

**SARDAR PATEL UNIVERSITY**  
**VALLABH VIDYANGAR**  
**BA (SEMESTER IV)**  
Effect from : December, 2012

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|---|--------------------------|
| <b>Title of paper: FUNCTIONAL ENGLISH PAPER: VII<br/>WRITING AND BROADCASTING SKILL</b> | <b>Total Credits: 03</b> |
| <b>Paper Code: UA04AFEN07</b>   |                          |

| <b>Unit</b> | <b>Description in detail</b>   |
|-------------|--|
| <b>1.</b>   | <b>The Method of Report Writing: Exercise on Report Writing, Compeering</b>                  |
| <b>2.</b>   | <b>Method of Writing Letter, Email, Comprehension of unseen passages</b>                     |
| <b>3.</b>   | <b>Broadcasting Skill, Television as a medium of communication, Education<br/>Television</b> |
| <b>4.</b>   | <b>The History of Indian Television, Concept of Broadcasting</b>                             |

**Note: In the University Exam, each unit will have equal weightage.**

**Reference books:**

- ✓ **English in Situation by R C Neil**
- ✓ **What to say when- Ed. Vicin Huggins (BBC, London)**
- ✓ **Course Book I by Gsoffrey Brenfhton (Penguin Books)**
- ✓ **Success with English – The Penguin Course: A First Reader by Alexander Baird at  
all (Penguin Books)**
- ✓ **A Textbook of English – T Balasubramanian (Phonetics for Indain Students)**

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| <b>Title of paper: FUNCTIONAL ENGLISH PAPER VIII:<br/>CONVERSATIONAL ENGLISH (SKILL)</b> | <b>Total Credits: 03</b> |
| <b>Paper Code: UA04AFEN08</b>  |                          |

| Unit | Description in detail   |
|------|---|
| 1.   | <b>Conversational Skills: Speaking Skill, Listening Skill</b>   |
| 2.   | <b>Direct-Indirect Forms of Speech: Exercise, Vowels and Consonants</b>   |
| 3.   | <b>Styles and Registers: Writing Skill, Reading Skill</b>   |
| 4.   | <b>Situational Dialogues:<br/>Asking the time, asking hi, asking the way, buying a dress, introducing a friend, talking on telephone, making an interview, making as appointment, booking a room in a hotel, lost property, at the market</b> |

**Note: In the University Exam, each unit will have equal weightage.**

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