

**English
Semester II**

Nomenclature of the Course: **Communication in Professional Life**

Course Code: **B23-SEC-310**

Course Type: **SEC-3**

Level of the Course: **100-199**

Credits: 3 (2 Theory, 1 Tutorial/Composition)

Total Marks: 75

Internal Assessment Marks: 25

End Term Exam Marks: 50

Exam Time: 3 hrs.

Workload: Theory 2 hours composition 1 hour

Course Learning Outcomes:

After the successful completion of the course, the student will be able to:

- 310.1 The students will be able to communicate effectively in English in professional contexts.
- 310.2 They will be able to frame different kinds of sentences.
- 310.3 They will learn professional communication skills.
- 310.4 They will learn the basics of grammar and composition.

Contents of the Course:

Unit I

- Communication: Importance and its Purpose
- Strategies For Effective Communication
- Essentials of Good Communication
- Significance of Body Language in Communication

Unit II

- Noun Clauses, Adverb Clauses, Relative Clauses
- Sentence and its types

Unit III

- Group Discussion
- Job Interviews
- Resume Writing
- Effective Business Meetings: Preparing Agenda, Summarizing key ideas and information

Unit IV

- Formal E-mail Writing
- Notice Writing
- Press Release (Business Related)

- Business Reports

Suggested Readings:

John Eastwood. *Oxford Guide to English Grammar*. (Oxford University Press, 1994).

Martin Hewings. *Advanced Grammar in Use*. (Cambridge University press, 1999)

Raymond Murphy. *English Grammar in Use (with CD- Rom)*. Cambridge University Press.

Scot Ober. *Contemporary Business Communication*. Cengage Learning

RC Bhatia. *Business Communication*. Ane Books Pvt. Ltd., New Delhi.

R.C. Sharma and Krishna Mohan. *Business Communication and Report Writing*. Tata McGraw-Hill Publishing Company Ltd., 2006.

Scheme of Examination:

Note: All questions are compulsory having equal marks.

- Q. 1 This question will be compulsory having 8 short answers type questions having 2 from each section. Students will be required to attempt any 5 in about 30 words each. 5x 2=10
- Q:2 This question will have 4 parts based on Unit I. The student shall attempt 2 parts out of given 4. 2x5=10
- Q. 3. There will be 15 grammatical items based on Unit II. The student shall attempt any 10 items. 10
- Q. 4 This question with internal choice shall be based on Unit III. The student shall attempt one question out of two. 10
- Q:5 This question with internal choice shall be based on unit IV. The student shall attempt one question out of given two. 10

Evaluation of Internal Assessment

Internal assessment will be based on the following components:

(vii)	Class participation	5 marks
(viii)	Assignments/Presentations	5 marks
(ix)	Mid Term Exam:	15 marks
	Total Marks	25 marks