

<b>COURSE TITLE</b>	<b>ENGLISH FOR WORKPLACE</b>
<b>COURSE CODE</b>	<b>07BA0420</b>
<b>COURSE CREDITS</b>	<b>2</b>

**Objective:**

- 1 To develop effective spoken communication skills for workplace interactions.
- 2 To enhance clarity and appropriateness in written workplace communication.
- 3 To build confidence in formal conversations across hierarchical levels.
- 4 To train learners in structured formats of professional writing.

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

- 1 Demonstrate polite and purposeful spoken interaction at work.
- 2 Communicate effectively in both face-to-face and virtual workplace settings.
- 3 Participate confidently in meetings and hierarchical conversations.
- 4 Draft accurate and well-structured professional documents.

**Pre-requisite of course:**NA

**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	0	0	0	30	20	25	25

<b>Contents : Unit</b>	<b>Topics</b>	<b>Contact Hours</b>
1	<b>Working Together</b> Making requests, suggestions, agreeing and disagreeing, Accepting and declining an invitation , Giving feedback and verifying information, Interacting in hierarchy, Communicating in meetings, Telephonic and virtual conversations	15
2	<b>Writing for Workplace</b> Letter writing, Email writing, Report writing, Writing notices, Minutes of meeting	15
<b>Total Hours</b>		<b>30</b>

**Textbook :**

- 1 English at Work(with audio CD and practical language activities in the UK), Cosgrove Anthony,, Cambridge University, 2011

### References:

- 1 English at the workplace,, English at the workplace,, Maheshwari,, Laxmi Publication, 2006
- 2 Workplace English: Office File, Workplace English: Office File, Helgesen Marc, Adams Keith,, Longman, 1996
- 3 Collins Workplace English, Collins Workplace English, Schofield, James,, Harper Collins Publisher, 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					
Remember / Knowledge	Understand	Apply	Analyze	Evaluate	Higher order Thinking / Creative
0.00	15.00	45.00	20.00	15.00	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](https://www.youtube.com/playlist?list=PLcetZ6gSk969oGvAI0e4_PgVnlGbm64bp)
- 2 [https://youtu.be/8EO\\_pAfICWc](https://youtu.be/8EO_pAfICWc)
- 3 <https://youtu.be/QWBwCoecvkM>
- 4 <https://youtu.be/TrCsLOqOuSg>
- 5 <https://youtu.be/BjgJvhc6Hnc>
- 6 <http://learnenglishteens.britishcouncil.org/exams/speaking-exams/agreeing-and-disagreeing>
- 7 <https://youtu.be/GqwpBEynsyo>
- 8 [http://people.ucalgary.ca/~design/engg251/First%20Year%20Files/effect\\_meet.pdf](http://people.ucalgary.ca/~design/engg251/First%20Year%20Files/effect_meet.pdf)
- 9 <https://youtu.be/6tfFRD0enV0>
- 10 <http://letterbarn.blogspot.in/2008/12/sample-recruitment-letters-training-and.html>