

**Dr Ambedkar Institute of Technology, Bengaluru-56**  
**Department of Humanities & Social Sciences**  
**Scheme and Syllabus – OBE - CBCS – 2021 -2022**

Course Title	<b>PROFESSIONAL WRITING SKILLS IN ENGLISH</b>						
Course Code	<b>21HST208</b>						
Category	<b>Humanities &amp; Social Sciences (HS)</b>						
Scheme and Credits	No. of Hours/Week					Total Hrs./semester	Credits
	L	T	P	SS	Total		
	1	0	1	-	02	26	01
CIE Marks: 50	SEE Marks: 50	Total Max. Marks: 100			Duration of SEE: 02 Hours		

Course objective:

To implement English vocabulary at command and ensure language proficiency, to achieve better Technical writing and Presentation skills, identify the common errors in speaking and writing English. Learn better sentence structures, acquire Employment and Workplace communication skills, to learn about Techniques of Information Transfer through presentation in different levels.

UNIT I	4 hours
Identifying Common Errors in Writing and Speaking English, Subject Verb Agreement (Concord Rules with Exercises), Common errors in Subject-verb agreement, Noun-pronoun agreement, Adjective, Adverb, Verb, Sequence of Tenses, Misplaced modifiers, Common errors in Conjunctions, Common errors in the use of Idioms and phrases.	
UNIT II	6 hours
Nature and Style of sensible writing, organizing Principles of Paragraphs in Documents, Writing Introduction and Conclusion, Importance of Proper Punctuation, The Art of Condensation (Precise writing) and Techniques in Essay writing, Redundancies & Clichés.	
UNIT III	6 hours
Technical Reading and Writing Practices, Effective Technical Reading and Writing Practices, technical Reports writing and Technical Proposals Writing, Grammar – Voice (Active and Passive Voices), Reported Speech, Vocabulary – Analogies, Words Confused/Misused, Collocations	
UNIT IV	5 hours
Communication for Employment, Components of a formal letter, Formats and types of business letters, Model Letter of Application (Cover Letter) with Resume, Emails, Blog Writing and other recent communication types, Reading Skills and Reading Comprehension.	
UNIT V	5 hours
Communication at Workplace, Interpersonal Communication Skills, Non-Verbal Communication Skills (Body Language), Group Discussion and Employment Interviews, Presentation skills and Formal Presentations by Students, Dialogues in Various Situations (Practical Sessions by Students).	

**TEACHING LEARNING PROCESS: Chalk and Talk, power point presentation, animations, videos**

**COURSE OUTCOMES:** On completion of the course, student will be able to:

**CO1:** Identify common errors in spoken and written communication.

**CO2:** Get familiarized with English vocabulary and language proficiency.

**CO3:** Improve nature and style of sensible writing & acquire employment and workplace skills.

**CO4:** Improve their Technical Communication Skills through Technical Reading and Writing practices.

**CO5:** Perform well in campus recruitment, engineering and all other general competitive examinations.

**TEXT BOOKS:**

1. Workbook
2. Functional English, Cengage learning India Pvt Limited [Latest Revised Edition] - 2020.
3. Communication Skills by Sanjay Kumar and Pushp Lata, Oxford University Press - 2018. Refer it's workbook for activities and exercises – “Communication Skills – I (A Workbook)” published by Oxford University Press – 2018.
4. A Course in Technical English, Cambridge University Press – 2020.

**REFERENCE BOOKS**

1. Professional Writing Skills in English, Infinite Learning Solutions – (Revised Edition) 2021.
2. Technical Communication – Principles and Practice, Third Edition by Meenakshi Raman and Sangeetha Sharma, Oxford University Press 2017.
3. High School English Grammar & Composition by Wren and Martin, S Chandh & Company Ltd – 2015.
4. Effective Technical Communication – Second Edition by M Ashraf Rizvi, McGraw Hill Education (India) Private Limited – 2018.
5. Intermediate Grammar, Usage and Composition by M.L.Tichoo, A.L.Subramanian, P.R.Subramanian, Orient Black Swan – 2016.

**SCHEME FOR EXAMINATIONS****Theory Question Paper Pattern:****CIE- Objective type (Max. marks: 30 marks)****SEE- Objective type (Max. marks: 50 marks)****MAPPING of COs with POs**

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
CO1												
CO2												
CO3												
CO4												
CO5												
<b>Strength of correlation:</b> Low-1, Medium- 2, High-3												