

Syllabus

Semester OEC LL 25-26

4.4 OEC	
Course Title	English Language Skills for Employability (for non-English medium students)
Course Credits	2
Course Outcomes	After going through the course, learners will be able to :
	1.Comprehend and analyze texts related to the workplace.
	2.Demonstrate verbal, nonverbal and written communication skills with specific reference to workplace situations.
	3.Develop effective written communication in professional contexts..
	4.Demonstrate digital literacy and the ability to understand and use technology.
Module 1 (Credit 1) -	Reading and Comprehending Literary Texts
Learning Outcomes	After learning the module, learners will be able to:
	1.Read and analyse literary pieces by relating to situations,characters in professional settings. 2.Respond to comprehension based questions and short answer type analytical questions based on the texts
Content Outline	1.1 Poems
	1. “Goodbye Party for Miss Pushpa T.S”. Nissim Ezekiel
	2. “The Railway Clerk” Nissim Ezekiel
	1.2 Short stories
	1. “Forty Five a Month” by RK Narayan from <i>Malgudi days</i>
	2.”Retrospective” by Githa Hariharan from <i>Imaging the Other</i>

Module 2 (Credit 1) - Functional English	
Learning Outcomes	After learning this module, learners will be able to
	1.Communicate clearly and effectively in a professional setting, using appropriate language and tone to convey messages, instructions, and ideas.
	2.Write clear, concise, and well-structured documents that are suitable in a workplace context
Content Outline	2.1 Developing Spoken Skills Simulated role play to be carried out in pairs or small groups in situations such as Job Interviews in different contexts, Congratulating colleagues, Farewell scenes, Openings of Meetings and giving the Vote of thanks

2.2 Written Communication:

Notice and Agenda, Minutes, Application letters and one page resumes, Brief messages in office situations (Examples-Short notes/email to the Department Head for leave, reaching late or leaving early, cancellation of meeting)

Assignments/Activities towards Comprehensive Continuous Evaluation (CCE) External 50 marks

1. Unseen passage for Comprehension on related matter about professional situations- 10 marks
2. Short answers based on chosen texts (5*2) 10 marks
3. Notice, Agenda, and Minutes 10 marks
4. Application letter with Resume sent through email 10 marks
5. Short messages on different office situations 10 marks

Bibliography

Dixson, Robert J. *Everyday Dialogues in English: A Revised Edition*. PHI Learning Private Limited, 2013.

Gangal, J. K. *A Practical Course in Effective English Speaking Skills*. PHI Learning Private Limited, 2014.

Hariharan, Githa. "Retrospective." *Imaging the Other*, edited by G. J. V. Prasad, Katha, 1999. Narayan, R. K. *Malgudi Days*. Indian Thought Publications, 2009.

Rai, Urmila, and S. M. Rai. *Business Communication*. Himalaya Publishing House, 2014.

Taylor, Shirley. *Model Business Letters, E-mails and Other Business Documents*. 6th ed., Pearson Education, 2004.