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ನಗರ ವಿಶ್ವವಿದ್ಯಾನಿಲಯ



BENGALURU  
CITY UNIVERSITY

Office of the Registrar, Central College Campus, Dr. B.R. Ambedkar Veedhi, Bengaluru – 560 001.  
PhNo.080-22131385, E-mail: [registrar@bcu.ac.in](mailto:registrar@bcu.ac.in)

No.BCU/BoS/Syllabus/English/ 195 /2023-24

Date: 09.10.2023.

**NOTIFICATION**

- Sub: English Open Elective Syllabus for the II, III & IV Semester Under Graduate Courses -reg
- Ref: 1. University Notification No.BCU/New Syllabus as per NEP /235/ 2021-22 dated. 12.10.2021  
2. University Notification No.BCU/New Syllabus as per NEP /263/2022-23 dated. 02.11.2022  
3. University Notification No.BCU/BoS/Syllabus/Arts/174/ 2023-24 dated.22.09.2023  
4. Recommendations of the Board of Studies in the English (UG)  
5. Approval of the Academic Council in its meeting held on 22.09.2023

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In pursuance of the recommendations of the BoS in English (UG) and the approval of the Academic Council cited at reference (4 & 5) above, the following English Open Elective Syllabus for the II, III & IV Semester Courses of Bengaluru City University applicable from the academic year 2023-24 are hereby notified for information of the concerned.

1. Professional English –I for 2<sup>nd</sup> Semester
2. Professional English–II for 3<sup>rd</sup> & 4<sup>th</sup> Semesters

The copy of each Syllabus is notified in the University Website: [www.bcu.ac.in](http://www.bcu.ac.in) for information of the concerned.

  
REGISTRAR

To:

The Registrar (Evaluation), Bengaluru City University, Bengaluru.

Copy to;

1. The Dean, Faculty of Arts, BCU.
2. The Chairman & Members of BoS in English (UG), BCU.
3. The P.S. to Vice-Chancellor/Registrar/Registrar (Evaluation), BCU.
4. Office Copy / Guard file / University Website: [www.bcu.ac.in](http://www.bcu.ac.in)

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BENGALURU  
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BE BOUNDLESS

**OPEN ELECTIVE SYLLABUS**  
**PROFESSIONAL ENGLISH - I**  
*for*  
**II SEMESTER**

**B.A./B.S.W./ B.A.(MUSIC) and other courses coming under Faculty of Arts**

**B.Sc./B.C. A / B.Sc. (FAD) / B.V. A and other courses coming under Faculty of Science**

**B.Com./BBA and other courses coming under Faculty of Commerce and Management**

**2023-24**



**CURRICULUM STRUCTURE FOR THE OPEN ELECTIVE**  
**PROFESSIONAL ENGLISH - I**  
**BA / BSC/BCOM/BBA/BCA and other undergraduate programs**  
**SEMESTER II**

**Total Credits for the Program: 03**

**Number of Hours: 03**

**Starting year of implementation: 2023-24**

**Title of the course: Professional English - I**

**Discipline/Subject: OPEN ELECTIVE**

**Name of the Degree Program: BA/BSc/BCom/BBA/BCA and other undergraduate programs**

<b>Title of the Course: PROFESSIONAL ENGLISH - I</b>		
<b>Number of Theory Credits</b>	<b>Number of Hours</b>	<b>Number of lecture hours/semester</b>
<b>03</b>	<b>03</b>	<b>48</b>

**Course Objectives**

- To train the students in interview skills, group discussions and presentation skills
- To enhance the students' interpersonal and employability skills
- To inculcate skills in students which are required for their career
- To improve the students' writing skills
- To enrich the vocabulary and various professional skills of the students
- To inculcate positive attitude in students
- To motivate the students to develop confidence

**Course Outcomes**

After completion of course, students will be -

- Equipped with interview skills, group discussions and presentation skills
- Trained in interpersonal and employability skills
- Competent in skills which are required for their career
- Proficient in writing skills
- Enriched with the vocabulary and various professional skills
- Inculcated with positive attitude
- Motivated to develop confidence

<b>Title of the course - Professional English - I</b>		
<b>Workbook</b>		<b>42/48hrs</b>
<b>Unit 1 – Employment Environment</b>		<b>4 hrs</b>
<ul style="list-style-type: none"> <li>• Work etiquettes</li> <li>• Understanding Differences</li> <li>• Overcoming differences – Social – Cultural - Gender - Generational</li> <li>• Conflict at work - solution</li> </ul>		8 marks
<b>Unit 2 – Importance of Communication</b>		<b>8 hrs</b>
<ul style="list-style-type: none"> <li>• Components and process of communication</li> <li>• Five Fundamental Principles of Communication</li> <li>• Network in communication - vertical, circuit, chain, wheel and spoke</li> <li>• Characteristics of effective communication</li> <li>• Understanding Verbal messages</li> <li>• Types of Non-Verbal messages</li> </ul>		14 marks
<b>Unit 3 – Effective Response</b>		<b>6 hrs</b>
<ul style="list-style-type: none"> <li>• Importance of Listening</li> <li>• Problems while Listening</li> <li>• Types of Listening</li> <li>• Effective Responses</li> </ul>		8 marks
<b>Unit 4 – Interview Preliminaries</b>		<b>12 hrs</b>
<ul style="list-style-type: none"> <li>• Interview Ethics - Types of Interviews - Interviewee's Role</li> <li>• Types of Questions: Open, Closed, Probing, Hypothetical</li> <li>• Sequence Interview Questions: Funnel and Inverted Funnel</li> <li>• Resume writing – Cover letter writing</li> <li>• Preparing for Interview</li> <li>• Mock Interviews (Formative Assessment)</li> </ul>		15 marks
<b>Unit 5 – Professional Presentations</b>		<b>12 hrs</b>
<ul style="list-style-type: none"> <li>• Designing effective presentation</li> <li>• Types of Presentation</li> <li>• Presentation Aids</li> <li>• Choosing right type of Presentation</li> <li>• Practice – Presentations (Formative Assessment)</li> </ul>		15 marks



<b>Formative Assessment</b>		
<b>Sl. No.</b>	<b>Assessment Type</b>	<b>Marks</b>
1	Internal Test - 1	10 marks
2	Internal Test - 2	10 marks
3	Mock Interview	5 marks
4	Presentations	5 marks
5	Assignments	10 marks

### **Question Paper**

### **Marks Allotment**

1. Unit 1 - 2 x5 =10 marks
2. Unit 2 - 2x5=10 marks
3. Unit 3 - 2x5=10 marks
4. Unit 4 - 3x5=15 marks
5. Unit 5 - 3x5=15 marks

### **Textbooks**

1. Beebe Steven A. and Timothy P. Mottet. Business & Professional Communication: Principles and Skills for Leadership. Pearson, U.S.A., 2013.
2. Rosenberg, Arthur D. The Resume Handbook: How to Write Outstanding Resumes and Cover Letters for Every Situation. Adams Media, London, 2007.

### **Reference Books**

- 1 Pease, T Allan and Barbara Pease. The Definitive Book of Body Language. Orion Books Ltd, London, 2005.
2. Tuhovsky, Ian. The Science of Effective Communication. Create Space Independent Publishing Platform, 2017.
3. Meena.K and V.Ayothi (2013) A Book on Development of Soft Skills (Soft Skills : A Road Map to Success), P.R. Publishers & Distributors, No, B-20 & 21, V.M.M. Complex, Chatiram Bus Stand, Tiruchirappalli- 620 002.
4. Alex K. (2012) Soft Skills – Know Yourself & Know the World, S.Chand & Company LTD, Ram Nagar, New Delhi- 110 055.



**OPEN ELECTIVE SYLLABUS**  
**PROFESSIONAL ENGLISH - II**  
*for*  
**III & IV SEMESTER**

**B.A./B.S.W./ B.A.(MUSIC) and other courses coming under Faculty of  
Arts**

**B.Sc./B.C. A / B.Sc. (FAD) / B.V. A and other courses coming under Faculty  
of Science**

**B.Com./BBA and other courses coming under Faculty of Commerce and  
Management**

**2023-24**

## **Preamble**

National Education Policy 2020 aims at quality in Higher Education enabling students with personal accomplishment and enlightenment, constructive public engagement, and productive contribution to society.

As a medium of communication, learning language gains significance.

National Education Policy 2020 emphasizes language study and promotion of languages through translation and interpretation. It aims at equipping students with knowledge, skills, values, leadership qualities and initiating them for lifelong learning.

In this connection, Curriculum, Pedagogy and Assessment form the foundation of quality learning. Relevant curriculum, engaging pedagogy, continuous formative assessments and adequate student support result in productive learning.

The curriculum has to align with the latest knowledge requirements and shall meet specified learning outcomes.

High-quality pedagogy is necessary to successfully impart the curricular material to support students; pedagogical practices determine the learning experiences that are provided to students – thus, directly influencing learning outcomes. The assessment methods shall be scientific and will test the application of knowledge.

Efforts are being made in providing a holistic approach towards value-based language learning which equips the learner with receptive as well as productive skills.



**CURRICULUM STRUCTURE FOR THE OPEN ELECTIVE  
PROFESSIONAL ENGLISH - II  
BA / BSC/BCOM/BBA/BCA and other undergraduate programs  
SEMESTER III & IV**

**Total Credits for the Program: 03**

**Number of Hours: 03**

**Starting year of implementation: 2023-24**

**Title of the course: Professional English - II**

**Discipline/Subject: OPEN ELECTIVE ENGLISH**

**Name of the Degree Program: BA/BSc/BCom/BBA/BCA and other undergraduate Programs**

Title of the Course: PROFESSIONAL ENGLISH - II		
Number of Theory Credits	Number of Hours	Number of lecture hours/semester
03	03	48

**Course Objectives**

- To train the students in interview skills, group discussions and presentation skills
- To enhance the students' interpersonal and employability skills
- To inculcate skills in students which are required for their career
- To improve the students' writing skills
- To enrich the vocabulary and various professional skills of the students
- To inculcate positive attitude in students
- To motivate the students to develop confidence

**Course Outcomes**

After completion of course, students will be -

- Equipped with interview skills, group discussions and presentation skills
- Trained in interpersonal and employability skills
- Competent in skills which are required for their career
- Proficient in writing skills
- Enriched with the vocabulary and various professional skills
- Inculcated with positive attitude
- Motivated to develop confidence



<b>Title of the course - Professional English - I</b>	
<b>Workbook</b>	<b>42/48hrs</b>
<b>Unit 1 – Personality Skills</b>	<b>6 hrs</b>
<ul style="list-style-type: none"> <li>• Personality: Meaning, Determinants, Traits, Types</li> <li>• Attitude: Meaning, Components, Changing attitude</li> <li>• Goal setting: SMART (Specific, Measurable, Attainable, Realistic, Timely)</li> <li>• Stress Management, Conflict Management, Time Management</li> <li>• Emotional intelligence, Self-awareness, Self-Regulation, Social Skills, Empathy, Motivation</li> </ul>	10 marks
<b>Unit 2 – Team Dynamics</b>	<b>6 hrs</b>
<ul style="list-style-type: none"> <li>• Elements of Team Work</li> <li>• Virtual Team Work</li> <li>• Understanding Team Dynamics</li> <li>• Improving Team Dynamics</li> <li>• Approaches to Augment Teamwork</li> </ul>	10 marks
<b>Unit 3 – Team Meetings</b>	<b>6 hrs</b>
<ul style="list-style-type: none"> <li>• Meeting Essentials</li> <li>• Preparations for Meetings</li> <li>• Developing Meeting Agenda</li> <li>• Managing Meeting Interaction</li> <li>• Planning and Problem-solving</li> </ul>	10 marks
<b>Unit 4 – Written Communication</b>	<b>12 hrs</b>
<ul style="list-style-type: none"> <li>• Introduction to writing</li> <li>• Circular</li> <li>• Minutes of a meeting</li> <li>• Memo</li> <li>• Sales Proposals, Progress &amp; Activity</li> <li>• Report writing on an event</li> </ul>	15 marks
<b>Unit 5 – Reading, Listening and Writing</b>	<b>12 hrs</b>
<ul style="list-style-type: none"> <li>• Reading feature articles (from newspapers and magazines) and summarising</li> <li>• Reading to identify point of view and perspective (opinion pieces, editorials, interviews)</li> <li>• Descriptive writing – writing a short descriptive essay of two to three paragraphs.</li> <li>• Rewriting the contents of audio texts (news, weather reports, Ted talks (For formative assessment)</li> </ul>	15 marks

<b>Formative Assessment</b>		
<b>Sl. No.</b>	<b>Assessment Type</b>	<b>Marks</b>
1	Internal Test - 1	10 marks
2	Internal Test - 2	10 marks
3	Reading and Writing	5 marks
4	Listening and Writing	5 marks
5	Assignments	10 marks

**Question Paper  
Marks Allotment**

**Unit 1 – 5x2 =10 marks**

**Unit 2 – 5x2=10 marks**

**Unit 3 - 2x5=10 marks**

**Unit 4 - 3x5=15 marks**

**Unit 5 - 3x5=15 marks**

**Textbooks**

- Beebe Steven A. and Timothy P. Mottet. Business & Professional Communication: Principles and Skills for Leadership. Pearson, U.S.A., 2013.
- Rosenberg, Arthur D. The Resume Handbook: How to Write Outstanding Resumes and Cover Letters for Every Situation. Adams Media, London, 2007.

**Reference Books**

- Pease, T Allan and Barbara Pease. The Definitive Book of Body Language. Orion Books Ltd, London, 2005.
- Bhatnagar, Nitin. Effective Communication and Soft Skills. Pearson Education India Publishing Platform, 2017.
- Glaser, Edward M. An Experiment in the Development of Critical Thinking, Teacher's College, Columbia University, 1941.