

INSTITUTE	FACULTY OF MANAGEMENT STUDIES
PROGRAM	BACHELOR OF BUSINESS ADMINISTRATION
SEMESTER	2
COURSE TITLE	ENGLISH FOR WORKPLACE
COURSE CODE	04SL0152
COURSE CREDITS	2

Course Outcomes: After completion of this course, student will be able to:

- 1 Develop reading skills in the context of Business
- 2 Apply writing skills for purposes related to Business
- 3 Interpret written text and formulate appropriate written response
- 4 Express their ideas in formal, academic written form in the context of Business

Pre-requisite of course: The course will enable the students to familiarize with workplace culture; to share information and collect information; to express one's views and agree or disagree with others; to write workplace documents.

Teaching and Examination Scheme

Theory Hours	Tutorial Hours	Practical Hours	ESE	IA	CSE	Viva	Term Work
2				30	20	25	25

Contents : Unit	Topics	Contact Hours
1	Working together Making requests, suggestions, agreeing and disagreeing, Accepting and declining an invitation, Giving feedback and verifying information, Communication in a meeting (Induction meetings), Telephonic conversation	12
2	Writing for Workplace Letter Writing, Email writing, Report writing, Writing Notices, Minutes of meeting	12
Total Hours		24

Textbook :

- 1 English at Work, Cosgrove Anthony, Cambridge University, 2011
- 2 English at the workplace, Maheshwari,, Laxmi Publication, 2006

References:

- 1 English at the Workplace II, English at the Workplace II, MuktiSanyal, VarmaPromodini,, Oxford University Press, 2007
- 2 Workplace English:Office File,, Workplace English:Office File,, Workplace English:Office File,, Workplace English:Office File,, 1996
- 3 Workplace English:Office File,, Workplace English:Office File,, Workplace English:Office File,, Workplace English:Office File,, 2012

Suggested Theory Distribution:

The suggested theory distribution as per Bloom's taxonomy is as follows. This distribution serves as guidelines for teachers and students to achieve effective teaching-learning process

Distribution of Theory for course delivery and evaluation					
Remember / Knowledge	Understand	Apply	Analyze	Evaluate	Higher order Thinking
20.00	30.00	25.00	15.00	10.00	

Instructional Method:

- 1 THEORY

Supplementary Resources:

- 1 EngVid video series: More Common Workplace Expressions: https://youtu.be/8EO_pAfICWc
- 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>
- 4 Let's Talk video: Making suggestions and recommendations: <https://youtu.be/BjgJvhc6Hnc>
- 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 Online article: Effective Meetings:http://people.ucalgary.ca/~design/engg251/First%20Year%20Files/effect_meet.pdf
- 8 BBC video: Giving feedback - 18 - English at Work: https://youtu.be/UKz1Fsw_e8c
- 9 Youtube video: Useful Telephone Phrases: <https://youtu.be/6tfFRD0enV0>
- 10 Online article:Letterbarn: Sample Employment and Workplace Letters: <http://letterbarn.blogspot.in/2008/12/sample-recruitment-letters-training-and.html>
- 11 Online article: Business letter examples: <https://www.thebalance.com/business-letter-examples-samples-and-writing-tips-2059673>
- 12 BBC Learning English video: Writing an Email-18-English at work: <https://youtu.be/aO3Det4ir8U>
- 13 BBC Article: English for Email: <https://learnenglish.britishcouncil.org/en/english-emails>

Supplementary Resources:

- 14 Blog: My School: How to write notice and circular: <http://english-cbse.blogspot.in/2011/09/how-to-write-notice-and-circulars.html>
- 15 Online article: Drafting of Notices, Circulars, Minutes and Resolutions: <http://www.yourarticlelibrary.com/business/reports/drafting-of-notices-circulars-minutes-and-resolutions/75904/>