

**BELH-0004: English for Professional Purposes- II**

**Semester: IV: Module 1**

<b>EPP- II (BELH0004)</b>		
<b>S No</b>	<b>Communication Skills</b>	<b>Hours</b>
	<b>Module I</b>	
	<b>Topic</b>	
1	Introduction to the Course and the Sub-module	1
2	<b>Presentation skills</b>	<b>8</b>
	Intro to Presentation Skills -- Delivery vis-à-vis Content	1
	Defining Purpose, Planning presentation	1
	Analyzing audience and locale, Planning delivery method	1
	Organizing content and Slides	1
	Dos and Don'ts, Delivery and Handling questions	1
3	<b>Kinesics</b>	<b>1</b>
	Eye Contact, Gesture, Posture, Facial expressions	1
4	<b>Nature and Style of Sensible writing</b>	<b>4</b>
	ABC (Accuracy, Brevity and Clarity)	1
	Formality and Persuasiveness	2
	Political, Ethical and Gender sensitivity in writing	1
<b>TOTAL</b>		<b>14</b>

<b>EPP- II (BELH0004)</b>		
<b>S No</b>	<b>Verbal Ability</b>	<b>Hours</b>
	<b>Module I</b>	
	<b>Topic</b>	
1	Introduction to the Course and the Sub-module	1
2	Recapitulation of Relevant Topics	1
3	Tense	6
4	Conditionals	2
5	Idioms and Corporate Vocabulary	Take home
6	Passives and Causatives	4
7	QBL	Take home
<b>TOTAL</b>		<b>14</b>