

15AHS03-ENGLISH FOR PROFESSIONAL COMMUNICATION

(Common for all Branches)

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1. Introduction:

English is a global language and has international appeal and application. It is widely used in a variety of contexts and for varied purposes. The students would find it useful both for social and professional development. There is every need to help the students acquire skills useful to them in their career as well as workplace. They need to write a variety of documents and letters now extending into professional domain that cuts across business and research also. The syllabus has been designed to enhance communication skills of the students of engineering and pharmacy. The prescribed books serve the purpose of preparing them for everyday communication and to face the global competitions in future.

The texts prescribed for detailed study focus on LSRW skills and vocabulary development. The teachers should encourage the students to use the target language. The classes should be interactive and learner-centered. They should be encouraged to participate in the classroom activities keenly.

In addition to the exercises from the text done in the class, the teacher can bring variety by using authentic materials such as newspaper articles, advertisements, promotional material etc.

2. Objectives:

1. To develop confidence in the students to use English in everyday situations.
2. To enable the students to read different discourses so that they appreciate English for science and technologies.
3. To improve familiarity with a variety of technical writings.
4. To enable the students to acquire structure and written expressions required for their profession.
5. To develop the listening skills of the students.

3. Syllabus:

UNIT –I

Reading : Lawley Road — R.K. Narayan

Writing: Emails - Application letters and curricula vitae

Listening: Listening for information

Functional English: Agreeing and disagreeing - Suggesting and advising

Grammar: Types Of sentences

Vocabulary: Compound words -Collocations

Non Detailed Study : Problem-Solving Skills

UNIT-II

Reading: Environmental Consciousness- Solution to Plastic Pollution-Soma Basu

Writing: Technical Note making -Memorandums – agenda-Official reports

Listening: Listening for facts

Functional English: Giving instructions - Asking for clarifications and permission
Grammar: Question tags
Vocabulary: Prepositions
Non Detailed Study: Interview Skills

UNIT-III

Reading: The Man Behind 'I'
Writing: Summaries –
Listening: Listening for the gist –
Functional English: Telephone skills
Grammar: Adjectives
Vocabulary: Conjunctions
Non Detailed Study: Adaptability Skills

UNIT-IV

Reading: The Bet — Anton Chekhov
Writing: Technical documentation-Concise writing-Paraphrases –
Listening: Listening for opinions -Presentations
Functional English: Individual Presentations
Grammar: Subject-verb agreement
Vocabulary: Phrasal verbs- Idioms.
Non Detailed Study: Non-Verbal Communication Skills

UNIT-V

Reading: The Gift of the Magi — O. Henry
Writing: Information transfer
Listening: Listening for opinions
Functional English: Group Presentations
Grammar: Active and passive voice
Vocabulary: Commonly confused words- One-word substitutes
Non Detailed Study: Written Communication Skills

Text books:

Detailed text: **English for Fluency**, K Purushottam, Orient Black Swan, 2013.
Non detailed text: **English and soft skills**, S P Danavel, Orient Black Swan 2013 Edition.

References:

1. **Mindscapes**, English For Technologists and Engineers, Orient Black Swan, 2012.
2. **Effective Technical Communication**, Rizvi, Tata McGraw-Hill Education, 2007.
3. **Technical Communication**, Meenakshi Raman, Oxford University Press, 2011.
4. **English Conversations Practice**, Grant Taylor, Tata McGraw-Hill publications, 2013.
5. **Practical English Grammar**. Thomson and Martinet, OUP, 2010.

Expected Outcomes:

- At the end of the course, students would be expected to:
1. Have acquired ability to participate effectively in group discussions.
 2. Have developed ability in writing in various contexts.
 3. Have acquired a proper level of competence for employability.

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