

| <b>DIPLOMA IN ARTS</b>   |  |   |  |  |
|--|--|---|--|--|
| <b>Programme :</b> <i>Diploma in Arts</i>  | <b>Year:</b> II  | <b>Semester:</b> IV<br><b>Paper:</b> ME |  |  |
| <b>Subject:</b> English  |  |   |  |  |
| <b>Course Code:</b><br>UGENG-<br>ME204   | <b>Course Title:</b> Professional Communication in English |   |  |  |
| <b>Course Outcomes:</b>  |  |   |  |  |
| After studying this course, the students will be able to:  |  |   |  |  |
| <ul style="list-style-type: none"> <li>• Acquire basic language skills and use them in communication.</li> <li>• Make use of thesaurus for learning synonyms, antonym and one word- substitution.</li> <li>• Comprehend the meaning of prose and verse passages.</li> <li>• Learn basic concepts of phonetics.</li> <li>• Improve fluency through regular practice and speaking drills.</li> <li>• Learn the skills of facing interviews, making a speech, presentations etc.</li> <li>• Improve their grammatical competence.</li> <li>• Learn the art of writing paragraphs, essays, letters, Bio-data, Resume, and CV.</li> <li>• Learn the techniques of report writing, minutes, notices and agendas.</li> <li>• Become skilled at translating from Hindi to English and vice-versa.</li> </ul> |  |   |  |  |
| <b>Credits:</b> 4  | <b>Minor Elective</b>                                      |   |  |  |
| <b>Max. Marks:</b> 25+75   | <b>Min. Passing Marks:</b> As per Univ. rules              |   |  |  |
| <b>Total No. of Lectures- Practical (in hours per week):</b> 4-0-0   |  |   |  |  |
| <b>Unit</b>  | <b>Topic</b>   | <b>No. of Lectures</b>                  |  |  |

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|-----------------|---|-----------|
| <b>Unit I</b>   | <b>Use of IPA Symbols:</b> Learning Correct Pronunciation through dictionary  | <b>15</b> |
| <b>Unit II</b>  | Writing Official Correspondences (Letter /Application Writing, FIR, Grievance Letters & Right to Information)   | <b>15</b> |
| <b>Unit III</b> | Techniques of CV writing, Report Writing, Proposal Writing, Notices and Agendas. Interview, Group Discussion, making a Speech, Presentation Skills/Using Power Point Presentation | <b>15</b> |
| <b>Unit IV</b>  | Translation from Hindi to English<br><br>Translation from English to Hindi  | <b>15</b> |

**Suggested Readings:**

- Shilpa Sapre-Bharmal et al. *Communication Skills in English*. Orient Blackswan. 2012
- Sanjay Kumar and Pushp Lata: *Communication Skills*, Oxford University Press, 2<sup>nd</sup> ed. 2015.
- Norman Lewis: *Word Power Made Easy*, Penguin Books India, 2015.
- R.K. Bansal and J.B. Harrison: *Spoken English* , Orient Black Swan, 1983.
- Kamlesh Sadanand and Susheela Punitha: *Spoken English: A Foundation Course (Revised Edition) , Part 1*, Orient Black Swan, 2014
- Bikram K. Das: *Functional Grammar and Spoken and Written Communication in English* , Orient Black Swan; 1<sup>st</sup> edition , 2006
- E. Suresh Kumar, B. Sandhya, J. Savithri and P. Sreehari: *Enriching Speaking and Writing Skills*, Orient Black Swan, 2014.
- V. N. Arora and Laxmi Chandra: *Improve your Writing*, Oxford University Press, 1981
- Terry O'Brien: *Modern writing Skills*, Rupa Publisher,2011
- R.C. Sharma and Krishna Mohan: *Business Correspondence and Report Writing*, McGraw Hill Education (India) Pvt. Ltd. Chennai, 5<sup>th</sup> ed., 2016.

**Suggested Continuous Evaluation Methods:** Since the class is conceived as learner-centric and built around tasks that require learners to actively use various language skills, formative assessment can and should be used extensively. The focus here could be on skills and activities that are harder to test in a written evaluation, such as speaking and listening skills,