

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES, FARIDABAD

(Deemed to be University Under the UGC Act of 1956)

FACULTY OF MEDIA STUDIES AND HUMANITIES

DEPARTMENT OF ENGLISH

VALUE ADDED COURSE

Academic Year- 2022-23

NAME OF THE COURSE: **PRACTICAL ENGLISH FOR PROFESSIONALS**

COURSE CODE: **ENG-VA-002**

COURSE OBJECTIVE-

- To enable students communicate effectively in professional situations
- To inculcate in them basic communication and interpersonal etiquettes in work place and other professional purposes.



COURSE HIGHLIGHTS:

- **Focus on normal ethics and etiquettes followed professionally at global level.**
- **Case studies and Projects aimed at inculcating the desirable professional behaviour.**

COURSE DURATION:

27-02-2023 to 29-04-2023 (31 hrs)

RESOURCE PERSON:

Dr Kanupriya Pathik

Venue: Q-Block, 2nd Floor

Registration open till 20th February 2023

**Contact : Dr Kanupriya Pathik
Department of English, FMeH**

Manav Rachna International Institute of Research and Studies, Faridabad

(Deemed to be University)

Faculty of Media Studies and Humanities

Department of English

SYLLABUS

Practical English for Professionals (ENG-VA-002)

Course: Value Added

Total Lectures: 31 hours

Course Outcome:

In the end of the course, the students will be able to:

- ✓ To speak and write effectively in given professional situations.
- ✓ To apply appropriate body language while communicating in different professional situations.
- ✓ To draft effective emails, letters, memos, agenda, minutes, reports, etc. in given professional situations.
- ✓ **To work in teams in accordance with adequate professional etiquettes**

UNIT-I

Communication for Professional - Inter and Intra organisation Communication, Barriers to Communication

UNIT-II

Verbal and non-verbal Communication- Body Language, Oral and Written Communication, Techniques of Effective Communication

UNIT-III

Speaking practice in various social situations; Avoiding common errors ; Professional Correspondence- Writing minutes of meetings, Agenda, Letter Writing, Proposal and report.

UNIT IV

Professional Etiquettes, Team-work, Leadership

Suggested Reading:

1. Dale Carnegie. *How to develop self- confidence and Influence people*, Palgrave Macmillan, 2018
2. J.K Gangal. *Developing Writing Skills in English*, Oxford University Press, 2018
3. Vivek Bindra. *Everything about Corporate Etiquette*, Tata McGraw-Hill, 2013