**Course Title: Advanced English Communication Skills and Organizational Behaviour**

**Course Code: HUL101**

**Credits: 03**

**Programme: B. Tech Semester 2**

**L:T:P: 2:1:0**

**Course Description:** The course is designed to augment the reading, writing, and speaking skills of the students. It graduates from the basic level course offered in the previous semester to an advanced level. The reading, vocabulary, grammar, and writing exercises are interconnected, contextual as well as non-contextual. It also intends to teach them the norms of academic and research writing along with job-application and project proposal writing. It trains the students to speak grammatically correct English fluently and confidently in everyday as well as professional situations such as group discussions and job interviews. The course also enables the students to understand the concept of organization, organizational structure, and organizational behavior and its relevance in today’s business environment. Students will be acquainted with the concepts of motivation and leadership.

**Course Objectives:** The course aims to help the students do the following:

1. Improve reading comprehension skills through intensive and extensive reading
2. Summarize and paraphrase information in a text
3. Identify author’s purpose and tone
4. Recognize and rectify common errors in grammar
5. Use punctuation to the best purpose
6. Make use of modals and active and passive voice appropriately
7. Learn the norms of academic and research writing
8. Learn the steps in report writing, along with the types and outline of reports
9. Get acquainted with the APA and MLA referencing styles
10. Familiarize with the standards of email writing
11. Get accustomed to the structure of job cover letters
12. Learn the structure and contents of résumé
13. Learn the essentials of a successful project proposal
14. Speak grammatically correct English fluently and confidently in everyday as well as professional situations
15. Understand the basic concept of organisation, its needs, importance, and process.
16. Know the organisational structure and different types of organisations
17. Understand the relevance of organizational behaviour in today’s business world.
18. Gain knowledge about various theories of motivation and leadership in an organisation.

**Syllabus Components:**

**Unit 1: Advanced Reading and Comprehension Skills**

1. Intensive and extensive reading

Essay 1: What Should You Be Eating? + Supplementary Reading Passages

1. Improving Comprehension skills, techniques for good comprehension

Essay 2: How a Chinese Billionaire Build Her Fortune + Supplementary Reading Passages

**Unit 2: Grammar**

1. Common errors in Grammar
2. Punctuation
3. Use of modals
4. Active and Passive Voice

**Unit 3: Academic and research writing skills**

1. Introduction to Academic and Research writing.
2. Precautions in Academic and research writing.
3. Report writing: Steps in report writing; Types of reports, business and technical reports.
4. Referencing styles (APA and MLA Styles)

**Unit 4: Successful job-application and project-proposal writing**

1. Professional email writing.
2. Structure and content of Job Cover letters.
3. Structure and contents of Résumé.
4. Essentials of a successful project proposal.

**Unit 5: Advanced Presentation and Speaking Skills**

1. Body Language and Barriers to Communication
2. Greetings, Introductions, Small Talks
3. Expressing Opinions, Agreement and Disagreement.
4. Group discussions and job interviews.

**Unit 6: Organization**

1. Organization: Introduction, definition, need and importance, principles and process of organizing
2. Organizational structure and its types, span of control, authority, Centralization and decentralization of authority.

**Unit 7: Organizational Behavior**

1. Organizational Behavior**:** Introduction, definition, goals and importance of OB, approaches to OB and its relevance in today’s Business Environment.
2. Meaning and Concept of Motivation, Types and theories of Motivation, Personality, Leadership and Interpersonal Skills.

**Course Outcomes:**

After the completion of course, students will be able to:

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| **CO1** | Identify an author’s purpose and tone; summarize and paraphrase information in a text.  |
| **CO2** | Recognize and rectify common errors in grammar; appropriately use punctuations, modals, and active and passive voice in sentences.  |
| **CO3** | Write academic essays, formal reports, emails, job cover letters, and résumés.  |
| **CO4** | Demonstrate effective oral communication skills in social and academic contexts. |

**Reference Books:**

1. *English for Engineers*. By N. P. Sudharshana and C. Savitha. Cambridge University Press, 2018.
2. *Oxford Guide to Effective Writing and Speaking Skills*. By John Seely. Oxford University Press, Indian Edition, 2008.
3. *Professional Speaking Skills*. By Aruna Koneru. Oxford University Press, 2015.
4. *Intermediate English Grammar: Reference and Practice for South Asian Students.* By Raymond Murphy. Cambridge University Press, 1994.
5. *Organisational Behaviour*. By Robins. Prentice Hall.
6. *Organisational behaviour*. By Fred Luthans. McGraw Hill
7. *Leadership for Engineers*: The Magic Mindset. By George Runcie. McGraw Hill Higher Education.

**Books for supplementary readings:**

1. Robins. P. S, Judge. A. T and Vohra. N, 2017 “Organisational Behaviour”, Pearson. Rs. 500
2. Khanka. S. S, 2006 “Organisational Behaviour” S Chand Rs. 499
3. Sing. C and Khatri. A, 2016, “Principle and practices of management and Organizational Behavior” Rs. 450
4. North house. G. P, 2014, “Leadership: Theory and Practices”, Sage Publications India ltd Rs.509