

BBA FIRST SEMESTER

ENGLISH 1

Module I

Pronunciation I

Classification of speech sounds, Phoneme, Phonemes, phones and allophones, Phonemic symbols, Consonants in English, Classification of Vowels, Vowels in English

Module II

Pronunciation II

Syllable, Stress, Word stress, Stress shift, Strong and weak forms, Intonation, Rising tone and falling tone

Module III

Listening skills I

Listening and hearing, active listening, other distractions, Speech and Thought Rate

Module IV

Listening skills II

Listening and note taking, listening for sound content of videos, listening to talks and description, listening for meaning, listening to announcements, listening to news programmes

Module V

Speaking Skills I

Interactive nature of communication- Importance of context: formal and informal- Set expressions in different situations

Module VI

Speaking Skills II

telephone skills, conversational manners

Module VII

Dialogue practice

Practice in dialogue: using core and supplementary material

Module VIII

ONE ACT PLAYS

Core Reading: ***Four One-Act Plays***

The following one act plays are prescribed

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|---------------------------|---------------------|
| 1. "The Pie and the Tart" | Hugh Chesterman |
| 2. "Under Fire" | Laurence Housman |
| 3. "The Brink of Silence" | Esther E. Galbraith |
| 4. "The Dear Departed" | Stanley Houghton |

Further reading:

1. Marks, Jonathan. *English Pronunciation in Use*. New Delhi: CUP, 2007.
2. Lynch, Tony. *Study Listening*. New Delhi: CUP, 2008.
3. Kenneth, Anderson, Tony Lynch, Joan MacLean. *Study Speaking*. New Delhi: CUP, 2008.

Reference:

Jones, Daniel. *English Pronouncing Dictionary* 17th Edition. New Delhi: CUP, 2009.

BBA SECOND SEMESTER

ENGLISH 2

Module I

Writing as a skill-its importance-mechanism of writing-words and sentences-paragraph as a unit of structuring a whole text – combining different sources

Module II

Functional use of writing-personal, academic and business writing-creative use of writing

Module III

Writing process-planning a text- finding materials-drafting-revising-editing-finalizing the draft-computer as an aid-key board skills-word processing-DTP

Module IV

Writing models-essay-précis-expansion of ideas-dialogues-letter writing-personal letters-formal letters-CV-surveys-questionnaires- email-fax-job application-report writing-

Module V

Academic writing-writing examination-evaluating a text-note-making-paraphrasing –summary writing- organizing paragraph-introduction- body-conclusion-re-reading and rewriting – copy editing-accuracy

Modules VI

Presentation skills-elements of presentation strategies – audience –objective – medium- key ideas

Modules VII

Structuring the material –organizing content – A/V aids- hand outs – use of power points – clarity of presentation –non verbal presentation – seminar paper presentation and discussion