



Rajarshi Shahu Mahavidyalaya, Latur

(Autonomous)

Department of English

Course Type: AEC-I

Course Title: English for Professionals

Course Code: 101ENG1701

Credits: 02

Max. Marks: 50

Lectures: 30 Hrs.

Learning Objectives:

- LO 1. Produce a range of common workplace documents
- LO 2. Recognize and correct common mistakes in grammar, expression, syntax and tone
- LO 3. Prepare and deliver coherently and logically argued written material
- LO 4. Critically evaluate their own and others' written materials
- LO 5 Engage productively and respectfully with their peers

Course Outcomes:

After completion of course the student will be able to-

- CO 1. Cognize communication skills like Reading, Writing, Listening, Thinking and Speaking.
- CO 2. Create substantial base by the formation of strong professional vocabulary for its application at different platforms.
- CO 3. Evaluate the correct & error-free writing by being well-versed in rules of English grammar
- CO 4. Cultivate relevant technical style of communication & presentation at their work place & also for academic uses.

Unit No.	Title of Unit & Contents	Hrs.
I	Communication & Description	08
	1. Listening: 1.1. Listening to audio text and answering questions 1.2. Listening to Instructions 2.. Speaking: 2.1 Pair Work and debates – Just-A Minute Activities 2.2. Role play (formal context) 3. Reading: 3.1. Comprehension Passages –Differentiate Between Facts and Opinion, 3. 2. Skimming/Scanning: Reading Passages on Products, Equipment and Gadgets. 4. Writing: 4.1. Developing a Story with Pictures 4.2. Paragraph Writing & Product Profiles, Circulars, Minutes of Meeting	
	Unit Outcome: UO 1 Students will able to know the basic four skills of language.	

Unit No.	Title of Unit & Contents	Hrs.
II	Negotiation Strategies	10
	1. Listening: Listening to interviews of specialists / Inventors in fields 2. Speaking: 2.1. Interviews with subject specialists 2.2. Small Group Discussions (Subject- Specific) 3. Reading: Selected sample of Web Page 4. Writing: 4.1. Essay Writing 4.2. Creating Web Pages	
	Unit Outcomes: UO 1. Students will build up negotiation skill. UO 2. Students will develop their personality through activities like Group Discussion and Interviews.	
III	Presentation & Critical Thinking Skills	12
	1. Listening: 1.1. Listening to lectures 1.2. Listening comprehension- Listening for information 2. Speaking: 2.1. Short Talks 2.2. Making Academic Presentations (with PPT) 3. Reading: 3.1. Reading Comprehension Passages 3.2. Note making 4. Writing: 4.1. Writing Recommendations 4.2. Summary writing	
	Unit Outcome: UO 1. Students will adapt easily into the workplace context, having become communicatively competent.	

Learning Resources:

1. Spoken English a Self Learning Guide to Conversation Practice: V Shashikumar, P V Dhamija, Tata McGraw Hill Publication, New Delhi 2011.
2. Improving Your English Skills: The Ideal Companion For English Improvement: Vijayan Bala, Wonder House; Prakash Books New Delh. 2023.
3. Proficiency in Reading Comprehension Simplifying the 'Passage': Ajay Singh, Arihant Publication, New Delhi. 2018.
4. Speaking Effective English: Your Guide to Acquiring New Confidence In Personal and Professional Communication John Arthur Watkins, Hugh Lampman, Bettye Zoller, Arihant Publication, New Delhi. 2021.
5. Effective Communication: Skills and Strategies to Effectively Speak Your Mind without Being Misunderstood Read less: Keith Coleman, Narugi publishing Company 2022.
6. Professional Writing Skills: A Write It Well Guide: Natasha Terk, Gildan Media, 2020.