

Semester II

ENCJ 5: Editing and Fundamentals of Media Writing

COURSE CODE	ENCJ 5
TITLE OF THE COURSE	EDITING & FUNDAMENTALS OF MEDIA WRITING
SEMESTER IN WHICH THE COURSE IS TO BE TAUGHT	II
NO. OF CREDITS	4
NO. OF CONTACT HOURS	90

Module 1 (30 hrs)

A. **Newsroom Operation** – qualities and responsibilities of a sub-editor-organizational structure of an editorial department: editor, managing editor, associate editor, news editor, assistant editor, chief sub-editors and sub-editors – reader’s editor/ombudsman

B. **Editorials** – editorial page versus news page: editorials, middles, features, columns and letters to the editor, types of editorials; qualities and responsibilities of a leader writer

Module 2 (30 hrs)

Fundamentals of Editing – copy tasting, editing for verbal clarity and correctness; editing to save space; editing for accuracy, objectivity, consistency, fairness, taste and legal propriety; style book – Subbing in magazines, Subbing of types, leads, sub-leads, selection of photographs, over-lines and captions of photographs –news paper design and layout - Paperless newspaper offices – editing techniques & skills in electronic era.

Module 3 (30 hrs)

Writing for Media- elements of news/ news Values - rudiments of a story - deadlines - ethical behavior - story structures – headlines: types - writing news -the lead - interviewing techniques - types of news stories -writing feature stories - writing news releases - broadcast writing style - broadcast copy preparation (radio and TV) - characteristics of web writing - forms of writing - lateral reporting – legal aspects in writing : the first amendment, defamation, privacy, copyright and trademark, broadcast regulation.

Books for reference

1. Bruce Westley, News Editing, Boston: Houghton Mifflin Company, 1972
2. Floyd Baskette and Jack Sissors, The Art of Editing, New York: Macmillan Publishing Co, 1986
3. Jerry Lanson and Mitchell Stephens, Writing and Reporting the News, New York: Oxford University Press, 2008
4. Ambrish Saxena, Fundamentals of Reporting and Editing, New Delhi: Kanishka Publishers, 2007
5. Sunil Saxena, Headline Writing, New Delhi: Sage Publications, 2006
6. Carl Sessions, Writing as Craft and Magic, New York: Oxford University Press, 2007

Books for Further Reading

1. T. J. S. George, Editing: A Handbook for Journalists, New Delhi: Indian Institute of Mass Communication, 1989
2. M.L. Stein and Susan Paterno, The News Writer’s Handbook, New Delhi: Surjeet Publications, 2003
3. George Hough, News Writing, New Delhi: Kanishka Publishers, 2004
4. Jan Hakemulder and Fay Jonge, News Reporting and Editing, New Delhi: Anmol Publications, 2002
5. M.K. Joseph, Outline of Editing, New Delhi: Anmol Publications, 2002

ENCJ 6: ENGLISH LITERATURE FROM VICTORIAN TO POSTMODERN PERIOD

COURSE CODE	ENCJ 6
TITLE OF THE COURSE	ENGLISH LITERATURE FROM VICTORIAN TO POSTMODERN PERIOD
SEMESTER	II
CREDITS	4
NO. OF CONTACT HOURS	90

Module 1 - Victorian Literature

(30 hours)

Features of the Victorian age

Prose: Thomas Carlyle, Cardinal Newman and the Oxford Movement, John Stuart Mill and Utilitarianism, Charles Darwin and *The Origin of Species*, Matthew Arnold, William Morris, John Ruskin, Walter Pater, Aestheticism and Decadence.

Poetry: Alfred Tennyson, Elizabeth Barrett Browning, Robert Browning, Matthew Arnold, Pre-Raphaelites, A. C. Swinburne, Gerard Manley Hopkins, James Thomson, Francis Thompson.

Fiction: Benjamin Disraeli, Elizabeth Gaskell, Bronte Sisters, Charles Dickens, William Makepeace Thackeray, George Eliot, R. L. Stevenson, George Meredith, Wilkie Collins and Sensation Literature, Thomas Hardy, Henry James, Samuel Butler, Bram Stoker

Drama: Oscar Wilde, George Bernard Shaw, J.M. Synge

Module 2 – Edwardian and Georgian Literature (15 hours)

Features of the literature of the early 20th century

Prose: Ford Madox Ford, G. K. Chesterton,

Poetry: A.E.Housman, Rupert Brooke, John Masefield, Walter de la Mare, Charlotte Mew.

Fiction: Arthur Conan Doyle, Rudyard Kipling, H. G. Wells, John Galsworthy, Arnold Bennett, E.M. Forster, Joseph Conrad, Bloomsbury Group

Module 3 – Literature of the Modern Age (30 hours)

Modernism as a cultural Movement

Non-fiction: Sigmund Freud, A. C. Bradley, I. A. Richards, T.S. Eliot, F. R. Leavis, Virginia Woolf, George Orwell, Raymond Williams, Winston Churchill, Frank Kermode

Poetry: War Poetry, Imagism and Ezra Pound, William Butler Yeats, T.S. Eliot, W.H. Auden, Philip Larkin and Movement Poetry, Dylan Thomas, Sylvia Plath, Ted Hughes, Edith Sitwell, John Betjeman.

Drama: John Osborne and the School of Anger, Sean O’Casey, Christopher Fry, Gertrude Jennings, The Theatre of the Absurd – Samuel Beckett.

Fiction: D.H. Lawrence, James Joyce, Virginia Woolf, Rebecca West, George Orwell, Graham Greene, Elizabeth Bowen, William Golding, Iris Murdoch, JRR Tolkien, Paul Scott.

Module 4 - The Present Age

(15 hours)

Features of postmodernism

Fiction: Graham Swift, Muriel Spark, J.G. Ballard and Apocalyptic Fiction, Fay Weldon, John Fowles, Margaret Drabble, Martin Amis, Ian McEwan.

Poetry: Seamus Heaney, Carol Ann Duffy, Geoffrey Hill, Paul Muldoon, Craig Raine.

Drama: Harold Pinter, Sarah Kane, Edward Bond, Tom Stoppard, G. L. Horton

Recommended reading

Michael Alexander. *A Short History of English Literature*. (2nd edition). New York: Palgrave Foundations, 2000.

Pramod K. Nayar. *A Short History of English Literature*. New Delhi: Foundation Books, 2009.

Course VII: Remedial English Grammar

Course Code	ENCJ7
Title of the Course	Remedial English Grammar
Semester	2
Credits	4
Contact Hours	90

1. Objectives:

To eradicate grammatical errors in speech

To eradicate grammatical errors in writing

Outline of the Course

MODULE ONE: (30 hours)

Parts of speech-The Articles-Agreement of Verb and Subject- Concord of Nouns, Pronouns and possessing Adjectives- Confusion of Adjectives and Adverbs- Difficulties with Comparatives and Superlatives- Participles: Active and Passive Voice- Prepositions- Negative Verbs- Tense and their uses: Present, past and future- The Infinitive- Verbs Transitive/ Intransitive –Verbs regular/Irregular- Helping Verbs

MODULE TWO: (30 hours)

The position of Adverbs- Verbs compounded with Adverbs: The position of the Object- Tag Questions- Who and Whom- Much, Many and Very- Still and Yet- Make and Do- The Verb Have- Shall and Will- The propword 'one'- Direct and Indirect Speech- Idioms and Phrases- Common Errors in English- The courtesy words Please and Thank You- dates and time- greeting and salutation

MODULE THREE: (30 hours)

Practical Exercises and Tutorial

Books Recommended:

F.T. Wood: A Remedial English Grammar, Macmillan and Mahatma Gandhi University, Kottayam: 2006

Swan, Michael, Practical English Usage, OUP. Hong Kong: 2001

A Practical English Grammar. Thomson and Martinet-OUP

ENCJ 8: Conversational Skills

Course Code	ENCJ 8
Title of the Course	Conversational Skills
Semester	2
Credits	4
Contact Hours	90

1. Objectives:

1. To enable students to develop conversational skills for informal occasions.
2. To attain conversational skills for occasions such as club meetings, social gatherings, formal discussions at professional meetings and interviews.

2. Outline of the Course

(30 hours)

MODULE ONE:

Speech Sounds- Vowels and Consonants- Consonants Cluster in English- Phonetic Symbols- the Syllables- Word Accent- Accent and Rhythm in connected speech intonation

(30 hours)

MODULE TWO:

Various discourse events in life situations

- How to introduce oneself and one's friends to others
- How to invite someone to an important event

- How to make a request
- How to ask for help and how to refuse help politely
- How to express one's gratitude
- How to persuade someone to do something
- How to compliment people, to congratulate them, to express sympathy to them, to apologise to them and to give someone a fair warning
- How to intimate a conversation with a total stranger
- How to complain effectively
- How to make suggestions
- How to carry on a telephone conversation

(30 hours)

MODULE THREE:

English in Situations.

- Receiving and seeing off a guest
- at the travel agency
- at the airport
- at the police station
- at the restaurant
- at the hospital
- at the railway station
- at the bank
- at the information bureau

Books Recommended:

1. O'Neil, R. English in situation, Oxford University Press.
2. Broughton, Geoffrey. Success with English, Penguin Books.
3. Taylot, Grant. English Conversation Practice, McGraw Hill, 1975.

ENCJ 9: Interpersonal Skills

Course Code	ENCJ 9
Title of the Course	Interpersonal Skills
Semester	2
Credits	4
Contact Hours	90

1. Objectives:

- To help students develop effective and meaningful interpersonal skills
- To enable students to acquire self awareness and emotional maturity

2. Outline of the Course

MODULE ONE:

(30 hours)

A. What are interpersonal skills- their relevance today- Becoming aware of how you communicate: prejudgment a barrier, Steps to improve your understanding of others, communication is more than words-: body language, culture a source of miscommunication, proxemics- Not what you say but the way you say- sending message effectively- behavior breeds behavior- Transactional Analysis

B. Developing Assertive Style- Assertive responses- Assertive techniques- thinking positively- active listening- ways to improve listening skills- feelings behind words- asking right questions

C. Building Rapport: Selecting right response, ways to maximize a favourable response

Emotional Intelligence: characteristics- cultivating your EQ

MODULE TWO:

(30 hours)

A. Group Discussion

-The formal discussion on given topics

-The panel discussion

B. Conducting a formal Meeting

C. Public Speaking

D. The Debate

MODULE TWO:

(30 hours)

A. Interview: how to conduct and how to face

B. The Symposium

C. Compeering

D. Selections from World Famous Speeches: to reproduce famous speeches giving attention to rhetoric

Books Recommended

1. Alger, Ralph K *Mechanics of Communication*. Cambridge University Press, 1959
2. Alger, Ralph K, *Good Speaker and Good Speeches*, Cambridge Uni. Press, 1964.

3. Arunsimha, Anitha. Ed. *Soft Power, An Introduction to Core and Corporate Skills*. The Icfai University Press, India: 2008
4. Astrid, French. *Interpersonal Skills*. Sterling Publishers.SIT Management Series. New Delhi:1998
5. Huggins, Viola ed. *What to say and When*. BBC, London.
6. Goleman, Daniel. *Emotional Intelligence*. Bantam Books.U.S:1996