

#### Elective Course 4: English Language

Course Type:	GNE: Generic Elective	Course Credits:	2
Course Code:	C1GE411	Course Duration:	30 Hours

#### Course Objectives:

- To develop effective written communication skills for professional business contexts.

#### Course Outcomes:

- CO1: Apply a clear understanding of basic grammar and sentence structure to write grammatically correct and effective business communication.
- CO2: Apply appropriate business vocabulary, idioms, and phrasal verbs effectively in professional communication such as emails, reports, and presentations.
- CO3: Write structured and professional business documents, including emails, reports, memos, and executive summaries, using proper tone, format, and editing techniques.

Unit / Module	Content	CO Mapping	Hours Assigned
1	<b>Basic grammar:</b> Nouns, verbs, adjectives, adverbs, prepositions, and conjunctions. <b>Sentence Structure:</b> Simple, compound, and complex sentences. <b>Tenses and Verb Forms:</b> Usage of past, present, and future tenses In business writing. <b>Common Errors in Business Writing:</b> Avoiding common mistakes in sentence formation. <b>Practical Activity:</b> Writing short business-related sentences and correcting grammar errors.	CO1	10
2	<b>Business Vocabulary:</b> Introduction to commonly used business terms and Phrases. <b>Building Vocabulary:</b> Techniques for expanding vocabulary relevant to business contexts.	CO2	10

	Using Vocabulary in Context' Applying business terms in emails, reports, and presentations. <b>Idioms and Phrasal Verbs:</b> Usage in professional communication.		
3	<b>Professional Email Writing:</b> Structure, tone, and etiquette of writing business emails. <b>Business Reports and Memos:</b> Format and language for writing reports, memos, and notices. <b>Executive Summaries:</b> Crafting concise summaries for business documents. Proofreading and Editing: Techniques for reviewing and refining written Communication. <b>Practical Activity:</b> Write a short business report and proofread for errors.	CO3	10

#### Suggested Readings:

1. Murphy, R. — English Grammar in Use (Cambridge University Press)
2. Yrask, R.L. — The Penguin Guide to Punctuation (Penguin)
3. Bailey, S. — Academic Writing: A Handbook for International Students (Routledge)
4. Alex, K, Soft Skill: Know Yourself and finow the World, New Delhi. S. Chand and Company Ltd. 2009.
5. Integrated skills in English-I: Publisher, Registrar, Mariana Azad National Urdu University, Hyderabad, Dec, 2021

**Suggested Pedagogy** – Use of language lab.