



Marwadi University

Bachelor of Commerce/Business Administration/(Hon.)

Semester II (w.e.f. Jan, 2018)

Subject Code: **04SL0152** - Subject Credits: 02

Subject Name: **English for Workplace**

Course Description

The course will help the students to develop their ability to communicate in English for workplace. The course will introduce the students to various workplace situations through videos, audios, texts and simulations and develop students' language for workplace.

Course Objectives

The course will enable the students

1. to familiarize with workplace culture;
2. to share information and collect information;
3. to express one's views and agree or disagree with others;
4. to write workplace documents.

Unit 1: Working together

1. Making requests, suggestions, agreeing and disagreeing
2. Accepting and declining an invitation
3. Giving feedback and verifying information
4. Communication in a meeting (Induction meetings)
5. Telephonic conversation

Recommended Reading:

1. EngVid video series: More Common Workplace Expressions:
https://youtu.be/8EO_pAfCWc
2. Youtube video: Make polite requests - 05 - English at Work:
<https://youtu.be/QWBwCoecvkM>
3. Let's Talk video: Requests and Command in English:
<https://youtu.be/TrCsLOqOuSg>



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4. Let's Talk video: Making suggestions and recommendations:
<https://youtu.be/BigJvhc6Hnc>
5. Online article: BBC - Agreeing and disagreeing:
<http://learnenglishteens.britishcouncil.org/exams/speaking-exams/agreeing-and-disagreeing>
6. Youtube video: Making, Accepting & Declining an Invitation in English.
<https://youtu.be/GqwpBEynsyo>
7. BBC video: Giving feedback - 18 - English at Work:
https://youtu.be/UKz1Fsw_e8c
8. Online article: Effective Meetings:
http://people.ucalgary.ca/~design/engg251/First%20Year%20Files/effect_mee_t.pdf
9. Youtube video: Useful Telephone Phrases: <https://youtu.be/6tfFRD0enV0>

Unit 2 Writing for Workplace

1. Letter Writing
2. Email writing
3. Report writing
4. Writing Notices
5. Minutes of meeting

Recommended Readings/Viewings:

1. Online article: Letterbarn: Sample Employment and Workplace Letters:
<http://letterbarn.blogspot.in/2008/12/sample-recruitment-letters-training-and.html>
2. Online article: Business letter examples: <https://www.thebalance.com/business-letter-examples-samples-and-writing-tips-2059673>
3. BBC Learning English video: Writing an Email- 18 - English at work:
<https://youtu.be/aO3Det4ir8U>



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4. BBC Article: English for Email:
<https://learnenglish.britishcouncil.org/en/english-emails>
5. Blog: My School: How to write notice and circular: <http://english-cbse.blogspot.in/2011/09/how-to-write-notice-and-circulars.html>
6. Online article: Drafting of Notices, Circulars, Minutes and Resolutions:
<http://www.yourarticlelibrary.com/business/reports/drafting-of-notices-circulars-minutes-and-resolutions/75904/>

Teaching Scheme:

Teaching Scheme (Hours per week)	Evaluation Scheme					Total Marks
	Theory	ESE	IA	CSE	Viva Term Work	
2 Hours		00	30	20	25 25	100

1. **IA will consist of the following components (30 marks):**
 - a. **Assignments (20 Marks):** Students will prepare assignments as following.
Writing a letter, a circular, a notice and a minute of meeting on the given subjects. (05 Marks each)
 - b. **In-Class Participation (10 Marks)**
2. **CSE (20 marks):**

Term End Simulation: Performing a simulated workplace scene on a given situation and video/audio recording it. (20 Marks)
3. **Viva (25 Marks):** Viva will be conducted at the end of the semester. It will be based on the CSE, Term Work, Assignments and topics covered in the syllabus.
4. **Term Work (25 Marks):**



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Term-End Presentation: Students will make a presentation based on topics provided by the faculty at the end of the semester.

Further Suggested Readings:

1. Cosgrove Anthony, *English at Work*(with audio CD and practical language activities in the UK), Cambridge University, 2011
2. BBC video series on English at Work (45+ videos):
Link:
https://www.youtube.com/playlist?list=PLcetZ6gSk969oGvAI0e4_PgVnlGbm64bp
3. FutureLearn course on English for Workplace:
Link: <https://www.futurelearn.com/courses/workplace-english/2/todo/10069>
4. Video conference on first day of joining: <https://view.vzaar.com/9734063/video>
5. Maheshwari, *English at the workplace*, Laxmi Publication, 2006
6. MuktiSanyal, VarmaPromodini, *English at the Workplace II*, Oxford University Press, 2007
7. HelgesenMarc, Adams Keith, *Workplace English:Office File*, Longman, 1996
8. Schofield, James, *Collins Workplace English*, Harper Collins Publisher, 2012