

Semester IV

Course: English CC Paper IV (Higher Level)

Subject code no: **410401**

Title of the Course: Professional English (Advanced)

| | L | Cr | P / T | D | TP | TW | T |
|---|---|----|-------|------|----|----|-----|
| Paper: Professional English Paper (Advanced) | 3 | 4 | 1* | 2.30 | 75 | 25 | 100 |

*Tutorial batches of 25 students each.

Objectives:

- I) To follow arguments & lectures and take notes and comprehend nuances of language e.g. humor, sarcasm, criticism, appreciation etc. (Listening skill)
- II) To master the art of preparing power point slides for their area of study with special attention to accurate language work.
- III) To be able to read general English texts – descriptive, narrative, expository, and argumentative texts.
- IV) To participate in mock interviews and group discussion on topics related to science and technology.
- V) To write letters and emails of inquiry, requests, complaints and applications etc.

Learning Outcomes:

At the end of the course students will be able to-

- I) Read quickly enough to cope with an academic course, to read the media for information or to understand non-standard correspondence.
- II) Contribute effectively to meetings and seminars within own area of work or keep up a casual conversation with a good degree of fluency, coping with abstract expression.
- III) Prepare / draft professional correspondence, take reasonably accurate notes in meeting or write an essay which shows an ability to communicate.

Credits: 04

Teaching hours: 50

Marks: 100

| Unit | Topic and Details | No. of Lectures/ Tutorial* assigned | Weightage in % |
|------|--|---|-------------------|
| 1 | <p>Listening and Power Point Presentations</p> <p><i>Text: Insights: A Course in English Literature and Language. K. Elango. 2009, Orient BlackSwan.</i></p> <p>Use the following chapters for PPT</p> <ul style="list-style-type: none">• Freedom at Midnight• Emotional Intelligence• The Sporting Spirit• TV as Babysitter <p>Note for the teacher may choose relevant passages from the prescribed text (mentioned in Unit I) and power point presentations to help students to listen and be able to follow arguments and lectures and make notes.</p> | 7* | 10% |
| 2 | <p>Speaking Skills</p> <p>Note for the teacher: Please conduct mock job interviews and give feedback to the students. Please conduct group discussion on subjects related to issues of current interest to enhance their persuasive speaking skills and to develop vocabulary.</p> | 08* | 15% |
| 4 | <p>Reading Skills</p> <p>Note for the teacher may use materials from various sources to help students to increase their reading comprehension. The texts recommended for Unit I may also be use for reading comprehension.</p> | 20 | 35% |

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|---|---|----|-----|
| 5 | Writing Skills a) Letters / emails of enquiry b) Letters / emails of complaint c) Letters / emails of job application d) Letters / emails for CV | 25 | 40% |
|---|---|----|-----|

Note:

Students should be given practice in advanced Grammar in communication viz Tenses, Voice, Direct and Indirect Speech, Prepositional Phrases and Vocabulary Enrichment: Affixes

Evaluation scheme:

Internal

: 25 marks

- a) Power Point Presentation :10 marks
- b) Mock Interview, Group Discussion :15 marks

External

: 75 marks

- a) Unseen Comprehension :15 marks
- b) Seen Comprehension including Grammar & Vocabulary :15 marks
(Based on recommended text)
- c) Letter of inquiry or complaints : 15 marks
- d) Letters of Job application with CV : 20 marks
- e) Language in use : 10 marks

Recommended Reading:

1. Paths to Skills in English (G.M Sundaranvalli A.S Kamalakar S. Sarkar N. Usha 2015
2. Say it with Presentations by Gene Zelazny, Tata McGraw Hill Edition
3. 50 ways to improve your Presentation skills in English by Bob Digner, Orient Blackswan.
4. Professional Communication Skills Praveen S.R Naha, A.K Jain, A.M Shah
5. Business Communication Today – Bavee, Thill, Schatzman: Pearson Education, Seventh Edition.
6. Writing a CV that works – Paul McGee. Indus Publishing Company, New Delhi.

7. The Secret of Face – to – Face Communication – Peter Urs Bender, Dr. Robert Tracz.
Macmillan, 2001.
8. Mastering Business English (all four books in the series)

L = No. of Lectures / week, P / T = Practical / Tutorial in hrs, D = Duration of Theory paper for Examination in hrs, TP = Theory Paper-marks, TW = Term Work - marks,

P/V = Practical / Viva Voce - marks, T = Total