

## 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 help students understand the basic concept of employability and its importance in their career path
- d. To enhance their linguistic competence and grasp intricacies involved in the development of their communicative ability to be employable
- e. To make them industry ready and enhance employability

#### **Course Outcomes:**

After completing the course, students will be able to,

1. Reproduce meaningful and well structured sentences for conversation or speech
2. Understand concepts of English language and apply them practically
3. Display their Presentation skills and participate and produce healthy discussions both formally and informally among peers
4. Analyse, comprehend and write well and effectively produce enhanced formal communication
5. Create impact by acquiring professional skills, confidently face interviews and will be better employable, industry ready

<b>Unit 1:</b>	Communication as a skill	4 hrs
	Basic understanding of Communication as a Skill and its need for effective business communication for Engineers	
<b>Unit 2:</b>	Conversational Skill Development	6 hrs
	Formal and informal expressions, Vocabulary Building, Business Idioms	
<b>Unit 3:</b>	Presentation Skill Development	8 hrs
	Oral and Written Presentations	

**Unit 4:** Global Etiquette and Manners

4 hrs

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 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:**

After completing the course, students will be able to,

1. Reproduce meaningful and well structured sentences for conversation or speech
2. Understand concepts of English language and apply them practically
3. Display their Presentation skills and participate and produce healthy discussions both formally and informally among peers
4. Analyse, comprehend and write well and effectively produce enhanced formal communication
5. Create impact by acquiring professional skills, confidently face interviews and will be better employable, industry ready

**Unit 1:** Communicative Competence Building

6 hrs

Enhancement of Word Power, Formal and Informal Group Discussions  
Communicative nuances

<b>Unit 2:</b>	Business Writing I: Letter Writing, CV, Resume, Statement of Purpose	6 hrs
<b>Unit 3:</b>	Business Writing II: Business Reports, Note making, Summarizing,	6 hrs
<b>Unit 4:</b>	Employability Enhancement Job Readiness, Interview Skills and Mock Interviews	8 hrs

### **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)