INSTITUTE	FACULTY OF SCIENCE
PROGRAM	BACHELOR OF SCIENCE (CHEMISTRY)
SEMESTER	4
COURSE TITLE	ENGLISH FOR WORKPLACE
COURSE CODE	02SL0251
COURSE CREDITS	2

Objective:

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

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

1 Develop familiarity with workplace culture
2 Collect and share information in English
3 Express views and agree or disagree with others in English
4 Write the workplace documents

Pre-requisite of course: to familiarize with workplace culture;

Teaching and Examination Scheme

Theory Hours	Tutorial Hours	Practical Hours	ESE	IA	CSE	Viva	Term Work
2	0	0	0	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	
2	**Writing for Workplace** Letter Writing, Email Writing, Report Writing, Writing Notes, Minutes of the Meeting	
Total Hours		

DR. RAJESHKUMAR NARENDRAKUMAR JOSHI
Digitally signed by (Name of HOD)

DR. RAJENDRASINH BAHADURSINH JADEJA
Digitally signed by (Name of Dean/ Principal)

Textbook :

1 English at Work, Cosgrove Anthony, Cambridge University, 2011
2 Communication Skills, Sanjay Kumar & Pushp Lata, Oxford University Press, 2015

References:

1 Improve Your English: English in the Workplace, Improve Your English: English in the Workplace, Stephen E. Brown, Ceil Lucas, McGraw Hill, 2008

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	20.00	30.00	15.00	10.00	5.00

Instructional Method:

1 Lecture method combined with discussion
2 Use of ICT tools
3 Assignments
4 Presentations
5 Workshops
6 Expert lectures
7 Self-study

Supplementary Resources:

1 https://www.youtube.com/playlist?list=PLcetZ6gSk969oGvAI0e4_PgVnlGbm64bp