

|                       |                              |
|-----------------------|------------------------------|
| <b>COURSE TITLE</b>   | <b>ENGLISH FOR WORKPLACE</b> |
| <b>COURSE CODE</b>    | <b>04SL0152</b>              |
| <b>COURSE CREDITS</b> | <b>2</b>                     |

**Objective:**

- 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
- 5 The course will enable the students to familiarize with workplace culture
- 6 The course will enable the students to share information and collect information
- 7 The course will enable the students to express one's views and agree or disagree with others
- 8 The course will enable the students to write workplace documents.

**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**

| <b>Theory Hours</b> | <b>Tutorial Hours</b> | <b>Practical Hours</b> | <b>ESE</b> | <b>IA</b> | <b>CSE</b> | <b>Viva</b> | <b>Term Work</b> |
|---------------------|-----------------------|------------------------|------------|-----------|------------|-------------|------------------|
| 2                   |                       |                        |            | 30        | 20         | 25          | 25               |

| <b>Contents : Unit</b> | <b>Topics</b>   | <b>Contact Hours</b> |
|------------------------|---|----------------------|
| 1                      | <b>Working together</b><br>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                      | <b>Writing for Workplace</b><br>Letter Writing, Email writing, Report writing, Writing Notices, Minutes of meeting  | 12                   |
| <b>Total Hours</b>     |   | <b>24</b>            |

**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 / Creative |
| 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](https://youtu.be/8EO_pAfICWc)
- 2 Youtube video: Make polite requests – 05 – English at Work: <https://youtu.be/QWBwCoecvK0>
- 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](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](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>

**Supplementary Resources:**

- 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>
- 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/>