

**24EN281**  
**ENGLISH FOR PROFESSIONALS**

<b>Course Category:</b>	<b>HS</b>	<b>Credits:</b>	<b>1</b>
<b>Course Type:</b>	<b>LAB</b>	<b>Lecture-Tutorial-Practice:</b>	<b>0-0-2</b>
<b>Pre-requisites:</b>	<b>Intermediate English</b>	<b>Continuous Assessment:</b>	<b>60</b>
		<b>Summative Assessment:</b>	<b>40</b>
		<b>Total Marks:</b>	<b>100</b>

**Course Description:**

English for Professionals course covers functional English grammar, elocution, extempore speaking, short story writing, storytelling, debating, vocabulary building, biographical sketches, the Versant test, blog writing, etiquette, team building, and leadership. It emphasizes practical exercises, voice modulation, articulation, quick thinking, effective communication, cultural importance, and developing an online presence and confidence in professional settings. This comprehensive curriculum aims to enhance students' linguistic abilities, interpersonal skills, and leadership qualities for success in diverse professional environments.

**Course Objectives:**

- 1) Explain the fundamentals of language in terms of grammar & lexical resource in communication.
- 2) Familiarize listening and speaking while communicating with others.
- 3) Introduce language skills, Etiquettes, Team Building and Leadership in professional and social contexts with clarity and accuracy.
- 4) Teach coherence, cohesion and precision in formal written communication.
- 5) Illustrate grammar and vocabulary by introducing versant test.

**Course Outcomes:**

At the end of the course, the students will be able to

CO	Course Outcomes	BTL
CO1	Recall the fundamentals of language in terms of grammar and lexical resource in communication	K1
CO2	Understand how to listen, reflect and speak while communicating with others.	K2
CO3	Apply language skills, Etiquettes, Team Building and Leadership in professional and social contexts with clarity and accuracy.	K3
CO4	Analyze ideas with coherence, cohesion and precision in formal written communication.	K4
CO5	Evaluate grammar and vocabulary using Versant Test.	K5

### Course articulation matrix

COs	POs										
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11
CO1	M							M	H		M
CO2	M							M	H		M
CO3	M							M	H		M
CO4	M							M	H		M
CO5	M							M	H		M

(L-Low, M -Medium, H-High)

<b>Course Content</b>	
<b>Unit-I</b> <b>Versant Test</b>	Overview of the Versant Test – Purpose and Importance – Format of the Test – Types of Questions – Practice. (2 Hours)
<b>Unit-II</b> <b>Elocution</b>	Define – Discuss the Importance – Key Components – Voice Modulation – Articulation – Posture and Gestures – Practice. (2 Hours)
<b>Unit-III</b> <b>Extempore</b>	Introduction – Significance – Developing Quick Thinking – Communication Skills – Confidence – Strategies for Effective Speaking – Practice. (2 Hours)
<b>Unit-IV</b> <b>Story Telling</b>	Definition – Narratives through Spoken Words – Gestures and Expressions – Importance of Culture – Story Telling Techniques – Vocal Modulation – Pacing – Gestures and Facial Expressions – Practice. (2 Hours)
<b>Unit-V</b> <b>Debate</b>	Introduction – Understanding the Structure – Purpose of a Debate – Developing Basic Debating skills – Do's and Don'ts – Practice.
<b>Unit-VI</b> <b>Short Story Writing</b>	Introduction – Key Characteristics – Brevity – Theme – Types – Creating Relatable Characters. (2 Hours)
<b>Unit-VII</b> <b>Blog Writing</b>	Introduction – Purpose in Digital World – Different types of Blogs – Benefits – Building Online Presence – Sharing Knowledge – Connecting with Others. (2 Hours)
<b>Unit-VIII</b> <b>Biographical Sketch</b>	Introduction – Overview of Person's Life – Key Events – Conclusion. (2 Hours)
<b>Unit-IX</b> <b>Vocabulary</b>	Idiomatic Expressions – Idioms with Body Parts – Animal Idioms – Colour Idioms – Phrasal Verbs – One-word Substitutes – Analogies – Practice. (2 Hours)
<b>Unit-X</b> <b>Functional English Grammar</b>	Modal Verbs – Subject-Verb Agreement – Active & Passive Voice – Reported Speech – Question Tags – Practice Exercises. (2 Hours)
<b>UNIT – XI:</b> <b>Team Building &amp; Leadership</b>	Team Building traits: Forming – Storming – Norming – Performing – Adjourning. Leadership traits: Vision – Integrity – Decisiveness – Confidence – Empathy – Flexibility –

Innovation. (2 Hours)

**UNIT – XII:**

**Corporate Etiquette**

Social Etiquette – Business Etiquette – Telephone Etiquette – Dining Etiquette – Summary.  
(2 Hours)

**Lab Manual**

1) English for Professionals Lab Manual

**References:**

- 1) Wren & Martin. (2023). *English Grammar and Composition*. S. Chand & Company.
- 2) Dale Carnegie. (2016). *The Quick and Easy way to Effective Speaking*. Rupa Publications,
- 3) Richard A. Spears. (2005). *McGraw-Hill's Dictionary of American Idioms and Phrasal Verbs*. McGraw Hill.
- 4) Jon M. Ericson, James J. Murphy, Raymond Bud Zeuschner. (2003). *The Debater's Guide*. (Third Edition). Southern Illinois University Press, Carbondale.
- 5) S. P. Dhanavel. (2010). *English and Soft Skills*. Orient Blackswan.
- 6) Barun K. Mitra. (2011). *Personality Development and Soft Skills*. Oxford University Press.

**Web Resources:**

- 1) <https://www.pearson.com/languages/hr-professionals/versant.html> Softx

**AI Tools**

- 1) Grammar and Syntax Mastery: Wordvice, Bussu
- 2) Speaking Fluency and Clarity: Forvo, ELSA Speak
- 3) Communication Strategies: Speechace, Rosetta Stone
- 4) Story Telling Techniques: Plot Generator, Narrativa
- 5) Vocabulary Acquisition: Quizlet, Anki
- 6) Writing Proficiency: EAngel, Scribens, Grammarly