

Sant Gadge Baba Amravati University, Amravati

**B. A– Part- I**

Generic Open Elective Course (GOEC) III

**Practical English Grammar for Professionals**

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Exam Duration	Max Marks
4.5	I	6015206	<b>Practical English Grammar for Professionals</b>	2	30	2 Hrs	30

<b>Course Objectives</b>	<ul style="list-style-type: none"> <li>● Improve students’ ability to use correct grammar in professional contexts, ensuring clarity and precision in written and spoken communication.</li> <li>● Develop advanced writing skills by focusing on the correct usage of complex grammatical structures, punctuation, and sentence construction.</li> <li>● Equip students with techniques for effective editing and proofreading to enhance the quality of professional documents.</li> <li>● Teach the application of grammar rules in professional correspondence, such as emails, reports, and proposals, to maintain a professional tone and style.</li> <li>● Increase confidence in using English grammar accurately in various professional settings, including meetings, presentations, and negotiations.</li> <li>● Provide a comprehensive overview of essential grammatical skills tailored for professional environments, focusing on its practical application and common issues faced in professional communication.</li> </ul>	
<b>Course Outcomes</b>	<p><i>At the end of this course, students will be able to:</i></p> <ul style="list-style-type: none"> <li>■ Enhance Grammatical Accuracy</li> <li>■ Refine Writing Skills</li> <li>■ Improve Editing and Proofreading</li> <li>■ Master Professional Correspondence</li> <li>■ Build Confidence in Communication:</li> </ul>	
<b>UNIT</b>	<b>CONTENTS</b>	<b>HOURS</b>
<b>Unit I</b>	<p><b>Revising Basic Grammar:</b></p> <p><b>1.1: Parts of Speech</b></p> <ul style="list-style-type: none"> <li>● Overview of nouns, pronouns, verbs, adjectives, adverbs, prepositions, conjunctions, and interjections</li> <li>● Roles and functions of each part of speech in sentences</li> </ul> <p><b>1.2: Sentence Structure</b></p>	8

	<ul style="list-style-type: none"> <li>● Word order and Sentence Pattern</li> <li>● Subject, predicate, and object</li> <li>● Types of sentences: declarative, interrogative, imperative, and exclamatory</li> </ul> <p><b>1.3: Tenses and Verb Forms</b></p> <ul style="list-style-type: none"> <li>● Present, past, and future tenses</li> <li>● Identifying the Grammatical labels and Functional labels of words</li> <li>● Verb in Function—Gerund , Infinitives, Participles—their uses</li> </ul> <p><b>1.4: Articles and Determiners</b></p> <ul style="list-style-type: none"> <li>● Usage of 'a', 'an', and 'the'</li> <li>● Other determiners: some, any, few, many, much, etc.</li> </ul>	
<b>Unit II</b>	<b>Grammatical Structures and Functions</b>	7
	<p><b>2.1: Clauses and Phrases</b></p> <ul style="list-style-type: none"> <li>● Independent and dependent clauses</li> <li>● Types of phrases: noun, verb, adjectival, adverbial, and prepositional phrases</li> </ul> <p><b>2.2: Complex and Compound Sentences</b></p> <ul style="list-style-type: none"> <li>● Formation and usage of complex and compound sentences</li> <li>● Coordinating and subordinating conjunctions</li> </ul> <p><b>2.3: Passive Voice</b></p> <ul style="list-style-type: none"> <li>● Constructing sentences in passive voice</li> <li>● When and why to use passive voice in professional writing</li> </ul> <p><b>2.4: Direct and Indirect Speech</b></p> <ul style="list-style-type: none"> <li>● Rules for converting direct speech to indirect speech and vice versa</li> <li>● Importance of indirect speech in professional communication</li> </ul>	
<b>Unit III</b>	<b>Common Errors in Writing</b>	8
	<p><b>3.1: Subject-Verb Agreement</b></p> <ul style="list-style-type: none"> <li>● Rules of subject-verb agreement</li> <li>● Common mistakes and how to avoid them</li> </ul> <p><b>3.2: Pronoun-Antecedent Agreement</b></p> <ul style="list-style-type: none"> <li>● Ensuring pronouns agree with their antecedents in number and gender</li> <li>● Common pitfalls and correction strategies</li> </ul> <p><b>3.3: Misplaced and Dangling Modifiers</b></p> <ul style="list-style-type: none"> <li>● Identifying and correcting misplaced and dangling modifiers</li> <li>● Strategies for clear and precise writing</li> </ul> <p><b>3.4: Punctuation Errors</b></p> <ul style="list-style-type: none"> <li>● Common punctuation mistakes (commas, semicolons, colons, apostrophes)</li> <li>● Rules for correct punctuation in professional writing</li> </ul>	

<p><b>Unit IV</b></p>	<p><b>Effective Writing Strategies</b></p> <p><b>4.1: Planning and Organizing</b></p> <ul style="list-style-type: none"> <li>● Importance of planning before writing</li> <li>● Strategies for organizing ideas and structuring content</li> </ul> <p><b>4.2: Drafting and Revising</b></p> <ul style="list-style-type: none"> <li>● Techniques for drafting professional documents</li> <li>● Importance of revising and editing for clarity and coherence</li> </ul> <p><b>4.3: Clarity and Conciseness</b></p> <ul style="list-style-type: none"> <li>● Writing clear and concise sentences</li> <li>● Avoiding redundancy and unnecessary jargons</li> </ul> <p><b>4.4: Tailoring Writing for Different Audiences</b></p> <ul style="list-style-type: none"> <li>● Understanding and addressing the needs of different audiences</li> <li>● Adapting tone and style for various professional contexts</li> </ul>	<p>7</p>
<p><b>NOTE</b></p>	<p>Generic Open Elective Course (GOE) will be taught in an interactive mode through demonstration method. Hence, the BoS of Science Languages recommends 2 batches of 16 students each for practical input during the prescribed learning hours.</p>	
<p><b>References</b></p>	<p><b>BOOKS</b></p> <ul style="list-style-type: none"> <li>● <i>Technical Communication, Principles and Practice-</i> Meenakshi Raman, Sangita Sharma. Oxford University Press, 3<sup>rd</sup> edition ISBN: 9780199457496</li> <li>● <i>A Course in English Communication for the Learners of English as a Second Language</i> – Madhavi Apte, PHI Learning, ISBN: 9788120330726</li> <li>● <i>English Language: Description, Variation and Context</i> 2<sup>nd</sup> Edition by J Culpeper and others, Bloomsbury Academic, ISBN: 9781137571823</li> <li>● <i>Communication Skills</i> – Sanjay Kumar and Pushpa Lata, 2<sup>nd</sup> edition, Oxford University Press,</li> <li>● "English Grammar in Use" by Raymond Murphy</li> <li>● "Business English: The Writing Skills You Need for Today's Workplace" by Natalie Canavor</li> <li>● "Perfect English Grammar: The Indispensable Guide to Excellent Writing and Speaking" by Grant Barrett</li> <li>● Quirk R. &amp; Sidney Greenbaum. A University Grammar of</li> </ul>	

	<p>English. ELBS.</p> <ul style="list-style-type: none"><li>• Swan, Michael. Practical English Usage. Oxford University Press, 2005.</li><li>• A handy reference book covering essential grammar rules and tips for improving writing and speaking.</li></ul> <p><b>WEBSITES AND ONLINE RESOURCES</b></p> <ul style="list-style-type: none"><li>• <a href="https://www.teachingenglish.org.uk/">https://www.teachingenglish.org.uk/</a></li><li>• <a href="https://www.britishcouncil.in/programmes/english/teaching-english-india">https://www.britishcouncil.in/programmes/english/teaching-english-india</a></li><li>• <a href="https://www.britishcouncil.in/teach/resources-for-teachers">https://www.britishcouncil.in/teach/resources-for-teachers</a></li><li>• <a href="https://elt.oup.com/">https://elt.oup.com/</a></li><li>• <a href="https://www.cambridgeenglish.org/">https://www.cambridgeenglish.org/</a></li><li>• Online resources and grammar tools such as Grammarly</li></ul>	
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**B. A. – Part- I**

Generic Open Elective Course (GOEC) IV

**Effective English Communication and Soft Skills Development**

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Exam Duration	Max Marks
4.5	I	615207	Effective English Communication and Soft Skills Development	2	30	2 Hrs	30

<b>Course Objectives</b>	<ul style="list-style-type: none"><li>• Improve students' ability to communicate effectively and confidently in both verbal and non-verbal forms in professional and social settings.</li><li>• Equip students with the skills necessary to write clear, concise, and effective professional documents, including emails, reports, and proposals.</li><li>• Increase students' vocabulary and understanding of grammatical rules to improve overall language accuracy and fluency.</li><li>• Develop essential soft skills such as emotional intelligence, time management, teamwork, and leadership to enhance personal and professional growth.</li><li>• Train students in preparing and delivering compelling presentations and speeches, focusing on engaging and persuasive communication techniques.</li><li>• Equip students with the strategies and techniques to approach and solve problems efficiently, encouraging innovative thinking and decision-making.</li><li>• Integrate communication skills with soft skills development, providing students with a well-rounded foundation for professional success.</li></ul>	
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	<ul style="list-style-type: none"> <li>• Provide students with essential communication skills and soft skills necessary for professional success, blending practical exercises with theoretical knowledge.</li> <li>• Apply the styles of facial management and expression to emotions.</li> </ul>	
<b>Course Outcomes</b>	<p><i>At the end of this course, students will be able to:</i></p> <ul style="list-style-type: none"> <li>• Enhance Verbal and Non-verbal Communication Skills:</li> <li>• Develop Proficient Written Communication:</li> <li>• Expand Vocabulary and Grammar Proficiency:</li> <li>• Foster Critical Soft Skills:</li> <li>• Build Effective Presentation and Public Speaking Skills:</li> <li>• Cultivate Problem-Solving and Critical Thinking Skills:</li> </ul>	
<b>UNIT</b>	<b>CONTENTS</b>	<b>HOURS</b>
<b>Unit I:</b>	<p style="text-align: center;"><b>Foundation of English Communication Skills</b></p> <p><b>1.1: Basics of English Communication</b></p> <ul style="list-style-type: none"> <li>• Understanding the communication process</li> <li>• Elements of effective communication</li> <li>• Overcoming communication barriers</li> </ul> <p><b>1.2: Grammar and Sentence Structure</b></p> <ul style="list-style-type: none"> <li>• Basic grammar rules</li> <li>• Constructing clear and correct sentences</li> <li>• Common grammatical errors and how to avoid them</li> </ul> <p><b>1.3: Vocabulary Building</b></p> <ul style="list-style-type: none"> <li>• Techniques for expanding vocabulary</li> <li>• Contextual learning and usage of new words</li> <li>• Idiomatic expressions and phrasal verbs</li> </ul> <p><b>1.4: Listening Skills</b></p> <ul style="list-style-type: none"> <li>• Importance of active listening</li> <li>• Techniques for improving listening comprehension</li> <li>• Listening exercises and activities</li> </ul>	08
<b>Unit II:</b>	<p style="text-align: center;"><b>Verbal and Non-verbal Communication</b></p> <p><b>2.1: Verbal Communication Skills</b></p> <ul style="list-style-type: none"> <li>• Effective speaking techniques</li> <li>• Articulation, pronunciation, and fluency</li> <li>• Strategies for engaging and persuasive speaking</li> </ul> <p><b>2.2: Non-verbal Communication Skills</b></p> <ul style="list-style-type: none"> <li>• The role of non-verbal communication in human interactions</li> </ul>	07

	<ul style="list-style-type: none"> <li>• The role of non-verbal messages</li> <li>• Traditional Code of non-verbal communication</li> </ul> <p><b>2.3: Public Speaking and Presentations</b></p> <ul style="list-style-type: none"> <li>• Objective, outline of the public speaking</li> <li>• Preparing and organizing a presentation</li> <li>• Overcoming public speaking anxiety</li> <li>• Delivering impactful presentations</li> </ul> <p><b>2.4: Interpersonal Communication</b></p> <ul style="list-style-type: none"> <li>• Building interpersonal relationships</li> <li>• Effective communication in teams</li> <li>• Conflict resolution and negotiation skills</li> </ul>	
<b>Unit III</b>	<p style="text-align: center;"><b>Written Communication Skills</b></p> <p><b>3.1: Professional Writing</b></p> <ul style="list-style-type: none"> <li>• Introduction to the writing Process</li> <li>• Difference between academic and non-academic writing</li> <li>• Report and proposal writing</li> </ul> <p><b>3.2: Writing for Clarity and Precision</b></p> <ul style="list-style-type: none"> <li>• Structuring sentences and paragraphs</li> <li>• Techniques for clarity and coherence</li> <li>• Editing and proof reading</li> </ul> <p><b>3.3: Technical Writing</b></p> <ul style="list-style-type: none"> <li>• Basics of technical writing- audience, purpose and strategy</li> <li>• Writing manuals, guides, and technical reports</li> <li>• Ensuring accuracy and clarity in technical documents</li> </ul> <p><b>3.4: Creative Writing</b></p> <ul style="list-style-type: none"> <li>• Exploring different forms of creative writing (short stories, poems, essays, personal narrative etc)</li> <li>• Techniques for creative expression</li> <li>• Developing a personal writing style</li> <li>• Citing resources, editing, media, book and film review</li> </ul>	08
<b>Unit IV</b>	<p style="text-align: center;"><b>Soft Skills Development</b></p> <p><b>4.1: Emotional Intelligence</b>  Understanding emotional intelligence (EQ)  Developing self-awareness and empathy  Applying EQ in professional settings</p> <p><b>4.2: Time Management and Organization</b>  Techniques for effective time management  Prioritization and goal setting  Organizational skills and productivity</p> <p><b>4.3: Teamwork and Collaboration</b>  Building effective teams  Roles and responsibilities within a team  Collaboration and synergy</p>	07

	<p><b>4.4: Leadership and Motivation</b>  Characteristics of effective leaders  Motivational techniques and strategies  Developing leadership skills</p>	
<b>NOTE</b>	<p>Generic Open Elective Course (OE) will be taught in an interactive mode through demonstration method. Hence, the BoS of Science Languages recommends 2 batches of 16 students each for practical input during the prescribed learning hours.</p>	
<b>References</b>	<p><b>BOOKS</b></p> <ul style="list-style-type: none"> <li>• <i>Technical Communication, Principles and Practice</i>- Meenakshi Raman, Sangita Sharma. Oxford University Press, 3<sup>rd</sup> edition ISBN: 9780199457496</li> <li>• <i>A Course in English Communication for the Learners of English as a Second Language</i> – Madhavi Apte, PHI Learning, ISBN: 9788120330726</li> <li>• <i>English Language: Description, Variation and Context</i> 2<sup>nd</sup> Edition by J Culpeper and others, Bloomsbury Academic, ISBN: 9781137571823</li> <li>• <i>Communication Skills</i> – Sanjay Kumar and Pushpa Lata, 2<sup>nd</sup> edition, Oxford University Press,</li> <li>• "Business Communication: Building Critical Skills" by Kitty O. Locker and Stephen KyoKaczmarek</li> <li>• "Professional Writing Skills: A Write It Well Guide" by Natasha Terk</li> <li>• "Emotional Intelligence: Why It Can Matter More Than IQ" by Daniel Goleman</li> <li>• "The 7 Habits of Highly Effective People" by Stephen R. Covey</li> <li>• Online resources such as Grammarly, Purdue OWL, and TED Talks</li> </ul> <p><b>WEBSITES AND ONLINE RESOURCES</b></p> <ul style="list-style-type: none"> <li>• <a href="https://www.teachingenglish.org.uk/">https://www.teachingenglish.org.uk/</a></li> <li>• <a href="https://www.britishcouncil.in/programmes/english/teaching-">https://www.britishcouncil.in/programmes/english/teaching-</a></li> </ul>	



	<a href="http://english-india">english-india</a> <ul style="list-style-type: none"> <li>• <a href="https://www.britishcouncil.in/teach/resources-for-teachers">https://www.britishcouncil.in/teach/resources-for-teachers</a></li> <li>• <a href="https://elt.oup.com/">https://elt.oup.com/</a></li> <li>• <a href="https://www.cambridgeenglish.org/">https://www.cambridgeenglish.org/</a></li> </ul>	
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### Question Paper Pattern

#### Paper – III & IV

**Time: 2 Hours**

**Total Marks: 30**

**Question No. 01**

- (a) Three short answer questions to be attempted out of Five, in about 50 words from the topics given in Unit I & Unit II **(3 X 2) 6 marks**
- (b) Three long answer questions to be attempted out of Five, in about 100 words from the topics given in Unit I & Unit II **(3X 3) 9 marks**

**Question No. 02**

- (c) Three short answer questions to be attempted out of Five, in about 50 words from the topics given in Unit III & Unit IV **(3 X 2) 6 marks**
- (a) Three long answer questions to be attempted out of Five, in about 100 words from the topics given in Unit III & Unit IV **(3 X 3) 9 marks**

**Distribution of 20 Marks and Scheme of (GOEC) Practical Internal Assessment**

- 1.Continuous Assessment Test CAT(at least three) – 05**
- 2.Active Participation in Department Activities – 05**
- 3.Submission of Home assignment –5**
- 4.Viva-Voce – 05**