

**MCM DAV College for Women, Sector – 36A, Chandigarh**  
**Monthly Teaching Plans (Third Semester) for BA III Functional English**  
**Session (2024-25)**

**Name of the Teacher/s. Dr. Sukhpreet Bhatia and Ms. Ruchika Singh**

**Department:** English

**Class:** BA II **Subject:** Functional English

S.N o.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
	24.7.24	31.7.24	<p>Unit I: Introduction to Broadcasting:</p> <p>The concept of Mass Communication: Its Status &amp; a Brief introduction to its different Mediums (Print, Radio, TV, Films)</p> <p>Role of Print as Means of Communication</p> <p>Role of radio as a Means of</p> <p>Communication Role of TV as Means of</p> <p>Communication</p> <p>The concept of Network Societies: The Expansion of radio &amp; TV Network in India (Educational TV, Satellite TV, Doordarshan).</p>	<p>To acquaint learners with the different mechanisms of radio broadcast.</p> <p>Organization of field trips to make learners work in authentic setting and to produce a lot of real materials i.e. scripts, tapes etc. to be used as teaching materials.</p> <p>The teachers plan to give a lot of practical work by making learners participate in Physical exercises, marking text, giving oral presentations and facing the camera through simulation.</p>
2.	1.8.24	31.8.24	<p>Unit II: Interview: Reporting Speed and Accuracy, Contacts, Faithful Reporting, Building Sources Interviews-‘Foners’</p> <p>Unit III: News Bulletins, Kinds of Bulletin, Compilations of Bulletin, Structural Languages</p>	<p>To train learners in Script writing for different genres of Radio broadcast.</p> <p>Organizing practical activities for learners. Field work: Visit to sites of different events by learners is required in order to cover the happenings in their practical work</p>
3.	1.9.24	30.9.24	<p>News Values: News Selection and Presentation Sources of News, Basic Guidelines for News Writing: Words Economy-Time Frame-Figures,- Devices, News Writing: Agency copy, radio copy, Edition</p> <p>Unit IV: Announcements: Possible purposes for announcements(Emergencies-Death of VVIPs, Traffic Blockades, Economic Crises, Weather Chances etc.)Announcing for Promos, language and style, creativity within time constraints. Art of Voice Modulation for different types of</p>	<p>To help learners build their best voice by acquainting them with the elements of voice and providing training in it.</p> <p>To help learners to identify their speech problems and overcome them.</p> <p>Visit to the Radio Station by the learners which is desirable to help them observe presentations, to</p>

			announcements	acquire related skills.
4	1.10.24	31.10.24	<p>Unit V: Commentary: Commentary in different situations and for different purposes, Research, Survey and Studies, Language and Style</p> <p>Unit VI: Compering: Compering in different situations and for different purposes, Role of Wit and Humor in Compering, Language and Style</p> <p>Unit VII: Concept of Voice Training: Elocution, Inventory of Voice, Audition Analysis, Common Problems of Broadcast Voice.</p>	<p>To sensitize learners to body movements, demeanor and gestures involved in TV presentation.</p> <p>The teachers plan to give a lot of practical work by making learners participate in Physical exercises, marking text, giving oral presentations and facing the camera through simulation.</p>
4.	1.11.24	30.11.24	<p>Unit VIII: Training in developing one's Best Voice: The organs of speech and their mechanism, The Physical Structure, Breathing Types, Note Production, Tone Production</p> <p>Unit IX: Training in developing one's Best Speech, Revision of Course Component: Speech Skills, Word and Discourse Production, Copy Techniques, marking copy, Presentation Scripts, Presentation Based on Notes.</p>	

### Lesson Plan

#### MCM DAV College for Women, Sector – 36A, Chandigarh Monthly Teaching Plans (Fourth Semester) for BBA II Session – (2024-25)

Name of the Teacher/s. Dr. Sukhpreet Bhatia and Ms. Ruchika Singh

Department English

Class BA II Subject Functional English Section (s) NA

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		

1.	10.1.2025	31.1.25	Unit I: TV station and Program Production, Pre production: Techniques of Programme presentation and the criteria of selecting technique for presentation. Production and the Criteria of selecting Technique for presentation. Production: Studio Lay-out, Camera, production Control room, lighting system, Audio-System.	During the course of study, the teachers plan to be resourceful in order to organize field trips to TV Programme Production Centers. The teacher will be able to obtain scripts, tapes, etc. of authentic material to be used in the classroom. This can be recorded with the help of a VCR and can also be transcribed. The teacher must
----	-----------	---------	--	---

			Post Production: Editing.	also be innovative enough to construct activities such as simulation tasks for learners.
2.	1.2.25	29.2.25	Unit II: Interviews - Interviews as a Means of collecting information, Types of Interviews, Interviews in relation to purpose, situation, interest & taste. Writing Questions - Conducting the Interviews  Unit III: News Bulletins, Defining News, Types of News, News gathering, News Processing, News Writing, Writing for Voice-Overs, Editing, Bulletinizing News	During the course of study, the teachers plan to be resourceful in order to organize field trips to TV Programme Production Centers. The teacher will be able to obtain scripts, tapes, etc. of authentic material to be used in the classroom. This can be recorded with the help of a VCR and can also be transcribed. The teacher must also be innovative enough to construct activities such as simulation tasks for learners.

3.	1.3.25	31.3.25	<p>Unit IV: Compering, Note taking, Note Making, Referencing, Researching ,Ad Libbing , Creating word images pertaining to various senses</p> <p>Unit V: The Entire Paper B of Second year (Broadcast Representation) - Voice Production , Speech training, B Unit VI: Electronic Media and Job Opportunities</p> <p>Electronic Media: Vital elements in information technology. Satellite technology and Job opportunities at the Global Level,Role of Prasar Bharti and Broadcast Authority of India, Scope of Script Writing skills in the 21st century: the growth and relevance of English/Regional/National and International level,Body language</p> <p>Unit VII: Commentary, Definition and Aims, Components of a Commentary: Education and Research Attitude, Language Style,</p>	<p>The teacher will provide the students with plenty of opportunities to practice presentation of scripts/notes. This includes making learners participate in physical exercises, making texts, giving oral presentations and facing the cameras through simulation They will make provision for students to face the camera and rehearse presentation.</p>
----	--------	---------	--	---

			Delivery	
--	--	--	----------	--

4.	1.4.25	30.4.25	<p>Unit VIII: Announcements Formats of Announcing Styles, Purpose, Situations, Time, Age Pace and Pitch. Announcing Programmes, Announcing Commercials, Public Service Announcements, Promos ,Kinds of Spot Productions</p> <p>Unit IX: Documentary, Definition and Aims, Techniques of Writing for documentary, Components of a documentary, Language, style and format, Characteristics of good documentary. Types of Copies, TV Scripts, Scene-by scene Scripts, Camera Scripts, Shooting Scripts</p> <p>Unit X: Body Language Gestures/ Moments of Face, Lips, Eyes, Limbs before the Camera, Aspects of Gait, Dress Sense, Grace and Demeanor</p>	<p>The teacher will provide the students with plenty of opportunities to practice presentation of scripts/notes. This includes making learners participate in physical exercises, making texts, giving oral presentations and facing the cameras through simulation They will make provision for students to face the camera and rehearse presentation.</p>
----	--------	---------	--	---