

Semester - V

(HSMS) English Language Proficiency I

Course Code: AS (ILE) 17001

Teaching Scheme:
Lectures: 2Hr/week

Evaluation Scheme:
T1 & T2: 25 Marks each
End-Sem. Exam: 50 Marks

Course Objectives:

- a. To help students boost their confidence, communicate effectively and to present their ideas in a rational and logical manner
- b. To apply effective writing skills widely practised across the globe
- c. To enhance their linguistic competence and grasp intricacies involved in the development of their communicative ability to be employable
- d. To help students understand the basic concept of employability and its importance in their career path
- e. To make them industry ready and enhance employability

Course Outcomes:

1. Students will be able to communicate well using meaningful sentences for conversation or speech.
2. They will be able to reproduce their understanding of concepts of communicating using English language
3. Students will be able to read and comprehend communication well and write an effectively and enhance formal communication
4. Students will be able to better Presentation skills and participate in healthy discussions both formal and informal among peers
5. They will be more confident facing interviews, acquiring professional skills and will be industry ready

Unit 1: Communication as a skill

Basic understanding of Communication as a Skill and its need for effective business communication for Engineers

Unit 2: Conversational Skill Development

Formal and informal expressions, group discussions, Vocabulary Building

Unit 3: Business Writing:

Letter Writing, CV, Resume, Statement of Purpose

Unit 4: Job Readiness, Interview Skills and Mock Interviews

Reference books:

- Business Communication by Shalini Verma (2nd Edition) (Vikas Publishing House)
- Communication for Business: A Practical Approach by Shirley Tailor (Longman)
- Communication Skills for Engineers by S. Mishra & C. Muralikrishna (Pearson)
- Communication Skills for Technical Students by T.M. Farhathullah (Orient Longman)
- Enhancing Employability at Soft Skills by Shalini Varma (Pearson)
- Essential English Grammar (Elementary & Intermediate) Raymond Murphy (CUP)
- Written Communication in English by Saran Freeman (Orient Longman)

Semester - VI

(HSMS) English Language Proficiency II

Course Code: AS(ILE) 17008

Teaching Scheme:

Lectures: 2Hr/week

Evaluation Scheme:

T1 & T2: 25 Marks each

End-Sem Exam: 50 Marks

Course Objectives:

- a. To help students boost their confidence, communicate effectively and to present their ideas in a rational and logical manner
- b. To apply effective writing skills widely practised across the globe
- c. To enhance their linguistic competence and grasp intricacies involved in the development of their communicative ability to be employable
- d. To help students understand the basic concept of employability and its importance in their career path
- e. To make them industry ready and enhance employability

Course Outcomes:

1. Students will be able to communicate well using meaningful sentences for conversation or speech.
2. They will be able to reproduce their understanding of concepts of communicating using English language
3. Students will be able to read and comprehend communication well and write an effectively and enhance formal communication
4. Students will be able to better Presentation skills and participate in healthy discussions both formal and informal among peers
5. They will be more confident facing interviews, acquiring professional skills and will be industry ready

Unit 1: Communicative Competence Building

Enhancement of Word Power, Formal and Informal Group Discussions

Communicative nuances

Unit 2: Business Writing

Business Reports, Note making, Summarizing,

Unit 3: Presentation Skill Development

Oral and Written Presentations

Unit 4: Global Etiquette and Manners

Basic Mannerisms and Grooming required for professionals,
Cross cultural communication, Business Etiquette

Reference Books:

- Business Communication by Shalini Verma (2nd Edition) (Vikas Publishing House)
- Communication Skills for Technical Students by T.M. Farhathullah (Orient Longman)
- Corporate Communication by Jaishri Jethwaney (Oxford University Press)
- Soft Skills for Everyone by Jeff Butterfield (Cengage Learning)
- Written Communication in English by Saran Freeman (Orient Longman)
- Business Correspondence and Report Writing, R. C. Sharma & Krishna Mohan (Tata McGraw Hill)