



## **VISION AND MISSION OF THE INSTITUTION**

### **VISION**

B.S. AbdurRahman Crescent Institute of Science and Technology aspires to be a leader in Education, Training and Research in Engineering, Science, Technology and Management and to play a vital role in the Socio-Economic progress of the Country.

### **MISSION**

- To blossom into an internationally renowned Institution
- To empower the youth through quality education and to provide professional leadership
- To achieve excellence in all its endeavors to face global challenges
- To provide excellent teaching and research ambience
- To network with global institutions of Excellence, Business, Industry and Research Organizations
- To contribute to the knowledge base through Scientific enquiry, Applied research and Innovation

## **VISION AND MISSION OF THE DEPARTMENT OF ENGLISH**

### **VISION**

Aims to be a centre of excellence in higher education through academic and research programmes in English Literature, Language Teaching and its domains.

### **MISSION**

- To undertake research in the area of English literature and language teaching to improve the language teaching and learning process.
- To disseminate the research outcomes through conferences and workshops for the benefit of faculty and students.
- To train the students of Engineering, Arts and Science and Law in written and oral communication using Information and Communication Technology tools.
- To collaborate with other Universities and Institutions in conducting research and training programmes.
- To provide knowledge and skills through undergraduate and post graduate programmes focusing on English language and literature.

**( V Semester )**

**ENC 3181Soft Skills for CareerL T P C**

0 0 2 1

**OBJECTIVES:**

- To enable students to gain knowledge about industries, work culture and ethics.
- To develop students' critical reading and writing skills.
- To develop students' problem solving , analytical and leadership skills.
- To train them in presentation, group discussion and team building skills.

**MODULE I**

**6**

Brief about industries- Analyzing work culture and ethics of multinational companies and SME(Small and Medium Enterprises) - Knowledge about etiquette (different types)

**MODULE II**

**6**

Visiting industries and writing reports based on their visit.

**MODULE III**

**4**

Analysing industry related problems-case studies.

**MODULE IV**

**6**

Developing Leadership skills-- various aspects of leadership - time management - people skills.

**MODULE V**

**8**

Team building skills-- group discussions -- preparing for interviews- interpersonal skills

**Total Hours – 30**

**REFERENCES:**

- 1.Covey,S.R. (2004). The 7Habits of Highly Effective People: Powerful Lessons in Personal Change. Free Press.UK
- 2.Fine, P.M.& Alice Olins. (2016).Step up: Confidence, Success and Your Stellar Career in 10 Minutes a Day. Vermilion.UK
- 3.Pai, A. (1993).How to Develop Self-Confidence. Soma Books Ltd .
- 4.Wentz,F.H.(2012). Soft skills training: A Workbook to Develop Skills for Employment. Createspace Independent Pub; Large Print edition (14 May 2012)

**OUTCOMES**

After completing the course students would be able to

- Demonstrate knowledge about industries/workplace.
- Write reports in simple and clear language.
- Exhibit problem solving and leadership skills.
- Make presentations and take part in discussions.

**ENC 3281 English for Workplace  
(Semester VI)**

**LT PC  
0 0 2 1**

**Objectives:**

- To develop students' proficiency in English at CEFR B2 level (Business Vantage).
- To develop students' receptive skills (Listening and Reading) in a wide range of situations.
- To develop students' productive skills (Speaking and Writing) in a wide range of situations.
- To expose students to the nuances of the English language, grammar and usage

**MODULE I 6**

**SPEAKING**

Taking part in interview sessions by assuming roles of an interviewer and interviewee- exchanging information in question answer format-use of question tags, direct questions-all in real life contexts, Pronunciation

**READING**

Reading short passages and answering matching tasks and error identification

**LISTENING**

Listening to audio recordings of short extracts of business-related texts and making note completion tasks.

**WRITING**

Writing intra office communication like a note, message for about 40-50 words.

**MODULE II**

**6**

**SPEAKING**

Role play, participating in short talks relating to business topics-Discussion on a business related topic.

**READING**

Reading longer texts and answering questions

**LISTENING**

Listening to audio recordings of telephone calls, face to face conversations and attempting exercises on gap filling involving information in words on numerical data and completing the task.

**WRITING**

Writing a memo or email to a colleague or colleagues within a company-Writing letter of application with resume, Writing reports on conference, seminars etc.

**MODULE III**  
**6 SPEAKING**

Giving presentations on business related topics involving decision making for one minute.

**READING**

Reading texts related to business topics and answering multiple-choice questions.

**LISTENING**

Listening to audio recordings of interviews and answering multiple-choice questions.

**WRITING**

Writing a short report, proposal from the notes given in about 120-140 words, writing replies to customers.

**MODULE IV**  
**SPEAKING**

**8**

Group Discussion-Taking part in discussions-Exchanging information.

**READING**

Reading excerpts taken from newspapers, magazines and answering questions.

**LISTENING**

Listening to a range of business related conversations, interviews, telephone calls, face to face conversations and attempting questions based on them.

**WRITING**

Writing a letter of enquiry, letter of complaint, sales letter.

**MODULE V 4**

**GRAMMAR & VOCABULARY**

Use of sequence words, collocations, linking words and phrases, coherence and cohesion, Business Vocabulary

References:

1. Guy Brook-Hart, 'Business Benchmark-Upper Intermediate, 2nd edition, Cambridge University Press, Shree MaitreyPrintech Pvt. Ltd, Noida, 2016.
2. Leo Jones, 'New International Business English' Students book. Cambridge University Press, Cambridge, 2003.
3. Simon Sweeney, 'Communicating in Business' Teacher's Book. Cambridge University Press, Cambridge, 2004.
4. Simon Sweeney, 'Communicating in Business' Student's Book. Cambridge University Press, Cambridge, 2003.
5. Bill Mascull. 'Business Vocabulary in Use'. Advanced. Cambridge University Press, Cambridge, 2004.

**Total Hours – 30 hours**

**Outcomes:**

After the completion of the course, the students will be able to:

- Use the LSRW skills effectively in business and in general situations.
- Demonstrate receptive skills effectively in various formal and informal communication situations.
- Demonstrate productive skills effectively in various formal and informal communication situations.
- Use appropriate grammar and vocabulary in any context.

