

Syllabus 25-26

Semester III OEC

3.5 OEC	
Course Title	English for Professional Communication (Marathi Medium)
Course Credits	2
Course Outcomes	After completing the course, learners will be able to:
	c. Comprehend and analyse workplace narratives.

	d. Apply functional English skills in everyday and professional interactions.
	e. Develop effective writing skills for professional communication.
	f. Interpret and draft texts (advertisements, notices and instructions) that are used in professional settings.
Module 1 (Credit 1) - Reading Comprehension	
Learning Outcomes	After studying this module, learners will be able to:
	1. Read and analyse short stories from Indian literature.
	2. Understand themes, characters, and vocabulary in literary contexts.
	3. Respond to comprehension based questions and short answer type analytical questions based on the text.
Content Outline	Short Stories: 1. <i>Million Dollar Seamstress</i> by Ruby Ashraf 2. <i>Tripping Along</i> by Deep Kalra (Selections from the book <i>Stay Hungry Stay Foolish</i> by Rashmi Bansal, Published by IIM Ahmedabad, 2008)

Module 2 (Credit 1) English for Professional Use	
Learning Outcomes	After studying this module, learners will be able to:
	1. Use appropriate formal expressions for various communicative situations. 2. Compose clear and concise formal letters using correct format and tone. 3. Read, interpret and write professional texts correctly and effectively.
Content Outline	2.1 Formal Communication 1. Greetings, introducing self and others, starting and ending conversation, inviting and accepting invitations, expressing gratitude, apology, making requests and giving suggestions 2. Telephone etiquette Activities: Dialogue writing, mock calls, Role Play
	2.2 Written Communication: • Letter/E-mail writing- Apology, Appreciation, Permission, Request
	2.3 Reading, Interpreting and Writing Texts: 4. Advertisements, Notices, Instructions (Selections from Chapter fifteen, unit III from the book <i>Model Business Letters, E-mails & Other Business Documents</i>-sixth edition by Shirley Taylor, published by Pearson Education Ltd.)

Evaluation Pattern: External examination of 50 marks

- Q.1 Comprehension passage- (questions and vocabulary) 15 Mks
Q.2 Short answer questions based on the stories (Five questions) (10 Mks)
Q.3 Letter writing (Apology, Appreciation, Permission, Request)(5 Mks)
Q.4.Imaginary telephonic conversation/ dialogue writing.(10Mks)
Q.5.Advertisement/ Notice / instructions writing (10 Mks)

Bibliography

Bansal, Rashmi. *Stay Hungry Stay Foolish*.IIM Ahmedabad, 2008. Dixon, Robert J. *Everyday Dialogues*

- in English - A Revised Edition*. PHI Learning Private Limited, Delhi, 2013.
- Gangal, J. K. *A Practical Course in Effective English Speaking Skills*. PHI Learning Private Limited, Delhi, 2014.
- Kumar, Sanjay and Lata, Pushp. *Communication Skills*. Oxford University Press, New Delhi, 2024.
- Rai, Urmila and Rai, S. M. *Business Communication*. Himalaya Publishing House, Mumbai, 2014.
- Raman, Meenakshi and Singh, Prakash. *Business Communication - Second Edition*. Oxford University Press, 2012.
- Sasikumar, V. et al. *A Course in Listening & Speaking II*. Foundation Books, New Delhi, 2014.
- Seely, John. *The Oxford Guide to Effective Writing and Speaking*. Oxford University Press, New Delhi, 2013.
- Taylor, Shirley. *Model Business Letters, E-mails and Other Business Documents - Sixth Edition*. Pearson Education, 2004