



बिरसा मुंडा ट्रायबल युनिवर्सिटी Birsamunda Tribal University

राजपिपला, जि० नर्मदा Rajpipla, Dist. Narmda

Established by Tribal Development Department, Govt. of Gujarat

School of Commerce

B.Com. Programme

Subject Code & Name:- BC06AECC02: English For Vocational Purposes

Teaching and Evaluation Scheme:

Teaching Scheme				Examination Scheme			
Credits				Component Weightage			
				CCE		SEE	
L	T	P	Total	TH	PWE	TH	PWE
2	-	-	2	25	00	25	00

Programme Name	B.Com
Semester	6
Course Code	BC06AECC02
Course Title	English For Vocational Purposes
Course Content Type (Th./Pr.)	Theory
Course Credit	2
Sessions+ Lab. Per Week	N/A
Total Teaching/Lab. Hours	30 Hours
* 2 Laboratory = 1 Session	

Learning Objectives

1. To introduce learners to the fundamentals of vocational English required for effective workplace communication.
2. To develop the ability to use formal and informal communication appropriately in professional and industry contexts.
3. To enhance employability skills such as interview preparation, teamwork, problem-solving, and digital communication.
4. To build confidence in using polite, ethical, and effective English for workplace interactions and professional behavior.

Prerequisites (if any)

Learning Outcomes

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

1. To use vocational English effectively in workplace situations with clarity and confidence.
2. To distinguish and apply formal and informal communication in professional contexts.
3. To participate effectively in interviews, group tasks, and workplace communication activities.
4. To demonstrate employability skills including teamwork, digital communication, and problem-solving in real-life scenarios.



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School of Commerce B.Com. Programme

Detailed Contents

UNIT	TOPIC/SUB-TOPIC	TEACHING HOURS
I	BASICS OF WORKPLACE COMMUNICATION A. Introduction to vocational English B. Importance of English in workplace and industries C. Formal vs informal communication D. Common workplace expressions and instructions E. Polite language and etiquette in professional settings Activities: Role-play of workplace situations, greetings, and instructions	15
II	EMPLOYABILITY AND WORKPLACE SKILLS A. Interview skills and common interview questions B. Workplace ethics and communication behavior C. Teamwork and collaboration language D. Problem-solving communication E. Digital communication basics (emails, messaging etiquette) F. Soft skills for employability Activities: Mock interviews, group tasks, case-based communication	15
Text Book(s)		
NA		
Reference Books		
1. Coxhead, A., Parkinson, J., Mackay, J., & McLaughlin, E. (2019). English for Vocational Purposes: Language Use in Trades Education (1st ed.). Routledge. 2. Dang, Y. (2021). English for Vocational Purposes: Language uses in trades education. English for Specific Purposes, 63, 104-106. 3. Widodo, D. H. (2016). Teaching English for Specific Purposes (ESP). 4. Toprak, L., & Sulaiman, R. (2015). English as Vocational Language for Tourism.		
Web Resources		
Online Resources		
Required Software(s) (if any)		
Practical(s) (if any)		

L:: Lecture, T:: Tutorial, P::Practical

CCE::Continuous and Comprehensive Evaluation

(CCE Theory includes Mid Semester Examination, Assignment, MCQ quizzes, Seminar, Reflective notes, class participation, case analysis and presentation, slip tests (announced/ surprised), attendance etc. or any combination of these)

PWE::Practical Work Examination

(PWE includes Laboratory practical work, project work, viva simulation exercise work etc.)

SEE::Semester End Evaluation

