# 17SH1201 - PROFESSIONAL ENGLISH

(Common to all Branches)

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| **Course Category:** | Basic Sciences | **Credits:** | 3 |
| **Course Type:** | Theory | **Lecture - Tutorial - Practical:** | 3-0-0 |
| **Prerequisite:** | Basic Level of LSRW skills | **Sessional Evaluation:**  **Univ. Exam Evaluation:**  **Total Marks:** | 40  60  100 |
| **Objectives** | Students undergoing this course are expected to understand:   * To develop their basic professional writing skills in English * To achieve specific linguistic and verbal competence * To acquire relevant skills and function efficiently in a realistic professional working environment * To inculcate the habit of reading &writing | | |

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| **Course Outcomes** | Upon successful completion of the course, the students will be able to: | |
| CO1 | Equip verbal proficiency and face competitive exams; GATE, GRE, TOEFL, GMAT etc. |
| CO2 | Draft professional writings: email drafting, professional Letters, etc. for social and professional contexts. |
| CO3 | Write effective book reviews and make effective notes in professional environment |
| CO4 | Procure considerable knack in using wide range of vocabulary. |
| CO5 | Write proposals, business letters, project reports, writing proposals |
| CO6 | Acquire skills : Prepare Speeches in analytical and critical procedures |
| **Course Content** | UNIT-I  **Data Interpretation:** Interpretation and analysis of the data based on text, tables, graphs (linear), charts- bar, pie etc.  **Verbal:** Verbal reasoning- Analogies, Homophones & Homonyms  UNIT-II  **Writing:** Email Communication- Writing Effective Business Email  **Verbal:** Idioms and Phrases, One word substitutes  UNIT-III  **Analytical Writing:** Presenting perspective of an issue- Compare & Contrast, Cause and Effect, Analyze an argument  **Verbal:** Affixes-prefix and suffix, root words, derivatives  UNIT-IV  **Technical Writing:** Writing Proposals: Significance; Structure, Style and Writing of Project Reports.  **Verbal:** Synonyms and Antonyms    UNIT-V  **Writing:** Introduction to different kinds of materials: Technical & Non-technical- Note Taking and Note Making- identification of important points and precise the content  **Verbal:** Words often confused  UNIT-VI  **Book Reviews:** Review of a Technical and Non-Technical - a brief written analysis including summary and appreciation  **Verbal:** Sentence Completion | |
| **Text Books and References** | Reference Books:   1. A Textbook of English for Engineers and Technologists (combined edition, Vol. 1 & 2); Orient Black Swan 2010. 2. Word Power Made Easy by Norman Lewis A Communicative Grammar of English By: Geoffrey Leech | |