1. Subject Code: **THU-201** Course Title: **Advanced Professional Communication**

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2. Contact Hours: T: P:

3. Semester: II

4. Mode of Examination: Written

4. Pre-requisite: **Basic Knowledge of English**

5**. Course Outcomes: After completion of the course students will be able to:**

CO1. Understand and correctly apply rules of grammar for enhancing writing interpersonal skills.

CO2. Develop clear thinking, ability to express and create coherence and unity in writing.

CO3. Use correct vocabulary in spoken and written English.

CO4. Evaluate and assess the speaking patterns of self and others to excel in interviews and extemporaneous speaking.

CO5. Use very effectively the principles of business correspondence with a range of business audience and how to give an impressive account of self through CVs and job applications.

**Advanced Professional Communication THU-201**

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| **UNIT** | **CONTENTS** | **Contact Hrs** |
| **Unit – I** | 1. ***Grammar*** 2. Infinitives, gerunds, participles, Reported Speech. Agreement of verb with subject | **8** |
| **Unit - II** | ***Writing Skills***  1) Précis writing: Do’s and don’ts:  3) Paragraph Writing –Descriptive, Imaginative, Analytical and informative  4) Essay writing(300 words) | **8** |
| **Unit – III** | ***Advanced vocabulary***   1. Idioms and phrases 2. Phrasal Verbs 3. Technical words(jargons) | **4** |
| **Unit – IV** | ***Soft skills***   1. Interviews- definition, purpose, preparation ,types, do’s and don’ts simulation exercise 2. Extempore speaking: simulation exercises 3. Art of conversation in formal settings: simulation exercises  * JAM session: simulation exercise * Group discussion: dos and don’ts, simulation exercise | **10** |
| **Unit – V** | ***Technical writing***   1. Principles of business correspondence 2. Drafting CVs , job application. 3. Presentation skills. 4. Proposal writing – definition, kinds, uses and format | **10** |
|  | **Total** | **40** |

**References**

* Professional communication by Rajhans Gupta- Pragati Prakashan
* Professional communication by R.P. Singh –Oxford
* Business communication by M.K. Sehgal and Vandana Khetrapal-excel books
* Basic technical communication by Malti Agarwal- Krishna Educational
* English in easy by Chetan Anand Singh- B.S.C Publication
* Thesaurus- oxford publication
* Pronunciation book on linguistics-oxford publication
* English pronouncing dictionary by Daniel Jones-Cambridge university press