

**Course:** BTech**Semester:** 3**Prerequisite:** Knowledge of English language in practical life**Course Objective:** Knowledge and application of English, Aptitude and Management Skills are crucial for better employability as well as professionalism**Teaching and Examination Scheme**

TeachingScheme					Examination Scheme					Total
Lecture Hrs/Week	Tutorial Hrs/Week	Lab Hrs/Week	Hrs/Week	Credit	InternalMarks			ExternalMarks		
					T	CE	P	T	P	
-	2	-	-	2	100	100	-	-	-	100

SEE - Semester End Examination, T - Theory, P - Practical

**Course Content**

W - Weightage(%), T - Teaching hours

Sr.	Topics	W	T
1	<b>Technical Writing: Email etiquette &amp; Email writing Letter Writing (Types of Letters &amp; Layout):</b> Trains students on detailed email and letter writing Students will be able to write formal letters following certain stipulated formats. They will learn different types of letters for different official purposes.	10	4
2	<b>Interpersonal Communication at Workplace: Dynamics of communication</b> To develop the confidence to handle a wider range of demanding situations more effectively at the workplace To enable the students to analyse their own interpersonal communication style.	10	2
3	<b>Debate: The three-minute debate planner</b> To enable the students to generate effective critical thinking into primary issues in the given topic. Students will be able to resolve controversies and recognize strengths and weaknesses of arguments.	10	4
4	<b>Goal setting &amp; Tracking</b> To enable the students to define strategies or implementation steps to attain the identified goals and make progress every day.	10	2
5	<b>Time Management &amp; Task Planning (Case-study)</b> To enable the students to identify their own time wasters and adopt strategies to reduce them. To enable students to clarify and prioritize their objective and goals by creating more planning time	5	2
6	<b>Reading Comprehension: Intermediate level</b> To enable the students to develop the knowledge, skills, and strategies they must possess to become proficient and independent readers	5	2
7	<b>Listening Skills: Small everyday conversation &amp; comprehension</b> Provides practice on understanding accents and day to day Listening to English conversations in different contexts.	10	2
8	<b>Information design and writing for print and online media: Blog Writing</b> To enable students to design information that is targeted to specific audiences in specific situations to meet defined objectives. To create blogs and share their own knowledge and experience to the world.	5	2
9	<b>Advanced vocabulary Building</b> The students will expand their vocabulary so as to enhance their proficiency in reading and listening to academic texts, writing, and The students will attain vocabulary to comprehend academic and social reading and listening The students will develop adequate speaking skills to communicate effectively.	10	4
10	<b>Picture Perception</b> To prepare the students for a test for basic intelligence and IQ, generally done on the first day of SSB (Sashastra Seema Bal is one of India's Central Armed Police Forces)	5	1
11	<b>Appreciation, Apology and Acknowledgement letters</b> To enable the students to maintain productive business relationships through different types of letters. To enable the students to express their feelings without speaking out loud.	10	2
12	<b>The Art of Negotiation</b>	5	2

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	To enablethe studentstoreachan agreementformutualbenefitsthroughnegotiation. To enablethe studentsto learna processby whichcompromiseor agreementisreachedwhileavoidingargument and dispute		
<b>13</b>	<b>ActivitySession(Gameof Truth)</b> To make the studentsthinkof significanceofcertainthingsintheirlife. To makethem sharetheirthoughtsand perceptionofmattersinlife,withothers.	<b>0</b>	<b>1</b>

**Reference Books**

1.	<b>BusinessCorrespondenceand ReportWriting</b> By SHARMA,R.ANDMOHAN,K.
2.	<b>CommunicationSkills 2011</b> By KumarS andLataP   OxfordUniversityPress
3.	<b>PracticalEnglish Usage</b> By MICHAELSWAN
4.	<b>A RemedialEnglishGrammarforForeignStudent</b> By F.T. WOOD
5.	<b>On WritingWell</b> By WilliamZinsser HarperPaperbacks,2006  30th anniversaryedition
6.	<b>Oxford PracticeGrammar,</b> By JohnEastwood OxfordUniversityPress
7.	<b>QuantitativeAptitudefor Competitive Examinations</b> By Dr.R.S.Aggarwal

**CourseOutcome**

**AfterLearningtheCoursethestudentsshall be able to:**

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1. Write,readandunderstand workplaceEnglish
2. Speakand participateinoral organizationalcommunication
3. Useverbal& non-verbalcommunicationfordeliveringabusinesspresentation
4. EnhanceManagementskills.
5. Learntheprocessof negotiation.