Exercises to apply learned concepts in social settings. <p>Unit 3: Professional Etiquette and Body Language</p> <ol style="list-style-type: none"> Business Etiquette Basics: Protocols for professional behavior and interaction. Professional Non-Verbal Communication: Body language in interviews, meetings, and networking. 	<ol style="list-style-type: none"> Dress and Appearance: The impact of personal presentation in professional contexts. Electronic Etiquette: Email and telephone etiquette, video conferencing body language. Case Studies: Analyzing body language and etiquette in professional scenarios. <p>Unit 4: Advanced Body Language Techniques</p> <ol style="list-style-type: none"> Advanced Interpretation Skills: Reading subtle and complex body language cues. Influence and Persuasion: Using body language to persuade and influence others. Lie Detection and Truthfulness: Indicators of deception and honesty in body language. Body Language for Public Speaking: Enhancing presentations with effective non-verbal communication. Exercises and Simulations: Applying advanced techniques in simulated environments. <p>Unit 5: Cross-Cultural Communication and Global Etiquette</p> <ol style="list-style-type: none"> Understanding Cross-Cultural Differences: How culture influences communication and etiquette. Global Business Etiquette: Navigating international professional interactions. Cultural Adaptation and Sensitivity: Adapting to diverse etiquette and communication styles. Overcoming Cultural Barriers: Strategies for effective intercultural communication. Group Project: Developing a guide for cross-cultural etiquette and body language.
<p>Learning Outcomes:</p> <ol style="list-style-type: none"> Students will be able to identify and interpret different types of non-verbal cues, understanding their impact in communication. 	

2. Students will demonstrate the ability to apply appropriate body language and social etiquette in various settings, recognizing cultural nuances.
3. Students will exhibit proficiency in using body language effectively in professional scenarios, including interviews, meetings, and networking events.
4. Students will be able to analyze complex body language signals and use non-verbal cues for persuasion and influence in different contexts.
5. For Cross-Cultural Communication: Students will gain an understanding of how cultural differences affect communication and etiquette, and will be able to adapt their non-verbal communication effectively in a global context.

References:

Pease, A., & Pease, B. (2004). *The Definitive Book of Body Language: The Hidden Meaning Behind People's Gestures and Expressions*. Bantam.

Navarro, J., & Karlins, M. (2008). *What Every Body is Saying: An Ex-FBI Agent's Guide to Speed-Reading People*. William Morrow Paperbacks.

CORE 17: Preparing for Interview, Placements and CV/Resume Making

CORE 18: Internship & Report Writing

CORE19: Research Methodology

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, Drill Bit

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

Minor 7: Body Language and Etiquette

Body Language and Etiquette	
<p>Course Objectives</p> <ol style="list-style-type: none"> 6. Equip students with a thorough understanding of non-verbal communication, including its types and significance. 7. Teach students the principles of social etiquette and how body language plays a role in various social settings. 8. Enable students to apply body language effectively in professional contexts, including business etiquette and public speaking. 9. Introduce students to advanced body language interpretation, including cues for influence, persuasion, and detecting deception. 10. Provide insights into the impact of cultural differences on body language and etiquette, and develop strategies for effective intercultural communication. 	
<p>Unit 1: Introduction to Body Language</p> <ol style="list-style-type: none"> 6. Basics of Non-Verbal Communication: Understanding the role and importance of body language. 7. Types of Non-Verbal Cues: Gestures, facial expressions, posture, eye contact, and space. 8. Interpreting Body Language: Decoding signals and understanding their implications. 9. Body Language in Different Contexts: How context alters the meaning of non-verbal cues. 10. Misinterpretations and Pitfalls: Common misunderstandings in interpreting body language. <p>Unit 2: Social Etiquette and Body Language</p> <ol style="list-style-type: none"> 6. Social Etiquette Fundamentals: Principles of good manners and courteous behavior. 7. Non-Verbal Communication in Social Settings: Understanding etiquette in various social situations. 8. Cultural Variations in Etiquette: How different cultures interpret and use body language. 9. Role of Body Language in First Impressions: Making positive impacts through non-verbal cues. 10. Practical Scenarios and Role-Playing: Exercises to apply learned concepts in social settings. <p>Unit 3: Professional Etiquette and Body Language</p> <ol style="list-style-type: none"> 6. Business Etiquette Basics: Protocols for professional behavior and interaction. 7. Professional Non-Verbal Communication: Body language in interviews, meetings, and networking. 	<ol style="list-style-type: none"> 8. Dress and Appearance: The impact of personal presentation in professional contexts. 9. Electronic Etiquette: Email and telephone etiquette, video conferencing body language. 10. Case Studies: Analyzing body language and etiquette in professional scenarios. <p>Unit 4: Advanced Body Language Techniques</p> <ol style="list-style-type: none"> 6. Advanced Interpretation Skills: Reading subtle and complex body language cues. 7. Influence and Persuasion: Using body language to persuade and influence others. 8. Lie Detection and Truthfulness: Indicators of deception and honesty in body language. 9. Body Language for Public Speaking: Enhancing presentations with effective non-verbal communication. 10. Exercises and Simulations: Applying advanced techniques in simulated environments. <p>Unit 5: Cross-Cultural Communication and Global Etiquette</p> <ol style="list-style-type: none"> 6. Understanding Cross-Cultural Differences: How culture influences communication and etiquette. 7. Global Business Etiquette: Navigating international professional interactions. 8. Cultural Adaptation and Sensitivity: Adapting to diverse etiquette and communication styles. 9. Overcoming Cultural Barriers: Strategies for effective intercultural communication. 10. Group Project: Developing a guide for cross-cultural etiquette and body language.
<p>Learning Outcomes:</p> <ol style="list-style-type: none"> 6. Students will be able to identify and interpret different types of non-verbal cues, understanding their impact in communication. 	

7. Students will demonstrate the ability to apply appropriate body language and social etiquette in various settings, recognizing cultural nuances.
8. Students will exhibit proficiency in using body language effectively in professional scenarios, including interviews, meetings, and networking events.
9. Students will be able to analyze complex body language signals and use non-verbal cues for persuasion and influence in different contexts.
10. For Cross-Cultural Communication: Students will gain an understanding of how cultural differences affect communication and etiquette, and will be able to adapt their non-verbal communication effectively in a global context.

References:

Pease, A., & Pease, B. (2004). *The Definitive Book of Body Language: The Hidden Meaning Behind People's Gestures and Expressions*. Bantam.

Navarro, J., & Karlins, M. (2008). *What Every Body is Saying: An Ex-FBI Agent's Guide to Speed-Reading People*. William Morrow Paperbacks.

EIGHTH SEMESTER

CORE 20: Digital Tools and AI in Language Professions

Digital Tools and AI in Language Professions	
<p>Course Objectives</p> <ol style="list-style-type: none"> 1. Introduce students to various digital tools and platforms used in language learning and teaching. 2. Provide foundational knowledge of AI and machine learning, particularly focusing on their applications in natural language processing and language technologies. 3. Teach students how to use corpus analysis software and data analysis tools in linguistic research. 4. Equip students with the skills to create and publish digital language content, using various multimedia and publishing tools. 5. Discuss the latest trends in technology, such as AR, VR, and adaptive learning systems, and their impact on language learning and teaching. 	
<p>Unit 1: Introduction to Digital Language Tools</p> <ul style="list-style-type: none"> • Overview of Digital Tools in Language Learning and Teaching • Language Learning Apps and Platforms (e.g., Duolingo, Babbel) • Use of Multimedia in Language Education • Interactive Whiteboards and Digital Classroom Management Tools <p>Unit 2: AI and Machine Learning in Linguistics</p> <ul style="list-style-type: none"> • Basics of AI and Machine Learning Concepts in Language Processing • Introduction to Natural Language Processing (NLP) • Text-to-Speech and Speech Recognition Technologies (e.g., Google Speech-to-Text) • Machine Translation Tools (e.g., Google Translate, DeepL) <p>Unit 3: Corpus Linguistics and Data Analysis Tools</p> <ul style="list-style-type: none"> • Introduction to Corpus Linguistics • Using Corpus Analysis Software (e.g., AntConc, Wordsmith Tools) • Data Collection and Analysis in Linguistic Research • Introduction to Programming for Linguists (e.g., Python for Text Analysis) 	<p>Unit 4: Content Creation and Digital Publishing</p> <ul style="list-style-type: none"> • Digital Content Creation Tools for Language Professionals • E-book Authoring and Digital Publishing Platforms (e.g., Amazon Kindle Direct Publishing) • Graphic Design and Multimedia Tools (e.g., Adobe Creative Suite) • Creating and Managing Blogs and Websites for Language Teaching <p>Unit 5: Emerging Trends and Future Technologies</p> <ul style="list-style-type: none"> • Augmented Reality (AR) and Virtual Reality (VR) in Language Learning • Adaptive Learning Systems and Personalized Language Learning Paths • Ethical Considerations and Challenges in AI for Language Learning • Future Trends: Blockchain in Language Certification, IoT in Language Practice
<p>Learning Outcomes</p> <ol style="list-style-type: none"> 1. Students will be able to effectively use and evaluate various digital language learning apps and platforms for educational purposes. 2. Students will demonstrate an understanding of natural language processing and will be able to apply basic AI tools for language analysis and processing. 3. Students will gain proficiency in using corpus linguistics software for linguistic research and will be able to conduct basic data analysis using these tools. 4. Students will develop skills in creating digital language learning content and understand the process of digital publishing. 	

5. Students will be knowledgeable about the latest technological advancements in language learning, including AR, VR, and adaptive learning, and understand their potential impact on the field.

References:

1. Chapelle, C. A. (2020). The Concise Encyclopedia of Applied Linguistics. Wiley-Blackwell.
2. Jurafsky, D., & Martin, J. H. (2021). Speech and Language Processing. 3rd ed. Prentice Hall.

CORE 21: DISSERTATION WRITING- 12 credits

**Those who do not opt for Dissertation Writing can study three papers of 4 credits each:
C-21, C-22 and C-23.**

C-21: Fundamentals of Language

Fundamentals of Language	
Course Objectives	
<ol style="list-style-type: none"> 1. Equip students with foundational knowledge in various areas of linguistics, including phonetics, phonology, morphology, syntax, and semantics. 2. Enable students to apply linguistic theories and principles to analyze different aspects of language. 3. Teach students about the structure of language, including sentence construction, word formation, and meaning. 4. Introduce students to the study of language variation, including sociolinguistics and historical linguistics. 5. Guide students in conducting basic linguistic research, using appropriate methods and techniques. 	
<p>Unit 1: Introduction to Linguistics and Phonetics</p> <ul style="list-style-type: none"> • Overview of Linguistics: Scope and Nature. • Phonetics: Articulatory, Acoustic, and Auditory Phonetics. • Phonetic Transcription and the International Phonetic Alphabet (IPA). • Speech Production and Perception. • Application of Phonetics in Language Analysis. <p>Unit 2: Phonology and Morphology</p> <ul style="list-style-type: none"> • Phonological Theories and Concepts. • Phonemes, Allophones, and Phonological Rules. • Introduction to Morphology: Morphemes and Word Formation. • Inflectional vs. Derivational Morphology. • Morphological Analysis of Different Languages. <p>Unit 3: Syntax and Sentence Structure</p> <ul style="list-style-type: none"> • Syntax: Rules for Sentence Formation. • Constituent Structure and Tree Diagrams. • Grammatical Categories and Functions. • Syntactic Theories and Models. • Syntax in Language Analysis and Comparison. 	<p>Unit 4: Semantics and Pragmatics</p> <ul style="list-style-type: none"> • Semantics: Meaning in Language. • Lexical Semantics: Word Meaning and Semantic Relations. • Sentence Semantics: Truth Conditions and Propositions. • Introduction to Pragmatics: Language in Context. • Applying Semantics and Pragmatics in Language Analysis. <p>Unit 5: Language Variation and Linguistic Research</p> <ul style="list-style-type: none"> • Language Variation: Dialects and Registers. • Sociolinguistics: Language in Society. • Psycholinguistics: Language and the Mind. • Historical Linguistics: Language Change Over Time. • Conducting Linguistic Research: Methods and Techniques.
Learning Outcomes	
<ol style="list-style-type: none"> 1. Students will demonstrate a comprehensive understanding of basic concepts in phonetics, phonology, morphology, syntax, and semantics. 2. Students will be able to apply linguistic theories to analyze speech sounds, word structures, sentence formation, and meaning. 3. Students will exhibit an understanding of how languages are structured and used, including the analysis of sentence semantics and pragmatics. 4. Students will understand how languages vary across different social groups and change over time, gaining insights into sociolinguistics and historical linguistics. 5. Students will be able to design and conduct basic linguistic research, utilizing appropriate linguistic data and analysis techniques. 	
References:	

Fromkin, V., Rodman, R., & Hyams, N. (2020). *An Introduction to Language*. 12th ed. Cengage Learning.

O'Grady, W., Archibald, J., Aronoff, M., & Rees-Miller, J. (2019). *Contemporary Linguistics: An Introduction*. 8th ed. Bedford/St. Martin's.

C-22: Second Language Acquisition and Learning (SLAL)

Objective:

Learners will be able 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.

Approaches to Second Language Teaching (ASLT)

Objective:

Learners will 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.

EIGHTH SEMESTER

Minor: Digital Tools and AI in Language Professions

Digital Tools and AI in Language Professions	
<p>Course Objectives</p> <ol style="list-style-type: none"> 6. Introduce students to various digital tools and platforms used in language learning and teaching. 7. Provide foundational knowledge of AI and machine learning, particularly focusing on their applications in natural language processing and language technologies. 8. Teach students how to use corpus analysis software and data analysis tools in linguistic research. 9. Equip students with the skills to create and publish digital language content, using various multimedia and publishing tools. 10. Discuss the latest trends in technology, such as AR, VR, and adaptive learning systems, and their impact on language learning and teaching. 	
<p>Unit 1: Introduction to Digital Language Tools</p> <ul style="list-style-type: none"> • Overview of Digital Tools in Language Learning and Teaching • Language Learning Apps and Platforms (e.g., Duolingo, Babbel) • Use of Multimedia in Language Education • Interactive Whiteboards and Digital Classroom Management Tools <p>Unit 2: AI and Machine Learning in Linguistics</p> <ul style="list-style-type: none"> • Basics of AI and Machine Learning Concepts in Language Processing • Introduction to Natural Language Processing (NLP) • Text-to-Speech and Speech Recognition Technologies (e.g., Google Speech-to-Text) • Machine Translation Tools (e.g., Google Translate, DeepL) <p>Unit 3: Corpus Linguistics and Data Analysis Tools</p> <ul style="list-style-type: none"> • Introduction to Corpus Linguistics • Using Corpus Analysis Software (e.g., AntConc, Wordsmith Tools) • Data Collection and Analysis in Linguistic Research • Introduction to Programming for Linguists (e.g., Python for Text Analysis) 	<p>Unit 4: Content Creation and Digital Publishing</p> <ul style="list-style-type: none"> • Digital Content Creation Tools for Language Professionals • E-book Authoring and Digital Publishing Platforms (e.g., Amazon Kindle Direct Publishing) • Graphic Design and Multimedia Tools (e.g., Adobe Creative Suite) • Creating and Managing Blogs and Websites for Language Teaching <p>Unit 5: Emerging Trends and Future Technologies</p> <ul style="list-style-type: none"> • Augmented Reality (AR) and Virtual Reality (VR) in Language Learning • Adaptive Learning Systems and Personalized Language Learning Paths • Ethical Considerations and Challenges in AI for Language Learning • Future Trends: Blockchain in Language Certification, IoT in Language Practice
<p>Learning Outcomes</p> <ol style="list-style-type: none"> 6. Students will be able to effectively use and evaluate various digital language learning apps and platforms for educational purposes. 7. Students will demonstrate an understanding of natural language processing and will be able to apply basic AI tools for language analysis and processing. 8. Students will gain proficiency in using corpus linguistics software for linguistic research and will be able to conduct basic data analysis using these tools. 9. Students will develop skills in creating digital language learning content and understand the process of digital publishing. 10. Students will be knowledgeable about the latest technological advancements in language learning, including AR, VR, and adaptive learning, and understand their potential impact on the field. 	

References:

3. Chapelle, C. A. (2020). *The Concise Encyclopedia of Applied Linguistics*. Wiley-Blackwell.
4. Jurafsky, D., & Martin, J. H. (2021). *Speech and Language Processing*. 3rd ed. Prentice Hall.