

Sant Gadge Baba Amravati University, Amravati

B. Sc. – Part- I Semester – I

Generic Open Elective Course (GOEC) I

Practical English Grammar for Professionals

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Exam Duration	Max Marks
4.5	I	125205	Practical English Grammar for Professionals	2	30	2 Hrs	30

Course Objectives	● Improve students' ability to use correct grammar in professional contexts, ensuring clarity and precision in written and spoken communication. ● Develop advanced writing skills by focusing on the correct usage of complex grammatical structures, punctuation, and sentence construction. ● Equip students with techniques for effective editing and proofreading to enhance the quality of professional documents. ● Teach the application of grammar rules in professional correspondence, such as emails, reports, and proposals, to maintain a professional tone and style. ● Increase confidence in using English grammar accurately in various professional settings, including meetings, presentations, and negotiations. ● Provide a comprehensive overview of essential grammatical skills tailored for professional environments, focusing on its practical application and common issues faced in professional communication.	
Course Outcomes	<i>At the end of this course, students will be able to:</i> ■ Enhance Grammatical Accuracy ■ Refine Writing Skills ■ Improve Editing and Proofreading ■ Master Professional Correspondence ■ Build Confidence in Communication:	
UNIT	CONTENTS	HOURS
Unit I	Revising Basic Grammar: 1.1: Parts of Speech ● Overview of nouns, pronouns, verbs, adjectives, adverbs, prepositions, conjunctions, and interjections ● Roles and functions of each part of speech in sentences 1.2: Sentence Structure ● Word order and Sentence Pattern ● Subject, predicate, and object ● Types of sentences: declarative, interrogative, imperative, and exclamatory	8

	1.3: Tenses and Verb Forms • Present, past, and future tenses • Identifying the Grammatical labels and Functional labels of words • Verb in Function—Gerund , Infinitives, Participles—their uses 1.4: Articles and Determiners • Usage of 'a', 'an', and 'the' • Other determiners: some, any, few, many, much, etc.	
Unit II	Grammatical Structures and Functions 2.1: Clauses and Phrases • Independent and dependent clauses • Types of phrases: noun, verb, adjectival, adverbial, and prepositional phrases 2.2: Complex and Compound Sentences • Formation and usage of complex and compound sentences • Coordinating and subordinating conjunctions 2.3: Passive Voice • Constructing sentences in passive voice • When and why to use passive voice in professional writing 2.4: Direct and Indirect Speech • Rules for converting direct speech to indirect speech and vice versa • Importance of indirect speech in professional communication	7
Unit III	Common Errors in Writing 3.1: Subject-Verb Agreement • Rules of subject-verb agreement • Common mistakes and how to avoid them 3.2: Pronoun-Antecedent Agreement • Ensuring pronouns agree with their antecedents in number and gender • Common pitfalls and correction strategies 3.3: Misplaced and Dangling Modifiers • Identifying and correcting misplaced and dangling modifiers • Strategies for clear and precise writing 3.4: Punctuation Errors • Common punctuation mistakes (commas, semicolons, colons, apostrophes) • Rules for correct punctuation in professional writing	8
Unit IV	Effective Writing Strategies 4.1: Planning and Organizing • Importance of planning before writing • Strategies for organizing ideas and structuring content 4.2: Drafting and Revising • Techniques for drafting professional documents	7

	● Importance of revising and editing for clarity and coherence 4.3: Clarity and Conciseness ● Writing clear and concise sentences ● Avoiding redundancy and unnecessary jargons 4.4: Tailoring Writing for Different Audiences ● Understanding and addressing the needs of different audiences ● Adapting tone and style for various professional contexts	
NOTE	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.	
References	BOOKS ● <i>Technical Communication, Principles and Practice-</i> Meenakshi Raman, Sangita Sharma. Oxford University Press, 3rd edition ISBN: 9780199457496 ● <i>A Course in English Communication for the Learners of English as a Second Language</i> – Madhavi Apte, PHI Learning, ISBN: 9788120330726 ● <i>English Language: Description, Variation and Context</i> 2nd Edition by J Culpeper and others, Bloomsbury Academic, ISBN: 9781137571823 ● <i>Communication Skills</i> – Sanjay Kumar and Pushpa Lata, 2nd edition, Oxford University Press, ● "English Grammar in Use" by Raymond Murphy ● "Business English: The Writing Skills You Need for Today's Workplace" by Natalie Canavor ● "Perfect English Grammar: The Indispensable Guide to Excellent Writing and Speaking" by Grant Barrett ● Quirk R. & Sidney Greenbaum. A University Grammar of English. ELBS. ● Swan, Michael. Practical English Usage. Oxford University Press, 2005. ● A handy reference book covering essential grammar rules and tips for improving writing and speaking. WEBSITES AND ONLINE RESOURCES ● https://www.teachingenglish.org.uk/	

	• https://www.britishcouncil.in/programmes/english/teaching-english-india • https://www.britishcouncil.in/teach/resources-for-teachers • https://elt.oup.com/ • https://www.cambridgeenglish.org/ • Online resources and grammar tools such as Grammarly	
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Sant Gadge Baba Amravati University, Amravati

B. Sc. – Part- I Semester – I

Generic Open Elective Course (GOEC) II

Effective English Communication and Soft Skills Development

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Exam Duration	Max Marks
4.5	I	125206	Effective English Communication and Soft Skills Development	2	30	2 Hrs	30

Course Objectives	• Improve students' ability to communicate effectively and confidently in both verbal and non-verbal forms in professional and social settings. • Equip students with the skills necessary to write clear, concise, and effective professional documents, including emails, reports, and proposals. • Increase students' vocabulary and understanding of grammatical rules to improve overall language accuracy and fluency. • Develop essential soft skills such as emotional intelligence, time management, teamwork, and leadership to enhance personal and professional growth. • Train students in preparing and delivering compelling presentations and speeches, focusing on engaging and persuasive communication techniques. • Equip students with the strategies and techniques to approach and solve problems efficiently, encouraging innovative thinking and decision-making. • Integrate communication skills with soft skills development, providing students with a well-rounded foundation for professional success. • Provide students with essential communication skills and soft skills necessary for professional success, blending practical exercises with theoretical knowledge. • Apply the styles of facial management and expression to emotions.	
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Course Outcomes	<i>At the end of this course, students will be able to:</i> • Enhance Verbal and Non-verbal Communication Skills: • Develop Proficient Written Communication: • Expand Vocabulary and Grammar Proficiency: • Foster Critical Soft Skills: • Build Effective Presentation and Public Speaking Skills: • Cultivate Problem-Solving and Critical Thinking Skills:	
UNIT	CONTENTS	HOURS
Unit I:	Foundation of English Communication Skills 1.1: Basics of English Communication • Understanding the communication process • Elements of effective communication • Overcoming communication barriers 1.2: Grammar and Sentence Structure • Basic grammar rules • Constructing clear and correct sentences • Common grammatical errors and how to avoid them 1.3: Vocabulary Building • Techniques for expanding vocabulary • Contextual learning and usage of new words • Idiomatic expressions and phrasal verbs 1.4: Listening Skills • Importance of active listening • Techniques for improving listening comprehension • Listening exercises and activities	08
Unit II:	Verbal and Non-verbal Communication 2.1: Verbal Communication Skills • Effective speaking techniques • Articulation, pronunciation, and fluency • Strategies for engaging and persuasive speaking 2.2: Non-verbal Communication Skills • The role of non-verbal communication in human interactions • The role of non-verbal messages • Traditional Code of non-verbal communication 2.3: Public Speaking and Presentations • Objective, outline of the public speaking • Preparing and organizing a presentation • Overcoming public speaking anxiety • Delivering impactful presentations 2.4: Interpersonal Communication • Building interpersonal relationships • Effective communication in teams • Conflict resolution and negotiation skills	07

Unit III	Written Communication Skills 3.1: Professional Writing • Introduction to the writing Process • Difference between academic and non-academic writing • Report and proposal writing 3.2: Writing for Clarity and Precision • Structuring sentences and paragraphs • Techniques for clarity and coherence • Editing and proof reading 3.3: Technical Writing • Basics of technical writing- audience, purpose and strategy • Writing manuals, guides, and technical reports • Ensuring accuracy and clarity in technical documents 3.4: Creative Writing • Exploring different forms of creative writing (short stories, poems, essays, personal narrative etc) • Techniques for creative expression • Developing a personal writing style • Citing resources, editing, media, book and film review	08
Unit IV	Soft Skills Development 4.1: Emotional Intelligence Understanding emotional intelligence (EQ) Developing self-awareness and empathy Applying EQ in professional settings 4.2: Time Management and Organization Techniques for effective time management Prioritization and goal setting Organizational skills and productivity 4.3: Teamwork and Collaboration Building effective teams Roles and responsibilities within a team Collaboration and synergy 4.4: Leadership and Motivation Characteristics of effective leaders Motivational techniques and strategies Developing leadership skills	07
NOTE	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.	
References	BOOKS • <i>Technical Communication, Principles and Practice-</i> Meenakshi Raman, Sangita Sharma. Oxford University Press, 3rd edition ISBN: 9780199457496	

	• <i>A Course in English Communication for the Learners of English as a Second Language</i> – Madhavi Apte, PHI Learning, ISBN: 9788120330726 • <i>English Language: Description, Variation and Context</i> 2nd Edition by J Culpeper and others, Bloomsbury Academic, ISBN: 9781137571823 • <i>Communication Skills</i> – Sanjay Kumar and Pushpa Lata, 2nd edition, Oxford University Press, • "Business Communication: Building Critical Skills" by Kitty O. Locker and Stephen KyoKaczmarek • "Professional Writing Skills: A Write It Well Guide" by Natasha Terk • "Emotional Intelligence: Why It Can Matter More Than IQ" by Daniel Goleman • "The 7 Habits of Highly Effective People" by Stephen R. Covey • Online resources such as Grammarly, Purdue OWL, and TED Talks WEBSITES AND ONLINE RESOURCES • https://www.teachingenglish.org.uk/ • https://www.britishcouncil.in/programmes/english/teaching-english-india • https://www.britishcouncil.in/teach/resources-for-teachers • https://elt.oup.com/ • https://www.cambridgeenglish.org/	
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Sant Gadge Baba Amravati University, Amravati

B. Sc. – Part- I Semester – II

Generic Open Elective Course (GOEC) III

English Language Proficiency for Professionals

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Exam Duration	Max Marks
4.5	II	125207	English Language Proficiency for Professionals	2	30	2 Hrs	30

Course Objectives	● Improve students' ability to effectively communicate in professional settings, both orally and in writing. ● Expand students' professional vocabulary and ability to use industry-specific terminology appropriately. ● Enhance active listening skills and the ability to articulate ideas clearly and confidently in professional contexts. ● Develop skills for writing various types of professional documents with clarity, coherence, and proper structure. ● Increase understanding of cultural and contextual nuances in professional communication.	
Course Outcomes	<i>At the end of this course, students will be able to:</i> ● Enhance Communication Skills: ● Develop Advanced Vocabulary: ● Improve Listening and Speaking Skills: ● Master Professional Writing: ● Foster Cultural and Contextual Awareness:	
UNIT	CONTENTS	HOURS
Unit I	Effective Communication Skills 1.1: Fundamentals of Communication ● Understanding the importance of communication process ● Dealing with Communication Barriers 1.2: Verbal Communication ● Techniques for clear and concise verbal communication ● Strategies for effective communication 1.3: Non-verbal Communication ● Importance of body language, eye contact, and facial expressions	8

	- Interpreting and using non-verbal cues in professional settings 1.4: Active Listening - Techniques for active listening - Three A's of active listening - Improving listening skills for better professional interactions	
Unit II	Advanced Vocabulary 2.1: Building a Professional Vocabulary - Strategies for expanding vocabulary - Using context to understand and learn new words 2.2: Understanding Root Words, Prefixes and Suffixes to enhance Vocabulary - Identifying root word from Latin and Greek languages - Identifying suffixes and prefixes - Practical use of root word, suffixes and prefixes 2.3: Collocations and Idiomatic Expressions - Common collocations in professional English - Understanding and using idiomatic expressions in context - Practical use of collocations and idiomatic expressions in writing and speaking 2.4: Formal and Informal Language - Distinguishing between formal and informal language - Appropriate usage in different professional scenarios	7
Unit III	Listening and Speaking Skills 3.1: Professional Conversations - Engaging in effective professional dialogues - Techniques for asking and answering questions appropriately - Consultation and solution of problems 3.2: Fluency and Etiquette - Greeting, welcoming and dealing with situation - Polite sentences and words - Intonation and voice modulation 3.3: Negotiation and Persuasion - Strategies for successful negotiations - Persuasive techniques in professional communication 3.4: Meetings and Discussions - Conducting and participating in productive meetings - Effective discussion techniques and consensus building	8
Unit IV	Professional Writing Skills 4.1: Business Correspondence - Writing professional memos, circulars and Notices, minutes etc. - Corresponding to clients with electronic media	7

	4.2: Reports and Proposals - Structuring and writing detailed reports - Crafting persuasive and well-organized proposals 4.3: Technical Writing - Basics of technical writing for professional documents - Clarity and precision in technical communication 4.4: Editing and Proofreading - Techniques for editing and proofreading professional documents - Ensuring grammatical accuracy, clarity and coherence	
NOTE	Skill Enhancement 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.	
References	BOOKS <i>Technical Communication, Principles and Practice</i>- Meenakshi Raman, Sangita Sharma. Oxford University Press, 3rd edition ISBN: 9780199457496 <i>A Course in English Communication for the Learners of English as a Second Language</i> – Madhavi Apte, PHI Learning, ISBN: 9788120330726 <i>English Language: Description, Variation and Context</i> 2nd Edition by J Culpeper and others, Bloomsbury Academic, ISBN: 9781137571823 <i>Communication Skills</i> – Sanjay Kumar and Pushpa Lata, 2nd edition, Oxford University Press, ISBN: - Business Communication: Building Critical Skills" by Kitty O. Locker and Stephen KyoKaczmarek "Professional Writing Skills: A Write It Well Guide" by Natasha Terk "Effective Communication Skills for Business and the Professions" by Phillip Bozek - Online resources such as Grammarly, Purdue OWL, and industry-specific glossaries "Professional Communication" by KavitaTyagi and Padma Misra "Business Communication" by Asha Kaul	

	• "Technical Communication: Principles and Practice" by Meenakshi Raman and Sangeeta Sharma • English for Business Communication" by M. Ashraf Rizvi • "Professional Writing Skills: A Write It Well Guide" by Natasha Turk • "Effective Communication Skills for Business and the Professions" by Phillip Bozek • "Writing That Works: How to Communicate Effectively in Business" by Kenneth Roman and Joel Raphaelson • "Perfect English Grammar: The Indispensable Guide to Excellent Writing and Speaking" by Grant Barrett • "Merriam-Webster's Vocabulary Builder" WEBSITES AND ONLINE RESOURCES • https://www.teachingenglish.org.uk/ • https://www.britishcouncil.in/programmes/english/teaching-english-india • https://www.britishcouncil.in/teach/resources-for-teachers • https://elt.oup.com/ • https://www.cambridgeenglish.org/	
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Sant Gadge Baba Amravati University, Amravati

B. Sc. – Part- I Semester – II

Generic Open Elective Course (GOEC) IV

English Language Acquisition through Literature

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Exam Duration	Max Marks
4.5	II	125208	English Language Acquisition through Literature	2	30	2 Hrs	30

Course Objectives	● Enhance students' proficiency in the English language through the study of selected short stories and poems. ● Focus on improving reading, writing, listening, and speaking skills, alongside fostering an appreciation for literature. ● Engage with various texts to understand narrative techniques, themes, and language use. ● to provide students with a comprehensive understanding of English language acquisition through engaging and diverse literary works. ● Improve students' reading, writing, speaking, and listening skills through the study of literature. ● Increase students' vocabulary by exposing them to diverse literary texts and contexts. ● Foster analytical and interpretive skills by analyzing literary works and their linguistic features. ● Promote understanding of different cultures and perspectives through literary exploration. ● Inspire creative writing and expression by studying various literary forms and styles.	
Course Outcomes	<i>At the end of this course, students will be able to:</i> ● Enhance Language Skills: ● Expand Vocabulary: ● Develop Critical Thinking:	

	• Cultural Awareness: • Encourage Creative Expression:	
UNIT	CONTENTS	HOURS
Unit I:	Introduction and Basic Language Skills 1.1: Course Overview and Text Introduction • Introduction to the course and selected texts • Brief introduction to the authors 1.2: Reading Skills • Improving reading comprehension • Reading "The Eyes are Not Here" by Ruskin Bond 1.3: Vocabulary Building • Learning new words and phrases • Vocabulary from "The Selfish Giant" by Oscar Wilde 1.4: Understanding Literary Devices • Identifying literary devices • Examples from "Subha" by Rabindranath Tagore	08
Unit II:	Short Stories and Language Skills 2.1: Character and Plot • Analyzing characters and plot in "The Eyes are Not Here" • Writing character descriptions 2.2: Themes and Messages • Exploring themes in "The Selfish Giant" • Discussing the story's moral 2.3: Descriptive Writing • Describing settings in "Subha" • Writing descriptive passages 2.4: Narrative Perspective • Understanding point of view in "The Sahyadri Hills, A Lesson in Humility" by Sudha Murthy • Writing from different perspectives	07
Unit III	Poetry and Language Skills 3.1: Poetic Structure • Learning about poetic forms • Analyzing "Poison Tree" by William Blake 3.2: Imagery in Poetry • Understanding imagery in "If" by Rudyard Kipling • Creating imagery in writing 3.3: Rhyme and Rhythm • Exploring rhyme and rhythm in "Opportunity" by Berton Braley • Writing poems with rhyme 3.4: Themes in Poetry • Discussing themes in "Spring" by Christina Rossetti • Reflective writing on personal themes	08

Unit IV	Integrating Language Skills 4.1: Listening and Reading • Listening to audio versions of texts • Group discussions 4.2: Writing and Speaking • Writing essays and reviews • Oral presentations 4.3: Creative Writing • Writing short stories inspired by the texts • Peer review sessions 4.4: Final Project • Comprehensive project using all skills learned • Final presentations	07
NOTE	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.	
References	BOOKS • Ruskin Bond: "The Eyes are Not Here" • Oscar Wilde: "The Selfish Giant" • Rabindranath Tagore: "Subha" • SudhaMurthy: "The Sayadri Hills, A Lesson in Humility" • William Blake: "Poison Tree" • Rudyard Kipling: "If" • BertonBraley: "Opportunity" • Christina Rossetti: "Spring" WEBSITES AND ONLINE RESOURCES • https://www.teachingenglish.org.uk/ • https://www.britishcouncil.in/programmes/english/teaching-english-india • https://www.britishcouncil.in/teach/resources-for-teachers • https://elt.oup.com/ • https://www.cambridgeenglish.org/	

Question Paper Pattern
Semesters I & II
Paper I, II, 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 (SEC) Practical Internal Assessment

Continuous Assessment Test CAT(at least three) – 05

Active Participation in Department Activities – 05

Submission of Home assignment –5

Viva-Voce – 05