# 19SH1201 - PROFESSIONAL ENGLISH

**(Common to all Branches)**

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| Course Category: | Basic Science | Credits: | 2 |
| Course Type: | Theory | Lecture-Tutorial-Practical: | 2-0-0 |
| Prerequisite: | Basic Level of LSRW skills | Sessional Evaluation:Univ. Exam Evaluation:Total Marks: | 4060100 |
| Objectives: | Students undergoing this course are expected:1. To develop their basic professional writing skills in English
2. To achieve specific linguistic and verbal competence
3. To acquire relevant skills and function efficiently in a realistic professional working environment
4. To inculcate the habit of reading & writing
5. To learn writing analytical essays.
6. To acquire verbal proficiency
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| Course Outcomes | Upon successful completion of the course, the students will be able to: |
| CO1 | Write effective descriptions on scientific/technical topics |
| CO2 | Draft effective business e-mails. |
| CO3 | Present perspective of an issue and analyze an argument. |
| CO4 | Write proposals and project reports for professional contexts |
| CO5 | Practice different techniques of note making and note taking. |
| CO6 | Write effective book reviews on technical & non-technical books. Equip themselves with verbal proficiency. |
| Course Content | UNIT-I**WRITING:** Descriptions: Descriptions on scientific/ technical in nature-writing introduction - defining – classifying - describing technical features – the structure of an automobile/gadget/product or the process - instruction or installation manuals.**VERBAL:** Verbal reasoning- Analogies, Homophones & HomonymsUNIT-II**WRITING:** E-mail Communication- Etiquette – Format- Writing Effective Business Email**VERBAL:** Idioms and Phrases, One-word substitutesUNIT-III**ANALYTICAL WRITING:** Presenting perspective of an issue- Compare & Contrast, Cause and Effect, Analyze an argument**VERBAL:** Affixes-prefix and suffix, root words, derivativesUNIT-IV**TECHNICAL WRITING:** Writing Proposals: Significance, Structure, Style and Writing of Project Reports.**VERBAL:** Synonyms and AntonymsUNIT-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 confusedUNIT-VI**BOOK REVIEWS**: Review of a Technical and Non-Technical - A brief written analysis including summary and appreciation**VERBAL:** Sentence Completion |
| Text Books &ReferencesBooks | **REFERENCE BOOKS**1. A Textbook of English for Engineers and Technologists (combined ed Vol. 1&2) Orient Black Swan 2010.
2. Word Power Made Easy, Norman Lewis, New Revised Edition, Goyal Publishers
3. A Communicative Grammar of English by Geoffrey Leech, Longman ,3rd ed
4. Effective Technical Communication, M. Ashraf Rizvi, Tata McGraw- Hill, 2011.
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