



बिरसा मुंडा द्रायबल युनिवर्सिटी Birsa Munda Tribal University

राजपिपला, जि० नर्मदा Rajpipla, Dist. Narmda

Established by Tribal Development Department, Govt. of Gujarat

School of Arts

B.A. (English) Programme

Subject Name: ENGLISH FOR INTERNSHIP AND PROFESSIONAL DEVELOPMENT

Subject Code: BA05SEENG1

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.A.
Semester	V
Course Code	BA05SEENG1
Course Title	ENGLISH FOR INTERNSHIP AND PROFESSIONAL DEVELOPMENT
Course Content Type (Th./Pr.)	Theory
Course Credit	2
Sessions+ Lab. Per Week	
Total Teaching/Lab. Hours	30 Hours
* 2 Laboratory = 1 Session	

Learning Objectives

1. To understand the internship environment, including roles, expectations, and professional workplace behaviour.
2. To develop effective communication skills such as self-introduction, workplace interaction, email writing, and digital professional presence.
3. To apply workplace effectiveness skills including time management, teamwork, feedback handling, and conflict resolution.
4. To develop professional skills for reporting, presentations, networking, and internship application and exit processes.

Prerequisites (if any)

Learning Outcomes

On the Completion of this course, students will able to:

1. Demonstrate understanding of professional workplace environment and appropriate internship behaviour.



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2. Communicate effectively in written and oral forms, including emails, introductions, and workplace interactions.
3. Apply organizational skills such as task management, teamwork, time management, and conflict resolution in workplace situations.
4. Prepare professional documents and engage in career-related practices such as reports, presentations, networking, and LinkedIn profile development.

Detailed Contents

UNIT	TOPIC/SUB-TOPIC	TEACHING HOURS
I	Communication Skills for Internship Success • Understanding the internship environment: expectations, roles, and professional behavior • Creating strong first impressions: formal and informal self-introductions • Workplace Communication: interacting effectively with mentors, colleagues, and supervisors • Managing work Assignments: asking for clarification, confirming deadlines, and providing updates • Developing professional work ethics: teamwork, accountability, and workplace etiquette • Professional Email Writing: structure, tone, and avoiding common mistakes • Internship application strategies: formal requests, follow-up emails, and networking • Digital communication: Building a professional LinkedIn profile and online presence Practical Activities: Mock introductions, role-plays, résumé drafting, email writing, LinkedIn profile creation	15
II	Workplace Effectiveness and Professional Development • Writing internship reports and task summaries: documenting progress and learning • Receiving and responding to workplace feedback professionally • Time management and workload communication: prioritization and requesting extensions • Conflict resolution: managing workplace disagreements diplomatically • Public speaking and presentation skills in professional settings • Internship exit strategies: recommendation letters, thank-you emails, and maintaining professional networks Practical Activities: Feedback role-plays, workplace simulations, conflict case studies, mock presentations, exit interviews	15



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Text Book(s)
NA
Reference Books
1. Guffey, M. E., & Loewy, D. (2021). <i>Essentials of Business Communication</i> (11th ed.). Cengage Learning.
2. Thill, J. V., & Bovee, C. L. (2023). <i>Excellence in Business Communication</i> (14th ed.). Pearson.
3. Seely, J. (2013). <i>Oxford Guide to Effective Writing and Speaking</i> (4th ed.). Oxford University Press.
4. Krizan, A. C., Merrier, P., & Logan, J. (2018). <i>Business Communication</i> (9th ed.).
5. Harvard Business Review Press. <i>HBR Guide to Better Business Writing</i> . Harvard Business Review Press.
6. Goleman, D. (2006). <i>Social Intelligence: The New Science of Human Relationships</i> . Bantam Books.
7. Locker, K. O., & Kienzler, D. S. (2015). <i>Business and Administrative Communication</i> (11th ed.). McGraw-Hill Education.
8. Dumont, R. A., & Lannon, J. M. (2019). <i>Technical Communication</i> (14th ed.). Pearson.
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

