

Sardar Patel University
BA (Functional English) Semester – III

UA03GENG21 : Functional English Paper-V (Writing Skill)

Unit	Description in Detail
1	Précis Writing
2	Report Writing – Theory and Practice
3	Compeering
4	Developing a Story
5	Words often confused
6	Expansion
7	Comprehension
8	Summarizing

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 – III

UA03GENG22 : Functional English Paper-VI (Conversational English Skills)

Unit	Description in Detail
1	Styles and Registers
2	Dialogue Writing on Situation
3	Effective Speaking
4	Negotiation
5	Homophones
6	Idioms and Phrases
7	Antonyms and Synonyms
8	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**