

Sardar Patel University
BA (Functional English) Semester – IV

UA04GFEN21 : Functional English Paper-VII (Writing Skill)

Unit	Description in Detail
1	Letter Writing
2	Description of a Picture in a Paragraph in about 50 words
3	Cloze Test
4	Essay Writing
5	Paraphrasing of a poem
6	Words often confused
7	Paragraph Writing
8	Idioms and Phrases

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

Reference Books :

- **Grammar and Composition by David Green**
- **Grammar and Composition by Wren and Martin**

Semester – IV

UA04GFEN22 : Functional English Paper-VIII (Conversational English Skills)

Unit	Description in Detail
1	Non-Verbal Communication
2	Paralinguistic Cues
3	Presentation Skills
4	Speaking Skills
5	Listening Skills
6	Dialogues on Situation
7	Academic Vocabulary

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

Reference Books :

- **Grammar and Composition by David Green**
- **Grammar and Composition by Wren and Martin**