

**15AHS03-ENGLISH FOR PROFESSIONAL COMMUNICATION**

(Common for all Branches)

**L T P C**  
**3 1 0 3**

**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 Mc GrawHill 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.

*Verified*  
→