Semester: I/II			
Course Title	Professional Writing Skills in English	**CIE Marks**	50
Course Code	BHSPES106/206	**SEE Marks**	50
Course Type	Theory	**Total Marks**	100
Course Category	HSMC	**SEE Duration**	1.5 hrs
Hours Per Week	1L : 0T : 0P	**SEE Type**	MCQ
Total Hours	15 hrs	**Credits**	01

Course Learning Objectives
This course will enable the students to
• Identify the common errors in writing and speaking of English.
• Achieve better technical writing and presentation skills for employment.
• Read technical proposals properly and make them to write good technical reports.
• Acquire employment and workplace communication skills.
• Learn about techniques of information transfer through presentation in different level.
Pre-Requisites
• Basic English and grammar.
• English language in PU level.

Module-1	**(3 hrs)**
Identifying Common Errors in Writing and Speaking English: Common errors identification in parts of speech, Use of verbs and phrasal verbs, Auxiliary verbs and their forms, Subject Verb Agreement (Concord Rules), Common errors in Subject-verb agreement, Sequence of Tenses and errors identification in Tenses. Words Confused/Misused.	
Module-2	**(3 hrs)**
Nature and Style of sensible writing: Organizing Principles of Paragraphs in Documents, Writing Introduction and Conclusion, Importance of Proper Punctuation, Precise writing and Techniques in Essay writing, Sentence arrangements and Corrections activities. Misplaced modifiers, Contractions, Collocations, Word Order, Errors due to the Confusion of words.	
Module-3	**(3 hrs)**
Technical Reading and Writing Practices: Technical writing process, Introduction to Technical Reports writing, Significance of Reports, Types of Reports. Introduction to Technical Proposals Writing, Types of Technical Proposals, Characteristics of Technical Proposals. Scientific Writing Process. Grammar – Voices and Reported Speech, Spotting Error & Sentence Improvement, Cloze Test and Theme Detection Exercises.	
Module-4	**(3 hrs)**
Professional Communication for Employment: Listening Comprehension, Types of Listening, Listening Barriers, Improving Listening Skills. Reading Comprehension, Tips for effective reading. Job Applications, Types of official/employment/business Letters, Resume vs. Bio Data, Profile, CV. Writing effective resume for employment, Emails, Blog Writing and Memos.	
Module-5	**(3 hrs)**
Professional Communication at Workplace: Group Discussion and Professional Interviews, Characteristics and Strategies of a GD and PI's, Intra and Interpersonal Communication Skills at workplace, Non-Verbal Communication Skills and itsimportance in GD and Interview. Presentation skills and Formal Presentations by Students, Strategies of Presentation Skills.	

Text Books:	
1.	"Professional Writing Skills in English" published by Fillip Learning – Education (ILS), Bangalore – 2022.
2.	"Functional English" (As per AICTE 2018 Model Curriculum) (ISBN-978-93-5350-047-4) Cengage learning India Pvt Limited [Latest Edition 2019].
3.	English for Engineers by N.P.Sudharshana and C.Savitha, Cambridge University Press – 2018.
4.	Technical Communication by Gajendra Singh Chauhan and et al, (ISBN-978-93-5350-050-4) Cengage learning India Pvt Limited [Latest Revised Edition] - 2019.
Reference Books:	
1.	Technical Communication – Principles and Practice, Third Edition by Meenakshi Raman and Sangeetha Sharma,Oxford University Press 2017.
2.	High School English Grammar & Composition by Wren and Martin, S Chand & Company Ltd – 2015.
3.	Effective Technical Communication – Second Edition by M Ashraf Rizvi, McGraw Hill Education (India) Private Ltd.

Course Outcome Statements: After the successful completion of the course, the student will be able to	
CO1	Understand and identify the Common Errors in Writing and Speaking.
CO2	Make use of better Technical Writing and Presentation Skills.
CO3	Read technical proposals properly and make them to Write good technical reports.
CO4	Find Employment and Develop workplace communication skills.
CO5	Apply Techniques of Information Transfer through presentation in different level.

Course Articulation Matrix

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
CO1	-	-	-	-	-	-	-	-	1	2	-	1
CO2	-	-	-	-	-	-	-	-	2	3	-	1
CO3	-	-	-	-	-	1	-	-	2	2	-	2
CO4	-	-	-	-	-	1	-	-	1	3	-	1
CO5	-	-	-	-	-	1	-	-	1	2	-	2
Avg.	**-**	**-**	**-**	**-**	**-**	**1**	**-**	**-**	**1.4**	**2.4**	**-**	**1.4**

3: High, 2: Medium, 1: Low

Suggested Activity Based Assessment (ABA) Methods

- Contents related activities (Activity-based discussions).
- For active participation of students instruct the students to prepare Flowcharts and Handouts.
- Organizing Groupwise discussions Connecting to placement activities.
- Quizzes and Discussions, Seminars and assignments.