

Department of Humanities and Social Sciences**Choice Based Credit System (CBCS)**

SEMESTER – II

Professional Writing Skills in English (0:0:1) 1

(Common to all Branches)

(Effective from the academic year 2024-2025)

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| Course Code | BPWSL26 | CIE Marks | 50 |
| Teaching Hours/Week (L: T:P) | 0:0:2 | SEE Marks | 50 |
| Total Number of Lecture Hours | 26 | Exam Hours | 01 |

Course objectives:

This course will enable students to

1. Identify the Common Errors in Writing and Speaking of English.
2. Achieve better technical writing and Presentation skills for employment.
3. Acquire Employment and Workplace communication skills.
4. Enhance their conversation and public speaking skills.
- 5.

Module – 1: Advanced Vocabulary

Introduction, learning through speeches, Descriptions, Word formation, Synonyms, Antonyms, learning words through situations, Homonyms and Homophones, Words often confused, One word substitution, Phrasal verbs, Idiomatic expressions, Developing technical vocabulary, Eponyms,

Jumbled sentences: Introduction, Steps to approach jumbled sentences, Unscrambling a paragraph

4 Hours**Module – 2: Technical Reports and Proposals**

Reports and Proposals: Introduction, Definition, Salient Features, Significance, Types, Use of Graphic Aids/Illustrations, Preparation and Planning, Data Collection, Analyzing and Organizing the Data, Writing and Revising, Preparing an Outline, Structure of Formal Reports, Styles of Reports, Preparing a Checklist, Sample Reports, Technical Proposals - Purpose, Importance, Types and Structure.

4 Hours**Module – 3: Technical Writing Skills**

Email and Other Writings: Introduction, Email Writing- Reasons for Popularity, Some Common Pitfalls, Guiding Principles for Composition, Maintaining Common Etiquette. Itinerary Writing, Inter-office Memorandum (Memos), Circulars, Notice, Agenda, and Minutes, Writing Instructions, Advertising.

Blogs and Reviews: Introduction, Movie Review, Book Review, Blog Writing **6Hours**

Module – 4: Professional Speaking Practices

Conversations, Dialogues and Debates: Introduction, Purpose of General Conversations, Features of a Good Conversation, Tips for Improving Conversations, Short Conversations, Telephonic Skills, Debate, Situational Dialogues and Role Plays.

The Art of Negotiation: Introduction, Definition, Different Types of Negotiation Styles, Tips for Win-Win Negotiation.

6 Hours

Module – 5: Communication in Workplace.

Public Speaking: Introduction, choosing an appropriate pattern, selecting an appropriate method, Art of Persuasion, making speeches interesting, Delivering different types of speeches.

Group Discussion: Introduction, Definition, Difference between GD and debate, Number and duration, Personality traits to be evaluated, Dynamics of Group Behaviors/Group Etiquette and mannerisms, Type, opening of a GD, summarizing a discussion, Some tips for GD

Job Interviews: Introduction, Definition, Process, Stages of Interview, Types, Desirable Qualities, Preparation, Using Proper Verbal and Non-verbal Clues, Exhibiting Confidence, Tips for Success.

6 Hours

Course Outcomes: The students will be able to:

1. Understand and identify the Common Errors in Writing and Speaking.
2. Enhance Technical Writing and Presentation skills.
3. Exhibit Employment and Workplace communication skills.
4. Analyze and apply various Techniques of Information Transfer through presentation in different levels

Textbooks

1. "Professional Writing Skills in English" published by Fillip Learning – Education (ILS), Bangalore – 2022.
2. "Functional English" (As per AICTE 2018 Model Curriculum) (ISBN-978-93-5350-047-4) Cengage learning India Pvt Limited [Latest Edition 2019]

References

4. Gajendra Singh Chauhan, Technical Communication, Cengage Learning India Pvt Limited, Latest Revised Edition, 2019
5. N.P. Sudharshana and C. Savitha, English for Engineers, Cambridge University Press ,2018.
Meenakshi Raman and Sangeetha Sharma, Technical Communication – Principles and Practice, Oxford University Press, Third Edition 2017.

CONTINUOUS INTERNAL EVALUATION (CIE) and SEMESTER END EXAMINATION (SEE) PATTERN

- The Weightage of Continuous Internal Examination (CIE) is 50% and for Semester End Examination (SEE) is 50 %
- The minimum passing mark for the CIE is 40% of the Maximum marks (ie 20 marks out of 50) and for the SEE minimum passing mark is 35% of the Maximum marks (ie 18 out of 50 marks)
- A student will be declared to have passed the course if they secure a minimum of 40% (ie 40 marks out of 100) in the combined total of CIE and SEE