

Reference/Readings:

1. Business and Professional Communication by Kelly M. Quintanilla and Shawn T. Wahl, latest South Asia Edition, Sage Publications India Pvt. Ltd, Mathura Road, New Delhi, India, 110044.
2. Effective Business Communication by Anjanee Sethi, Bhavna Adhikari, Tata MacGraw Hill Education, India.
3. How to be a Great Communicator in Person, On Paper, and on Podium by Nido Qubein, Viva Books, India.

**Code: MBCS002 Interview Facing Skills and Mock Interviews      2 credits**

Objective:

To enable students to be ready for the industry, obtain feedback from industry / employers on the extent of competence development and improve their employability in the industry.

Content:

Resume Writing, Writing effective Cover letters and emails to organizations, Group Discussion Skills, Different types of interviews

Mock interviews by executives from industry to assess conceptual clarity, domain knowledge, soft skills, and perspectives held, etc.

Pedagogy:

Discussions, experience sharing, exercises, Mock interviews by executives from industry

Reading:

1. How to prepare for Group Discussion and Interview by Prasad, Hari Mohan, Tata Mac Graw Hill, Publications
2. Group Discussion and Interview Skills by Patnaik, Priyadarshini, Cambridge University Press.

## **Optional Non-Business Courses (ONBC)**

**Code: MBON001 German Language A1 level      4 credits**

**Code: MBON002 German Language A1 level      2 credits**

(as per the requirements of the Common European Framework of Reference for Languages.)

6 (six) credits

**Objective:** This course introduces the basic structures of the German language. The student develops communicative competencies in the areas of reading, listening, speaking, and writing at elementary A1 level. The course enables the participant to engage in simple conversations in settings such as shopping or restaurants, and to speak in the simple past tense. The student becomes familiar with listening comprehension strategies and develops the ability to extract sociocultural information from simple texts, accompanied by exercises concerning phonetic particularities in communicative contexts.

***Themes to accomplish the course syllabus:***

1. Personal Details/welcome – small talk in a coffeehouse – ordering and paying
2. Language course – naming things
3. Cities, countries, languages – sightseeing in Europe
4. People und Houses – apartment and furniture
5. Appointments/dates and time
6. Orientation in the city – transportation
7. Professions – talking about your own profession and work.
8. Sightseeing in Berlin (and the other exercise is to do sightseeing in your own city)
9. Vacations and holidays.
10. Food and shopping for food
11. Clothing, dressing according to the weather.
12. Health, illness, parts of the body, fitness, going to the doctor

***Grammatical Structures:***

- simple clauses – “wh”-questions, yes/no-questions, statements
- negation
- verbs: conjugation of verbs in the present tense and simple perfect tense;  
conjugation of auxiliary verbs 'to be' and 'to have'

past of verb 'to be' and 'to have'; separable verbs

- nouns and articles (definite and indefinite); compound nouns; plurals of nouns
- imperative
- cases (nominative, accusative, dative and genitive)
- personal pronouns
- possessive articles (Nom.) – articles (Dat., Acc.)
- adjectives
- simple sentence connectors
- graduation with “zu” (it is too big a question)
- questions
- prepositions of time
- prepositions with dative and accusative
- time adverbs
- the pronoun: one
- numbers
- building vocabulary systematically, compound words

**Skills: On completing this course, students should be able to:**

*Speaking:*

- Can interact in a simple way in areas of immediate need or on very familiar topics,
- Can greet clients and co-workers and use simple greeting and leave-taking expressions.
- Can ask and answer simple questions about personal details and the workplace, including name, home town, location, products.
- Recognise and pronounce the following with basic German intonation of: declaration, exclamation, interrogation and hesitation.
- Express themselves with a minimum level of correctness and a pronunciation that can be understood by a German speaker.
- Take part in simple conversations about events in daily life: habitual communicative situations (forms of social interactions), personal relations (talking about family, experiences
- Asking for and giving simple opinions, talking about customs and comparing
- Asking for information, assistance, requesting a service).
- Using simple structures to narrate present, and past (using simple perfect tense) and future events.
- Meta-linguistic function
  - Ask how to say something in German.
  - Asking and telling how to spell a word and which punctuation signs are necessary.
  - Asking a telling about understanding an expression.
  - Asking someone to repeat something, to talk louder or slower.
  - Asking for clarification about the meaning of a word or an expression.

### *Writing:*

- Has a very basic range of simple expressions about personal details and needs of a concrete type.
- Can write simple, isolated phrases and sentences.
- Can write a message to tell someone where he/she is or where they can meet.
- Fill in forms; write personal notes, postcards or informal letters.

### *Listening:*

Can understand everyday expressions related to immediate needs, as long as speaking partners are willing to talk slowly and clearly, using repetitions.

Can understand numbers, cost and time.

Apply strategies to increase understanding of oral and written messages, deduce meaning from context, associate meanings, discover similarities by comparison with another language, and identify internationalisms.

Use German as a vehicular language of communicative interaction of the reading activity (between students and the teacher).

Start using a bilingual dictionary.

### *Reading:*

1. Can understand very short, simple texts a single phrase at a time.
2. Can get an idea of the content of simple informational material and short simple descriptions, especially if there is visual support.
3. Can understand a form well enough to fill in basic personal details.
4. Understand basic information (street signs, information about third parties, advertisements and instructions about basic academic tasks) and be able to communicate in everyday situations.
5. Read and gain a general and detailed understanding of simple texts that allow basic activities to be carried out – like follow instructions on how to operate household equipment, read headlines, etc.
6. Reading and accurate understanding of specific texts with the aid of a dictionary: academic programmes, recipes, cinema listings, etc.
7. Reading aloud texts written by themselves and by others.

### **Pedagogy:**

- Continuous internal assessment, in writing, speaking, reading and listening comprehension and grammar and vocabulary.
- Active learning methodology.
- Learning through songs and films

### **Other activities:**

- Talking about our own cities in Goa , to get to know the city and learn vocabulary
- To cook together from a German recipe.
- To watch films meant for level A1 (2 films in German with subtitles).
- To sing in German.

- At the end of this programme, and depending on the interest of the student, he she can undertake project works like 'tour guiding' during the tourist season.

### **Books to be used:**

- 1) Netzwerk – Deutsch als Fremdsprache A1 Kursbuch (German as a foreign language A1 course book) with audio cds
- 2) Netzwerk - Deutsch als Fremdsprache A1 Arbeitsbuch (German as a foreign language A1 work book) with audio cds
- 3) Glossary for A1

Publishers: Goyal Publishers and Distributors Pvt. Ltd., 86 UB Jawahar Nagar, Kamla Nagar, Delhi 11 0007; email: [goyal@goyalsaab.com](mailto:goyal@goyalsaab.com); contact person: Ms. Bharati

- 4) Online dictionaries

### **Other activities:**

8. Talking about our own cities in Goa , to get to know the city and learn vocabulary
9. To cook together from a German recipe.
10. To watch films meant for level A1 (2 films in German with subtitles.
11. To sing in German.
12. At the end of this programme, and depending on the interest of the student, he she can undertake project works like 'tour guiding' during the tourist season.

**Code: MBON002 Portuguese Language 4 credits**

**Code:MBON004 Portuguese Language 2 credits**

Syllabi approved in Academic council by Portuguese department is adopted for the course