**SARDAR PATEL UNIVERSITY**  
**Programme: B.Sc**  
**Semester: III**  
**Syllabus with effect from: June-2012**

<table>
<thead>
<tr>
<th>Unit</th>
<th>Description in detail</th>
<th>Weightage (%)</th>
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</table>
| I    | **Introduction to Phonetics of English Language**  
- Definition of Phoneme and phonetic keys (Match the following)  
- Phonetic Transcription from the specified list (Words)  
- Types of some of the sounds i.e. voiced and voiceless from the specified list (classify the words)  
- Classification of sounds (vowels, consonants, diphthongs)  
- Ref: CDs of Cambridge Dictionary (for No. 3 and 4) | 25% |
| II   | **Writing Skills**  
- Writing Emails and short messages (In general)  
- Writing Circulars / Notices /Memos (only for information)  
- Business Letters (i.e. Letter of Inquiry and Reply, Placing Order, Complaining and adjustment)  
- Report Writing (Individual Reports on for example, suitability of some premises, general inefficiency of staff, increasing competition from rival enterprises etc.) | 25% |
| III  | **Oral Skills**  
- Preparing and Delivering Speeches (Welcome Speech, Vote of Thanks, Key note address etc.) (On specified topic)  
- Making presentation in seminars (just information)  
- Handling formal meetings (just information)  
- AV (Look Ahead) BBC (31 to 45) 10 | 25% |
| IV   | **Grammar and Vocabulary**  
- Use of Verbs, Tenses, Prepositions, Modals (fill in the blank)  
- Degrees of Comparison (fill in the blank)  
- Abbreviation used in English language (Write the full form)  
- Homophones and Homonyms, Misused words (fill in the blank) | 25% |

**Topics to be covered in the Journal**

| I    | All the Topics from Unit - I  
- Definition of Phoneme and phonetic keys (Match the following)  
- Phonetic Transcription from the specified list (Words)  
- Types of some of the sounds i.e. voiced and voiceless from the specified list (classify the words)  
- Classification of sounds (vowels, consonants, diphthongs) |
| II   | 1, 3 & 4 from Unit - II  
- Writing Emails and short messages (In general)  
- Business Letters (i.e. Letter of Inquiry and Reply, Placing Order, Complaining and adjustment)  
- Report Writing (Individual Reports on for example, suitability of some premises, general inefficiency of staff, increasing competition from rival enterprises etc.) |
<table>
<thead>
<tr>
<th>III</th>
<th>1 &amp; 4 from Unit - III</th>
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<tbody>
<tr>
<td></td>
<td>Preparing and Delivering Speeches (Welcome Speech, Vote of Thanks, Key note address etc.) (On specified topic)</td>
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<tr>
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<td>AV (Look Ahead) Cambridge University</td>
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<td>IV</td>
<td>All the topics from Unit - IV</td>
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<td>Use of Verbs, Tenses, Prepositions, Modals (fill in the blank)</td>
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