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Course Code/Name : HS3251-PROFESSIONAL ENGLISH II

Regulation : 2021

UPC – Student Planner

Slot	Unit .No	Name of the Unit	Questions	CO Mapping	Grade	
					A	B
1	III & IV	PROBLEM SOLVING&REPORTING EVENTS AND RESERACH	<p>1A. Write a checklist for covering letters when applying for jobs.</p> <p>1B. Write a checklist of eight points to maintain a pollution free environment in your college.</p> <p>2A. Report Writing – Survey Report.</p> <p>2B. Report Writing – Survey Report.</p> <p>3A. Report Writing – Accident Report.</p> <p>3B. Report Writing – Accident Report.</p>	C108.3 & C108.4		
2	II,V & III	EXPRESSING CASUAL RELATIONS IN SPEAKING & WRITING, INFORMATION COGENITY &PROBLEM SOLVING	<p>4A. HCL requires Software Engineers (B.E. / M. Tech only) with expertise in C, C++, and VC++, for their overseas project at its Chennai office, Apply with your bio-data to H.R. Manager, HCL Ltd., Taramani, Chennai-101. Knowledge of foreign language is an added advantage to the candidate.</p> <p>4B. Respond to the following advertisement that appeared in Bharat Time dated on 25th November 2022 through a job application letter.</p> <p>“Application for the post of Junior Executives in Guru Industries Limited, Gandhi Road, Pune- 420052. The candidate should be a graduate in any discipline and should have an aptitude for management. Apply within 15 days to the Personnel Manager of the company”.</p> <p>5A. Write a letter to the editor of a leading English newspaper about the nuisance created by loudspeakers in your locality.</p>	C108.2 , C108.5 & C108.3		

			<p>5B. Write a letter to the editor of a newspaper in your region about the ragging menace in educational institutions and suggest way to prevent them.</p> <p>6A. Write a letter responding to the complaint regarding the service provider.</p> <p>6B. Write a letter responding to the complaint regarding the customer had a bad experience in store.</p>			
3	IV & I	REPORTING EVENTS AND RESEARCH & MAKING COMPARISONS	<p>7A. Write a list of eight recommendations to maintain the smartphone.</p> <p>7B. Write a list of eight recommendations to reduce unemployment Problem.</p> <p>8A. Interpretation of Graphics- Pie Chart.</p> <p>8B. Interpretation of Graphics- Bar Chart</p> <p>9A. Reading Comprehension</p> <p>9B. Reading Comprehension</p>	C101.4 & C101.5		

Prepared by

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