



Program	Bachelor of Vocational (B Voc)	Semester - 1
Type of Course	-	
Prerequisite		
Course Objective	-	

Teaching Scheme (Contact Hours)				Examination Scheme				
Lecture	Tutorial	Lab	Credit	Theory Marks		Practical Marks		Total Marks
				SEE (T)	CIA (T)	SEE (P)	CIA (P)	
3	-	-	3	50	-	-	-	50

SEE - Semester End Examination, CIA - Continuous Internal Assessment (It consists of Assignments/Seminars/Presentations/MCQ Tests, etc.)

Course Content		T - Teaching Hours W - Weightage	
Sr.	Topics	T	W
1	Elements of Grammar ☒ Tenses ☒ Conjunctions - usages of (although, though, even though, in spite of, despite, as well as, in case, unless, as long as, as if, for) ☒ Prepositions ☒ Punctuations.	12	30
2	Comprehension & Paragraph Writing ☒ Paragraph Writing, Précis-Writing ☒ Reading Comprehension	8	20
3	Letter and report writing ☒ Format of Report Writing ☒ Various types of reports ☒ Types of business letters ☒ General Formal Letters – Inquiry letter & its reply, Order letter & its reply, Sales letter, Memo, Covering & Job	12	30
4	Essentials communication skills ☒ Listening ☒ Writing ☒ Reading ☒ Speaking	8	20
Total		40	100

Course Outcomes	
At the end of this course, students will be able to:	
C01	(1) To provide the students with the ability to write effectively in English Language necessary in professional field
C02	To understand the basic knowledge of English grammar and its usage.
C03	To capacitate the students to draft important documents for professional environment.