

Sant Gadge Baba Amravati University, Amravati

B. Sc. – Part- I Semester – I
SKILL ENHANCEMENT COURSE [SEC]

ENGLISH FOR EMPLOYABILITY - I

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Exam Duration	Max Marks
4.5	I	125203	English for Employ-ability - I	2	30	2 Hrs	50

Course Objectives	- To equip the students with English language skills needed for employability in the contemporary job scenario. - To help the students acquired these skills by providing them an opportunity to gain applied knowledge of these skills in to complement their core subject knowledge. - To improve active listening and critical thinking skills	
Course Outcomes	<i>At the end of this course, students will be able to:</i> - Understand and demonstrate how to make presentations for various purposes by selecting appropriate tools. - Understand and apply the basic writing skills needed for a undergraduate. - Know how to face a job interview and demonstrate this knowledge in controlled situations. - Acquire the basics of critical thinking and apply it in writing and speaking. - Apply communication strategies in diverse contexts	
UNIT	CONTENTS	HOURS
Unit I	Listening and Speaking Skills - Introducing Oneself and Others - Congratulating, Exchanging Greetings - Invitation, Accepting and Refusing an Invitation - Apologizing and Responding to an Apology - Using English in daily Situational Communication - Cross Culture and professional Communication	12
Unit II	Reading and Writing Skills	13

	• Drafting Concise Messages / Dialogues • Paragraph Writing • Summarizing and Precis writing • Writing notices and Circulars • Essay Writing • Reading and Note Making • Writing about/interpreting an image / a visual	
Unit II	• Creative Writing • Understanding Scientific articles and reports • Using appropriate vocabulary and tone • Exploring scientific concepts in daily experiences • Analyzing scientific information in media and advertisements • Writing creative pieces inspired by scientific concepts	12
Unit IV	• Interview Skills • Types of interviews- Scheduled, Walk-in/ Impromptu • Telephonic Conversations & Video interview, • Group interview. • Preparing for the interview • Facing the interview • Following up	13
NOTE	Skill Enhancement Course (SEC) 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 1. J Culpeper and others, English Language: Description,	

	Variation and Context 2nd Edition by Bloomsbury Academic. 2. Kamlesh Sadanand, Susheela Punitha, Spoken English, A Foundation Course Part I & II, Orient Blackswan 3. Madhavi Apte, A Course in English Communication for the Learners of English as a Second Language – PHI Learning. 4. Meenakshi Raman, Sangita Sharma, Technical Communication, Principles and Practice- Oxford University Press, 3rd edition. 5. Michael Swan, 2013, Practical English Usage, Oxford University Press, New Delhi 6. Pradip Raut, 2010, Confident English Grammar, Sir Sahitya Kendra, Nagpur 7. Raymond Murphy, 2013, Intermediate English Grammar, Cambridge University Press, New Delhi 8. Sanjay Kumar and Pushpa Lata, Communication Skills – 2nd edition, Oxford University Press, New Delhi 9. V. Sasikumar, P. Kiranmai Dutta & Geetha Rajeevan, A Course in Listening and Speaking I, Cambridge University Press India Pvt. Ltd. WEBSITES AND ONLINE RESOURCES (For teachers and students): British Council: • https://www.teachingenglish.org.uk/ • https://www.britishcouncil.in/programmes/english/teaching-english-india • https://www.britishcouncil.in/teach/resources-for-teachers Oxford University Press, India: https://elt.oup.com/ Cambridge English: https://www.cambridgeenglish.org/	
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Sant Gadge Baba Amravati University, Amravati

B. Sc. – Part- I Semester – II
SKILL ENHANCEMENT COURSE [SEC]

ENGLISH FOR EMPLOYABILITY - II

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Exam Duration	Max Marks
4.5	II	125304	English for Employ-ability - II	2	30	2 Hrs	50

Course Objectives	- To equip the students with English language skills needed for employability in the contemporary job scenario. - To help the students acquired these skills by providing them an opportunity to gain applied knowledge of these skills in to complement their core subject knowledge.	
Course Outcomes	<i>At the end of this course, students will be able to:</i> - Understand and demonstrate how to make presentations for various purposes by selecting appropriate tools. - Understand and apply the basic writing skills needed for a science undergraduate. - Know how to face a job interview and demonstrate this knowledge in controlled situations. - Acquire the basics of critical thinking and apply it in writing and speaking. - Apply communication strategies in diverse contexts	
UNIT	CONTENTS	HOURS
Unit I:	Business Correspondence & Preparing Resume - Preparing Resume/ Curriculum Vitae - Personal Letters - Business & Official Letters - Job Applications	12

	• Writing formal emails and understanding email etiquettes. • Correspondence with Sellers, Banks and Agencies	
Unit II:	• Group Discussion and Debate Technique • Meaning of GD and its Importance • Areas to be concentrated while preparing for GD • Techniques to initiate a GD • Essential Elements and Traits Tested in GD • Movements and Gestures to be avoided in GD	13
Unit III	• Public Speaking and Presentation Skills • Understanding various purposes of presentations • Understanding the audience. • Preparing the content and the presentation • Appropriate audio-visual tools and Presentation Design • Giving the presentation. • Handling questions.	12
Unit IV	• Writing Reports • Official Reports • News Reports • Inventory Report • Project Report	13
NOTE	Skill Enhancement Course (SEC) 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 10. J Culpeper and others, English Language: Description, Variation and Context 2nd Edition by Bloomsbury Academic. 11. Kamlesh Sadanand, Susheela Punitha, Spoken English, A Foundation Course Part I & II, Orient Blackswan	

	12. Madhavi Apte, A Course in English Communication for the Learners of English as a Second Language – PHI Learning. 13. Meenakshi Raman, Sangita Sharma, Technical Communication, Principles and Practice- Oxford University Press, 3rd edition. 14. Michael Swan, 2013, Pratical English Usage, Oxford University Press, New Delhi 15. Pradip Raut, 2010, Confident English Grammar, Sir Sahitya Kendra, Nagpur 16. Raymond Murphy, 2013, Intermediate English Grammar, Cambridge University Press, New Delhi 17. Sanjay Kumar and Pushpa Lata, Communication Skills – 2nd edition, Oxford University Press, New Delhi 18. V. Sasikumar, P. Kiranmai Dutta & Geetha Rajeevan, A Course in Listening and Speaking I, Cambridge University Press India Pvt. Ltd. WEBSITES AND ONLINE RESOURCES (For teachers and students): British Council: • https://www.teachingenglish.org.uk/ • https://www.britishcouncil.in/programmes/english/teaching-english-india • https://www.britishcouncil.in/teach/resources-for-teachers Oxford University Press, India: https://elt.oup.com/ Cambridge English: https://www.cambridgeenglish.org/	
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**Question Paper Pattern
For First and Second Semesters**

Time: 2 Hours

Total Marks: 50

Question No. 01

- (a) Five short answer questions to be attempted out of Eight, in about 50 words from the topics given in Unit I & Unit II **(5 X 3) 15 marks**
- (b) Two long answer questions to be attempted out of Four, in about 100 words from the topics given in Unit I & Unit II **(5X 2) 10 marks**

Question No. 02

- (a) Five short answer questions to be attempted out of Eight, in about 50 words each from the topics given in Unit III **(5 X 3) 15 marks**
- (b) Two long answer questions to be attempted out of Four, in about 100 words each from the topics given in Unit IV **(5 X 2) 10 marks**

Distribution of 50 Marks and Scheme of (SEC) Practical Internal Assessment

Continuous Assessment Test CAT(at least three) – 15

Active Participation in Department Activities – 10

Submission of Home assignment – 10

Viva-Voce on the submitted assignments – 15