



बाबासाहेब भीमराव अम्बेडकर विश्वविद्यालय  
विद्या विहार रायबरेली रोड, लखनऊ-२२६०२५  
BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY  
(A CENTRAL UNIVERSITY)  
VIDYA VIHAR, RAE BARELI ROAD, LUCKNOW-226025

Letter No.: Camp/UIET/2021  
Date: 27/03/2021

**NOTICE**

This is to inform to all concerned that the *University Institute of Engineering & Technology* is offering 01(One) optional paper under Open Elective Course in 2<sup>nd</sup> semester. This can be taken by any student under the Choice Based Credit System (CBCS) being followed by the University. For other details you may contact to course coordinator:

Coordinator: Dr Alka


Course Code	Course Title	Maximum Marks				Credit
		End Semester	Sessional			
			Comp -I	Comp -II	Comp -III	
(UIET-002)	English For Employability	70	10	10	10	04


Timing: 09:30-10:30

  
Dy. Director, UIET

Copy to:-

1. A.R. to V.C. Office
2. Dean, SES
3. Dean (Academic)
4. All Dean/HoD's
5. Registrar, BBAU
6. S.O. to CoE, BBAU
7. Notice Board, DES
8. I/C University Website for its uploading on university website

  
through Registrar

  
Dy. Director, UIET  
Deputy Director  
University Institute of Engineering & Technology  
BBAU, Lucknow

# UNIVERSITY INSTITUTE OF ENGINEERING & TECHNOLOGY

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## CBCS- ENGLISH FOR EMPLOYABILITY

[Course Code UIET-002]

### Course Syllabus

#### **UNIT I: - The Art of Effective Communication.**

**Modules:** Essentials of Communication, First Impressions, Small Talk, Conversational Skills, Flow of Communication in an Organisation, Levels of Communication, Communication Barriers and Strategies to overcome the Barriers, Non-Verbal Communication.

#### **UNIT II: - Remedial English with Grammar & Vocabulary Enrichment**

**Modules:** *Grammar-* Sentence Construction, Parts of Speech, Tenses, Modal verbs, Articles. *Vocabulary Enrichment-* Idioms, Antonyms, Synonyms, Homophones, Usage of foreign words in English Language.

#### **UNIT III: - Presentation Skills**

**Modules:** Art of Persuasion & Convincing in Presentation, Presentation: Strategies, Etiquette, Delivery Styles, Audio Visual Aids, Audience Analysis & Locale. Power Point, Theme Specific Presentations, Role Plays, Public Speaking versus Seminar.

#### **UNIT IV: - Professional English**

**Modules:** Corporate Etiquette, Image Management, Inclusive Phraseology, Business Correspondence, Leadership Communication, Group Discussions, Team and Networking skills, CV Management, Interview Techniques, FAQs & Etiquette.

#### **UNIT V: - Writing with Ease**

**Modules:** Essentials of Effective Writing, Creative versus Professional Writing, Paragraph Development Techniques, Reports, Academic Writing, Statement of Purpose, Drafting Technical Proposals & Dissertation Reports, Précis.

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