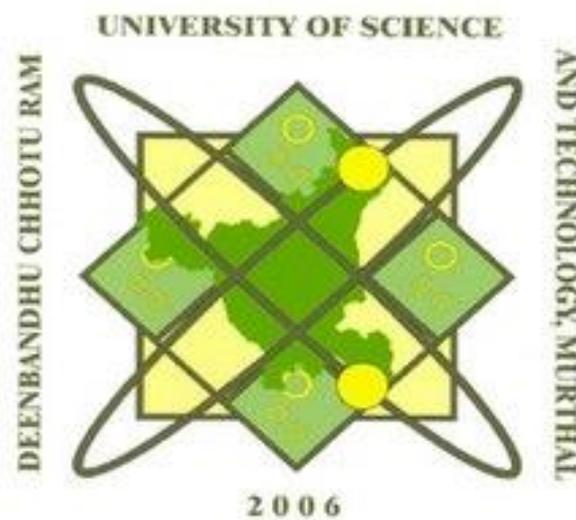


# **SCHEME AND SYLLABUS OF BBA & EXAMINATION (NEP-2020)**

## **Bachelor of Business Administration (Honours/Honours with Research)**

**For Academic session 2024-25 of Affiliated Colleges of  
DCRUST**



**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE & TECHNOLOGY**  
Murthal-131039, Sonipat (Haryana)  
(Established Under Haryana Legislature Act No. 29 of 2006)  
[www.dcrustm.ac.in](http://www.dcrustm.ac.in)

### 3.4 BBA SCHEME OF STUDIES AND EXAMINATION (SEMESTER I/II)

FIRST YEAR: SEMESTER I													
Sr. No.	AICTE Course Type	Course code	Subject title	L	T	P	Credits	Evaluation Scheme				Total Marks	NEP-2020 Type
								Theory Marks	Internal Marks		Practical Marks		
									Minor	TCA			
<b>1 Week Compulsory Induction Program (UHV-1)</b>													
1.	CC-1	CCDMS1101C	Principles and Practices of Management	3	1	0	4	60	15	25	-	100	DSC
2.	CC-2	CCDMS1103C	Financial Accounting	3	1	0	4	60	15	25	-	100	DSC
3.	CC-3	CCDMS1105C	Managerial Economics	3	1	0	4	60	15	25	-	100	DSC
4.	AEC-1	AEDMS1101C	Business Communication-I	2	0	0	2	60	15	25	-	100	AEC
5.	AEC-2	AEDMS1103C	Digital Fluency	1	0	2	2	50	10	15	25	100	AEC
6.	VAC-1	VADMS1101C	Environmental Science and Sustainability	2	0	0	2	60	15	25	-	100	VAC
7.	MDE-1	--	One from the pool of MDE-I	2	0	0	2	60	15	25	-	100	MDC
8.	AEC-3	AEDMS1105C	# Additional Course – Personality Development-I,/Hindi-I/Foreign Languages-I (Students can opt any Foreign languages) [optional course]	1	1	0	0	30	10	10	-	50	AEC
<b>23 Contact Hours</b>							<b>20</b>						

**Note-** Any Elective Course will be offered only when at least 1/3<sup>rd</sup> of the class strength will opt for it.

#### POOL OF MDE-1 (MULTIDISCIPLINARY ELECTIVE COURSE)

MDE-1	Offering Dept.	Subject
IKS	IKS	Indian Knowledge System
CSE -I	CSE	Introduction to Artificial Intelligence
Humanities –I	Humanities	English for technical writing

The syllabus of MDE-1 Subjects will be designed by respective offering

departments.

FIRST YEAR: SEMESTER II													
Sr. No.	AICTE Course Type	Course code	Subject title	L	T	P	Credits	Evaluation Scheme				Total Marks	NEP-2020 Type
								Theory Marks	Internal Marks		Practical Marks		
									Minor	TCA			
1.	CC-4	CCDMS1102C	Organisational Behaviour	3	1	0	4	60	15	25	-	100	DSC
2.	CC-5	CCDMS1104C	Business Statistics	3	1	0	4	60	15	25	-	100	DSC
3.	CC-6	CCDMS1106C	Business Environment	3	1	0	4	60	15	25	-	100	DSC
4.	AEC-4	AEDMS1102C	Business Communication-II	2	0	0	2	60	15	25	-	100	AEC
5.	VAC-2	VADMS1102C	Disaster Management	2	0	0	2	60	15	25	-	100	VAC
6.	SEC-1	SEDMS1102C	IT Tools for Business	1	0	2	2	50	10	15	25	100	SEC
7.	MDE-2	--	One from the pool of MDE-II	2	0	0	2	60	15	25	-	100	MDC
8.	AEC-5	AEDMS1104C	#Additional Course – Personal Development-II, Hindi-II and Foreign Language-II (Students can opt any Foreign languages) [optional course]	1	1	0	0	30	10	10	-	50	AEC
<b>23 Contact Hours</b>							<b>20</b>						

**Note-** Any Elective Course will be offered only when at least 1/3<sup>rd</sup> of the class strength will opt for it.

#### POOL OF MDE-2 (MULTIDISCIPLINARY ELECTIVE COURSE)

MDE-2	Dept.	Subject
Mathematics	MATH	Business mathematics
CSE -II	CSE	Data Base Management System
Humanities –II	Humanities	Media literacy and critical thinking

The syllabus of MDE-2 Subjects will be designed by respective offering

departments.

**After Year 1, students are advised to take Social Responsibility & Community Engagement - encompassing Community Engagement with an NGO during vacation time.**

#### **Exit Criteria After First Year of the BBA Programme**

The students shall have the option to exit after 1st year of the Business Administration Program and will be awarded a **UG Certificate in Business Administration**. Students on exit have to compulsorily complete an additional 04 Credits either in a Skill based subject or work-based Vocational Course offered during the summer term or an Internship/Apprenticeship/Social Responsibility & Community Engagement encompassing community engagement with an NGO after the second semester of minimum 08 weeks of duration as decided by the respective University / Admitting Body. The exiting students will clear the subject / submit the Internship Report per the University schedule.

#### **Re-entry Criteria into Second Year (Third Semester)**

The student who takes an exit after one year with an award of certificate may be allowed to re-enter into the Third Semester to complete the BBA Program as per the respective University /Admitting Body schedule after earning requisite credits in the first year.

## PRINCIPLES AND PRACTICES OF MANAGEMENT

### CCDMS1101C

L T P Credit  
3 1 0 4  
Time: 3 hours

External Theory Marks : 60  
Internal Marks : 40  
Total Marks : 100

#### Course Objectives:

The objective of this course is to expose the students to basic concepts of management and to enable them to gain appreciation for emerging ideas, techniques, procedures and practices in the field of management.

#### Course Outcomes:

After completing the course, students would be able to:

CO1: Learn basics of management, management approaches and contemporary issues.

CO2: Understand planning, strategies, policies and decision making.

CO3: Knowledge of organizing function, organizational structures and design, and leadership.

CO4: Explore concept of motivation and control as managerial function.

#### Course Contents:

**Unit -I:** Introduction – nature and process of management, principles and functions of management, basic managerial roles and skills, approaches to management – classical, human relations and behavioural, systems and contingency approaches; contemporary issues and challenges.

**Unit-II:** Planning and decision making – concept, purpose and process of planning, types of plans, strategic planning, tactical planning and operational planning, goal setting, MBO; decision making – nature and process, behavioural aspects of decision making, forms of group decision making in organizations.

**Unit-III:** Organizing and leading: elements of organizing – division of work, departmentalization, distribution of authority, coordination; organization structure and design; leadership – nature and significance, leadership styles, behavioural and situational approaches to leadership.

**Unit-IV:** Motivation; concept and nature; need hierarchy and ‘motivation-hygiene’ theories of motivation Management control – nature, purpose and process of controlling, kinds of control system, prerequisites of effective control system, controlling techniques.

#### Suggested Readings:

1. Pravin Durai, Principles of Management, Pearson Education.
2. Robbins, S.P., Coulter, M., Cenzo, D., Fundamental of Management, Pearson Education.
3. Griffin, Ricky W, Management, Biztantra.
4. Bhatt: Management, Oxford University Press.
5. Rao, VSP, Management, Excel Books.
6. Stoner, Freeman and Gilbert, Jr. Management, Pearson Education.
7. Weihrich, Heinz and Harold Koontz, Management: A Global Perspective, McGraw Hill Education.
8. Daft, Management, Cengage Learning.

#### Note:

Examiner will set eight questions in all, selecting two questions from each unit. Students will attempt five questions in all selecting at-least one question from each unit.

**FINANCIAL ACCOUNTING  
CCDMS1103C**

L T P Credit  
3 1 0 4  
Time: 3 hours

External Theory Marks : 60  
Internal Marks : 40  
Total Marks : 100

**Course Objectives:**

The main objective of this course is to promote an in-depth understanding the fundamentals of financial accounting concepts and practice as well as to enhance users' ability to apply such concepts to make better-informed managerial decisions.

**Course Outcomes:**

After completing the course, students would be able to:

- CO1: Understand the basics of financial accounting and journaling.
- CO2: Prepare ledger and trial balance for business organizations.
- CO3: Learn the basics of depreciation and methods of depreciation.
- CO4: Describe final accounts and accounting for non-profit organizations.

**Course Contents:**

**Unit -I:** Financial Accounting: Concept, importance, objectives, process and limitations of Accounting. Accounting Principles–Accounting Concepts and Accounting Conventions.

**Unit-II:** Journal: Concept of Journalizing, Rule of debit and credit applicable to different type of business transactions and types of accounts. Ledger: Meaning, rules regarding posting and comparison between Journal and ledger.

**Unit-III:** Trail Balance: Meaning and importance of trial balance, Posting and Preparation of trial balance. Depreciation: Meaning causes, accounting procedure, methods of computing depreciation – straight line method and diminishing balance method.

**Unit-IV:** Final Accounts without adjustments: Trading account, profit & loss account and balance sheet. Receipt & payment account, Preparation of Balance sheet for non-profit organizations.

**Suggested Readings:**

1. Dhamija, S. Financial Accounting for Manager, Pearson Education.
2. Maheshwari, S.N. and Maheshwari, S.L.; Accounting for Managers, Vikas Publishing House.
3. Gupta R.L. and Radhaswamy M.; Financial Accounting, Sultan Chand and Sons.
4. Ramachandran, N. & Kakani, R.K.; Financial Accounting for Management, McGraw Hill Education.
5. P.C Tulsian, Financial Accounting, Pearson Education.
6. Shukla M.C., Grewal T.S. and Gupta S.C.; Advanced Accounts, S. Chand and Company.
7. Narayanaswamy, R.; Financial Accounting - A Managerial Perspective, PHI Learning.
8. Gupta, Ambrish; Financial Accounting for Management: An Analytical Perspective, Pearson Education.
9. Monga J.R., Ahuja Girish and Sehgal Ashok: Financial Accounting, Mayur Paper Back.

**Note:**

Examiner will set eight questions in all, selecting two questions from each unit. Students will attempt five questions in all selecting at-least one question from each unit.

**MANAGERIAL ECONOMICS**  
**CCDMS1105C**

L T P Credit  
3 1 0 4  
Time: 3 hours

External Theory Marks : 60  
Internal Marks : 40  
Total Marks : 100

**Course Objectives:**

The objective of this course is to acquaint students with the basic concepts of microeconomics. Students will be able to develop an understanding of various concepts and theories of microeconomics and will also learn to apply these theories for better business decision-making.

**Course Outcomes:**

After completing the course, students would be able to:

CO1: Understand the basic concepts of micro economics.

CO2: Gain insight into concepts of demand and consumer behavior.

CO3: Illustrate production and cost analysis.

CO4: Describe different market structures and pricing mechanism.

**Course Contents:**

**Unit -I:** Nature, Scope and Significance of Microeconomic; Micro & Macro Economics; Evolution of Economic Theories: An Overview; Concept of Equilibrium- Static and Dynamic, Central Problems of an Economy, Objectives of a Firm.

**Unit-II:** Theory of Demand: Meaning, Law of Demand, Types of Demand, Determinants of Demand; Elasticity of Demand, Measurement of Elasticity of Demand and its Implications in Decision-Making Process; Introduction to Demand Forecasting; Analysis of Consumer Behaviour: Cardinal and Ordinal Utility Approach

**Unit-III:** Production and Cost Analysis: Meaning of Production; Production Function, Least Cost Combination of Inputs; Returns to Factor and Returns to Scale; Economies of Scale: Internal and External; Cost Concepts: Theory of Cost in Short and Long Run.

**Unit-IV:** Market structure: Perfect Competition, Features, Determination of price under perfect competition; Monopoly: Feature, Pricing under monopoly, Price discrimination; Oligopoly: Features, Kinked demand Curve, Cartels, Price leadership; Monopolistic Competition: Features, Pricing Under monopolistic competition, Product differentiation; Price and Non-Price Competition.

**Suggested Readings:**

1. Ahuja, H.L, Advanced Economic Theories-Microeconomic analysis, S.Chand.
2. Agarwal, Vanita, Managerial Economics, Pearson Education.
3. Salvatore, Dominick, Theory and Problems of Microeconomics Theory, McGraw Hill Education.
4. Pindyck, R., Rubinfeld, D, Microeconomics, Pearson Education.
5. Samuelson, Paul, Microeconomics, McGraw Hill Education.
6. Keat, Paul G., Managerial Economics: Economic Tools for Today's Decision Makers, Pearson Education.
7. Hirschey, Mark, Managerial Economics: An Integral Approach, Cengage Learning.

**Note:**

Examiner will set eight questions in all, selecting two questions from each unit. Students will attempt five questions in all selecting at-least one question from each unit.

## BUSINESS COMMUNICATION-1

### AEDMS1101C

L T P Credit

2 0 0 2

Time: 3 hours

External Theory Marks : 60

Internal Marks : 40

Total Marks : 100

#### Course Objectives:

To provide an overview of verbal, non-verbal and written communication to the students for making them effective managers

#### Course Outcomes:

After completing the course, students would be able to:

CO1: Have knowledge regarding basics of business communication and barriers to communication.

CO2: Learn listening skills, oral communication, and non-verbal communication.

CO3: Describe written communication, memos, notices, and circulars.

CO4: Illustrate report preparation, brochures, meetings and curriculum vitae.

#### Course Contents:

**Unit -I:** Business Communication: Nature and process, factors of communication, forms of communication, importance of communication in business,

**Unit-II:** Communication networks, communication barriers, overcoming barriers to communication.

**Unit-III:** Communication Skills: Listening skills - process of listening, barriers to listening, overcoming listening barriers

**Unit-IV:** Reading skills, oral communication, non-verbal communication.

#### Suggested Readings:

1. Koneru, Arun, Professional Communication, McGraw Hill Education.
2. Mehra, Payal, Business Communication for Managers, Pearson Education.
3. Sethi, A. and Adhikari, B., Business Communication, McGraw Hill Education.
4. Chaturvedi and Chaturvedi, The Art and Science of Business Communication, Pearson Education.
5. Verma, Shalini, Business Communication: Essential Strategies for Twenty-first Century Managers, Vikas Publishing House.
6. Sinha, K.K., Business Communication, Taxmann Publication.
7. Rai, Urmila and S.M. Rai, Business Communication, Himalaya Publishing House.

#### Note:

Examiner will set eight questions in all, selecting two questions from each unit. Students will attempt five questions in all selecting at-least one question from each unit.

**DIGITAL FLUENCY**  
**AEDMS1103C**

L T P Credit  
1 - 2 2  
Time: 3 hours

External Theory Marks : 50  
Internal Marks : 25  
External Practical Marks : 25  
Total Marks : 100

**Course Objectives:**

This paper will help the students to learn the basic of computer system, hardware, software and its applications.

**Course Outcomes:**

After completing the course, students would be able to:

CO1: Understand basics of computer system and classification of computer memory.

CO2: Learn about number system and its conversion methods, input devices and output devices.

CO3: Illustrate about software, writing algorithm, designing flowcharts, decision trees and decision tables.

CO4: Describe the concepts of multimedia and impact of computers in different areas.

**Course Contents:**

**Unit -I:** Introduction to Computer: Definition, Characteristics, Generation of Computers, Capabilities and Limitations; Basic Components of a Computer System-Control Unit, ALU, Input/output functions and characteristics; Memory: Introduction, Classifications; Storage units

**Unit-II:** Software and its classification: Introduction to Operating System and its functions; Software and its different types; Programming Languages Types and characteristics; Compiler, Interpreter and Assembler

**Unit-III:** Computer Networks: Evolution, Advantages, types of computer networks, Basic components of computer networks, Internet: Concept, features, how it works, Internet applications in business

**Unit-IV:** Introduction to multimedia: concept, components, uses and advantages, Tools of multimedia, Impact of computers on society, education, business, entertainment, etc., Health issues in use of computers.

**Suggested Readings:**

1. Dhunna, Mukesh and Dixit, J. B., Information Technology in Business Management, University Science Press, New Delhi.
2. ITL ESL, Introduction to Information Technology, Pearson Education
3. Norton, Peter, Introduction to Computers, Pearson Education.
4. Leon & Leon, Introduction to Computers, Vikas Publishing House.
5. Rajaraman, V., Fundamentals of Computers, PHI Learning.

**Note:**

Examiner will set eight questions in all, selecting two questions from each unit. Students will attempt five questions in all selecting at-least one question from each unit.

**ENVIRONMENTAL SCIENCE AND SUSTAINABILITY**  
**VADMS1101C**

L T P Credit  
2 0 0 2  
Time: 3 hours

External Theory Marks : 60  
Internal Marks : 40  
Total Marks : 100

**Course Objectives:**

The objective of this course is to sensitize towards the overall business environment within which organization has to function and to provide insight to students of its implication for decision making in business organizations.

**Course Outcomes:**

After completing the course, students would be able to:

CO1: Understand the basic concepts of environmental studies and role of an individual in conservation of natural resources.

CO2: Know about the ecosystems, types of pollution and preventive measures.

CO3: Illustrate the social issues for sustainable development.

CO4: Learn about the environmental legislation.

**Course Contents:**

**Unit -I:** Environmental studies – Nature, scope and importance, natural resources – renewable and non- renewable resources, use and over-exploitation/over-utilization of various resources and consequences; role of an individual in conservation of natural resources; equitable use of resources for sustainable lifestyles.

**Unit-II:** Ecosystems – concept, structure and function of an ecosystem; energy flow in the ecosystem; ecological succession; food chains, food webs and ecological pyramids; various types of ecosystem – forest ecosystem, grassland ecosystem, desert ecosystem, aquatic ecosystems, Environmental Pollution – Definition, cause, effects and control measures of different types of pollutions, role of an individual in prevention of pollution.

**Unit-III:** Social issues and the environment – Sustainable development, urban problems related to energy, water conservation, rain water harvesting, watershed management; resettlement and rehabilitation of people, its problems and concerns; climate change, global warming, acid rain, ozone layer depletion, Wasteland reclamation, consumerism and waste products.

**Unit-IV:** Environmental legislation – Environment Protection Act. Air (prevention and control of pollution) Act. Water (prevention and control of pollution) Act, Wildlife Protection Act, Forest Conservation Act, Issues involved in enforcement of environmental legislation, public awareness.

**Suggested Readings:**

1. Basak P.C., Environmental Studies, Pearson India Education Services Pvt. Ltd., Noida
2. Nath Manju, Environmental Studies, Pearson India Education Services Pvt. Ltd., Noida
3. Rajagopalan R, Environmental Studies, Oxford University Press, New Delhi.

**Note:**

Examiner will set eight questions in all, selecting two questions from each unit. Students will attempt five questions in all selecting at-least one question from each unit.

**ORGANISATIONAL BEHAVIOUR**  
**CCDMS1102C**

L T P Credit  
3 1 0 4  
Time: 3 hours

External Theory Marks : 60  
Internal Marks : 40  
Total Marks : 100

**Course Objectives:**

To provide students with a better understanding of behavioural processes and thereby enable them to function more effectively in their future roles as managers of human resources.

**Course Outcomes:**

After completing the course, students would be able to:

CO1: Understand the concepts, evolution and challenges for organizational behavior.

CO2: Learn about individual behavior and processes.

CO3: Analyze the management of the group behavior in the organization.

CO4: Describe organizational processes and stress management.

**Course Contents:**

**Unit -I:** Introduction: Definition and concepts of Organizational Behaviour, nature and scope of OB, elements of OB, contributing disciplines to OB, challenges for OB, evolution of OB.

**Unit-II:** Individual processes: Attitudes - concept, sources, types; Values- concept, types, determinants; Perception – concept, process and factors affecting perception; Personality - concept, determinants, theories of personality; Learning – concept and theories of learning.

**Unit-III:** Group processes: Motivation – concept and theories of motivation; Group behaviour – concept, types of group, group development, group behaviour; Teams - types, team building process, team roles; Conflict – definition, sources, types, process, management; Organizational power – meaning, sources, acquisition of power.

**Unit-IV:** Organizational processes and Stress management: Organizational culture – concept, significance, types, creating and maintaining culture; Organizational change – concept, resistance to change, managing resistance to change; Organizational development – meaning, characteristics, objectives, process; Stress – nature, symptoms, sources, consequences and management.

**Suggested Readings:**

1. Robbins Judge and Vohra, Organizational Behaviour, Pearson, New Delhi.
2. Khanka S S, Organizational Behavior, S.Chand & Company Pvt. Ltd., New Delhi.
3. Greenberg Jerald, Behavior in Organizations, PHI, New Delhi.
4. Parikh and Gupta, Organisational Behaviour, Mc Graw Hill, New Delhi.
5. Pareek Udai, Understanding Organizational Behaviour, Oxford University Press, New Delhi.
6. Aswathappa K., Organisational Behaviour, Himalaya Publishing House, New Delhi.
7. Luthans, F. Organizational Behavior, McGraw Hill Education.
8. Hersey Paul, Blanchard, Kenneth H and Johnson Dewey E. Management of Organizational Behavior: Leading Human Resources, Pearson Education.

**Note:**

Examiner will set eight questions in all, selecting two questions from each unit. Students will attempt five questions in all selecting at-least one question from each unit.

**BUSINESS STATISTICS**  
**CCDMS1104C**

L T P Credit  
3 1 0 4  
Time: 3 hours

External Theory Marks : 60  
Internal Marks : 40  
Total Marks : 100

**Course Objectives:**

The objective of the course is to make the students familiar with basic statistical techniques and their applications in managerial decision making.

**Course Outcomes:**

After completing the course, students would be able to:

CO1: Understand the basics of statistics.

CO2: Learn the measures of central tendency and dispersion.

CO3: Analyze the association between the variables using correlation and regression.

CO4: Have knowledge and computation of index numbers and time series.

**Course Contents:**

**Unit -I:** Statistics: Meaning, evolution, scope, limitations and applications; data classification; tabulation and presentation: meaning, objectives and types of classification, formation of frequency distribution, role of tabulation, types and construction of tables, significance, types and construction of diagrams and graphs

**Unit-II:** Measures of Central Tendency and Dispersion: Meaning and objectives of measures of central tendency, different measure, viz. arithmetic mean, median, mode, geometric mean and harmonic mean, characteristics, applications and limitations of these measures; measure of variation viz. range, quartile deviation, mean deviation, and standard deviation, co-efficient of variation.

**Unit-III:** Correlation and regression: simple correlation between two variables (grouped and ungrouped data), Karl Pearson's coefficient of correlation, rank correlation concept of regression, regression lines, difference between correlation and regression.

**Unit-IV:** Index numbers and time series: Index number and their uses in business; construction of simple and weighed indices: Laspeyre's, Paasche's, Fisher's.

**Suggested Readings:**

1. Gupta, S.P. & Gupta, M.P., Business Statistics, Sultan Chand & Sons, New Delhi
2. Bajpai, Naval, Business Statistics, Pearson Education.
3. David M. Levine, Timothy C. Krehbiel, Mark L. Berenson, P.K. Viswanathan, Business Statistics: A First Course, Pearson Education.
4. Anderson, David Ray, Sweeney Dennis J. and Williams, Thomas Arthur, Statistics for Business and Economics, Cengage Learning.
5. Sharma, J.K., Business Statistics, Vikas Publication House Pvt. Ltd.

**Note:**

Examiner will set eight questions in all, selecting two questions from each unit. Students will attempt five questions in all selecting at-least one question from each unit.

**BUSINESS ENVIRONMENT**  
**CCDMS1106C**

L T P Credit  
3 1 0 4  
Time: 3 hours

External Theory Marks : 60  
Internal Marks : 40  
Total Marks : 100

**Course Objectives:**

The objective of this course is to sensitize towards the overall business environment within which organization has to function and to provide insight to students of its implication for decision making in business organizations.

**Course Outcomes:**

After completing the course, students would be able to:

- CO1: Obtain knowledge and understand the concepts of business environment.
- CO2: Learn about the industrial policy developments, MSMEs and industrial sickness.
- CO3: Understand development banking, SEBI and NBFIs.
- CO4: Analyze the BOP, Foreign investment, and globalization.

**Course Contents:**

**Unit -I:** Nature, components and determinants of business environment; basic nature of Indian economic system; growth of public and private corporate sector.

**Unit-II:** Review of industrial policy developments and pattern of industrial growth since 1991; industrial licensing policy; public sector reforms; privatization and liberalization trends; growth and problems of MSMEs; industrial sickness.

**Unit-III:** Development banking: an overview and current developments; regulation of stock exchanges and the role of SEBI; capital market reforms; banking sector reforms; challenges facing public sector banks; growth and changing structure of non-bank financial institutions.

**Unit-IV:** Trend and pattern of India's foreign trade and balance of payments; Foreign trade policy; India's overseas investments; policy towards foreign direct investment; globalization trends in Indian economy; role of MNCs.

**Suggested Readings:**

1. Aswathappa, K. "Essentials of Business Environment" Himalaya Publishing House, New Delhi.
2. Bedi, Suresh, "Business Environment", Excel Book, New Delhi
3. Gopal, Namita, "Business Environment", Tata McGraw Hill, New Delhi
4. Cherunilum F., Business Environment, Himalaya Publishing House, New Delhi
5. Ghosh Biswanath, Economic Environment & Business, Vikas Publishing House, New Delhi
6. Sengupta N.K., Government and Business, Vikas Publishing House, New Delhi
7. Govt. of India, Economic Survey (latest year)
8. Dutt, Ruddra and Sundaram, K.P.M., "Indian Economy", S.Chand & Co.Ltd., New Delhi.

**Note:**

Examiner will set eight questions in all, selecting two questions from each unit. Students will attempt five questions in all selecting at-least one question from each unit.

**BUSINESS COMMUNICATION-II**  
**AEDMS1102C**

L T P Credit  
2 0 0 2  
Time: 3 hours

External Theory Marks : 60  
Internal Marks : 40  
Total Marks : 100

**Course Objectives:**

To provide an overview of verbal, non-verbal and written communication to the students for making them effective managers.

**Course Outcomes:**

After completing the course, students would be able to:

CO1: Have knowledge regarding basics of business communication and barriers to communication.

CO2: Learn listening skills, oral communication, and non-verbal communication.

CO3: Describe written communication, memos, notices, and circulars.

CO4: Illustrate report preparation, brochures, meetings and curriculum vitae.

**Course Contents:**

**Unit -I:** Written Communication: Principles of effective business writing, Different forms of written communication in business, Steps of the writing process.

**Unit-II:** Business letter components and layout; process of letter writing, types of letters, memos, notices and circulars

**Unit-III:** Business Reports: Features, process of writing report, importance, types of reports, structures of business reports

**Unit-IV:** Brochures, agenda of meeting, minutes of meeting, preparing Curriculum Vitae.

**Suggested Readings:**

1. Koneru, Arun, Professional Communication, McGraw Hill Education.
2. Mehra, Payal, Business Communication for Managers, Pearson Education.
3. Sethi, A. and Adhikari, B., Business Communication, McGraw Hill Education.
4. Chaturvedi and Chaturvedi, The Art and Science of Business Communication, Pearson Education.
5. Verma, Shalini, Business Communication: Essential Strategies for Twenty-first Century Managers, Vikas Publishing House.
6. Sinha, K.K., Business Communication, Taxmann Publication.
7. Rai, Urmila and S.M. Rai, Business Communication, Himalaya Publishing House.

**Note:**

Examiner will set eight questions in all, selecting two questions from each unit. Students will attempt five questions in all selecting at-least one question from each unit.

## DISASTER MANAGEMENT VADMS1102C

L T P Credit  
2 0 0 2  
Time: 3 hours

External Theory Marks : 60  
Internal Marks : 40  
Total Marks : 100

### **Course Objectives:**

The paper seeks to equip the students about different types of disasters and how to mitigate the risk by using disaster management techniques.

### **Course Outcomes:**

After completing the course, students would be able to:

CO1: Learn the basic concepts of disaster and disaster response.

CO2: Know about disaster management agencies, functions and latest technological equipments to combat disasters.

CO3: Describe the different aspects of relief, rehabilitation, recovery and role of NGOs in managing disasters.

CO4: Illustrate the applications and future of disaster management.

### **Course Contents:**

**Unit -I:** Introduction: Definition of disaster; general effects of disaster; causal factors, disasters and development (cause and effect) meaning of disaster management; types of disasters/hazards: natural, anthropogenic, sociological technological, transport, climate change; social and psychological dimensions of disasters, coping with stress, anxiety and fears; technology and disaster management and latest technological equipments; Disaster Response: Reasons for concern, objectives.

**Unit-II:** Disaster Management: Disaster management agencies and their functions; disaster Risk management: definition, need, obstacles, disaster relief and factors, international approach to integrated disaster risk management; risk mitigation strategies, participatory assessment of disaster risk, disaster reduction; communicable diseases occurring after natural disasters, their prevention. Mass casualty management, technology and disaster management and latest technological equipments to combat disasters.

**Unit-III:** Relief, Rehabilitation, Recovery: Relief, rehabilitation, displacement and development, priorities and opportunities in rehabilitation and reconstruction, relevance of mitigation and its techniques, mitigation measures, people's participation, disaster recovery: business continuity planning, role of NGOs in managing disasters.

**Unit-IV:** Applications and Future of Disaster management: Bio-terrorism: meaning, threat assessment, GIS and epidemiology, advantages of GIS and its applications in health; India's natural disaster's proneness, management of disasters in India: institutional and policy framework; disaster planning, significance of disaster risk reduction, Government policies on the same, strategies presently being adopted; A brief overview of the disaster management act.

### **Suggested Readings:**

1. M. Saravana Kumar, Disaster Management, Himalaya Publishing House
2. Satish Modh, Introduction to Disaster Management, Macmillan
3. Satish Modh, Citizen's guide to Disaster Management, Macmillan
4. Tushar Bhattacharya, Disaster Science and Management, McGraw Hill Education.

### **Note:**

Examiner will set eight questions in all, selecting two questions from each unit. Students will attempt five questions in all selecting at-least one question from each unit.

## IT TOOLS FOR BUSINESS

### SEDMS1102C

L T P Credit

1 - 2 2

Time: 3 hours

External Theory Marks : 50

Internal Marks : 25

External Practical Marks : 25

Total Marks : 100

#### Course Objectives:

This course is designed to enable students develop IT tools that are a pre-requisite today's work environment. With greater human-computer interaction in each sphere of work, this course will equip them with basic computing skills that will enhance their employability in general.

**Course Outcomes:** After completing the course, students would be able to:

CO1: Understand of MS-Word and working with its different features.

CO2: Design PowerPoint presentation with MS-PowerPoint using its different features.

CO3: Have knowledge of MS-Excel and working with functions, formulae and graphs.

CO3: Manage MS-Excel and working with its options.

#### Course Contents:

**Unit -I: Working with MS Word:** Understanding MS Word window and its components, Creating work documents, formatting and managing text, formatting and managing paragraphs, working with style sets, working with lists and tables, sorting of paragraphs, lists and tables, inserting charts and pictures, managing page layout and background, Using SmartArt, Using Mail Merge, Checking spelling and grammar, Managing comments, footnotes and endnotes, Tracking changes in documents, Managing Header and Footer, Adding security passwords to word documents, printing word documents, Working with Word Options.

**Unit-II: Introduction to MS PowerPoint:** Understanding MS PowerPoint window and its components, Different views of PowerPoint window, Working with Slides and slide layout, Inserting text, picture, graphics, charts in slides, inserting audio and video in slides, adding notes to slides, manipulating slide design and styles, setting slide layout, Managing slide transitions, Adding animation effects to slide components, Setting up of slide shows, printing slides, handouts and notes, Working with PowerPoint Options.

**Unit-III: Introduction to MS Excel:** Understanding MS Excel window and its components, working with Sheets, Cell referencing, Working with cells and cell range, Using Cut, Copy, Paste and Paste Special, Using Autofill options, Formatting cell contents, Cell Styles and Conditional formatting, Sorting and filtering of data, working with charts and graphs, Basic functions, formulas – Mathematical Functions : Sum(), Product(), ABS(), Fact(), Int(), Sumif(), Power(), Mod(), Round(), Trunc().

**Unit-IV: Managing MS-Excel:** Managing page layouts and printing of excel sheets, managing worksheet header and footer, adding security passwords to excel sheets, Switching Between Sheets in a Workbook, Inserting and Deleting Worksheets, Renaming and Moving Worksheets, Hiding Columns, Rows and Sheets, Splitting and Freezing a Window, Working with Excel Options.

#### Suggested Readings:

1. Curtis Frye, Microsoft Excel 2016 Step by Step, Pearson Education, New Delhi
2. Lambert, Joan and Cox, Joyce, MOS 2010 Study Guide For Microsoft Word Excel PowerPoint & Outlook, PHI Learning.
3. Walkenbach, John, Microsoft Excel 2010 Bible (With CD), Wiley Publishing

#### Note:

Examiner will set eight questions in all, selecting two questions from each unit. Students will attempt five questions in all selecting at-least one question from each unit.





**SYLLABUS**  
**DEENBANDHU CHHOTURAM UNIVERSITY OF SCIENCE & TECHNOLOGY**  
**MURTHAL (SONEPAT) HARYANA-131039**  
**DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING**  
**(Bachelor of Business Administration)**  
**First Year (I Semester Course)**  
**(Effective from Session 2024-25)**

<b>Course Code: CSO 101D</b>	<b>Internal Marks: 40</b>
<b>Title of the Course: INTRODUCTION TO ARTIFICIAL INTELLIGENCE</b>	<b>External Marks: 60</b>
<b>L-T-P: 2-0-0</b>	<b>Maximum Marks: 100</b>
<b>Credits: 3</b>	<b>Duration of Exam: 3 Hours</b>

**Course Objective (CO):**

1. To Study the basics of Artificial Intelligence and its applications in current era.
2. To study the various machine learning techniques.
3. To study the applications of AI, machine learning in real life scenarios.
4. To apply the various machine learning techniques to solve the managerial problems based upon case studies.

**UNIT-I (Lecture- 9)**

**Introduction to AI:** Definition and history of AI, Types of AI: Narrow vs. General AI, Current trends in AI, General Applications of AI.

**Search strategies:** Defining the problem as a State Space Search, Production Systems, search-data driven and goal driven search; Search algorithms-uninformed search (depth first, breadth first, Best first Search, depth first with iterative deepening), Constraint Satisfaction.

**UNIT-II (Lecture-10)**

**AI Technologies and Knowledge Acquisition:** Introduction to machine learning & its techniques, Different forms of learning: learning from examples, learning by analogy, Discovery as learning, explanation based learning, Rote learning, neural learning, learning by induction,

**UNIT-III (Lecture-11)**

**Natural language processing:** Basics of NLP and its applications (e.g., sentiment analysis, language translation), computer vision, Introduction to AI tools (e.g. Azure AI, IBM Watson).

Introduction to Deep learning, comparison of machine learning with deep learning, Generative AI, LLM tools.

**UNIT-IV (Lecture-10)**

**AI in Business Context:** Case studies of AI applications in various industries (e.g., healthcare, finance, marketing), Healthcare: Predictive analytics for patient care, Finance: Fraud detection and algorithmic trading, Marketing: Personalization and customer segmentation.

**Understanding ROI and business value of AI initiatives:** Metrics for evaluating AI success  
**Future of AI and Business:** Emerging trends in AI (e.g., AI and sustainability, AI in remote work), Preparing for the future workforce and AI integration

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**Text Books:**

- Artificial Intelligence by Elaine Rich, Kevin Knight and Nair ISBN-978-0-07- 008770-5, TMH,
- Artificial Intelligence by SarojKausik ISBN:- 978-81-315-1099-5, Cengage Learning
- Artificial Intelligence and Intelligent Systems by Padhy, Oxford University Press,
- S. Russell and P. Norvig, Artificial Intelligence: A Modern Approach (2nd ed.), Pearson Education, 2005.
- Nils J Nilson, Artificial Intelligence: A New Synthesis, Morgan Kaufmann Publishers, Inc., San Francisco, California, 2000.
- R. Akerkar, Introduction to Artificial Intelligence, Prentice-Hall of India, 2005
- Dan W. Patterson, Introduction to Artificial Intelligence and Expert Systems, Prentice Hall of India, 2006

**CourseOutcome(CO):**

Upon successful completion of the course, students will demonstrate the ability to:

1. Learn the basics of Artificial Intelligence and its applications in current era.
2. Learn various machine learning techniques.
3. Learn applications of AI, machine learning in real life scenarios.
4. Have clear understandings of applications of AI based upon case studies .

**Note:**

1.The paper setter will set two questions (with/without parts)from each units, the first question will be compulsory and comprising of 5 to 10sub-parts, coveringtheentire syllabus.Theexaminee will attempt 5 questions in all, along with the compulsory question, selecting one question from each unit. All question will carry equal marks.

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**English for Technical Writing (Theory)**  
**BTech Ist year(Common for all branches) & BBA**  
**w.e.f session 2024-25**

<b>Course Code</b>	<b>:</b>	<b>HSMC-01</b>
<b>Course Title</b>	<b>:</b>	<b>English for Technical Writing</b>
<b>Number of Credits</b>	<b>:</b>	<b>4 (L: 3, T: 0, P: 2)</b>
<b>Course Category</b>	<b>:</b>	<b>Humanities &amp; Social Science Courses</b>

**Course Objectives:**

1. To provide learning environment to practise listening, speaking, reading and writing skills
2. To assist students carry on the tasks and activities through guided instructions and materials
3. To effectively integrate English language learning with employability skills and training
4. To apply techniques of writing skills in technical writing, through real life examples

**Course Outcomes:**

1. Enabling students become effective and successful communicators in social, academic and professional lives
2. Equipping them with basic skills to excel in Technical Writing
3. Enabling them speak correct and acceptable English so that they have communicative intelligibility within and outside their country
4. Write effective reader-friendly technical documents in good English

**Course Content:**

**Unit I: Vocabulary Building**

- Synonyms, antonyms and standard abbreviations
- One Word Substitution (List attached)
- Commonly used idioms in English and Phrasal Verbs (List attached)
- Foreign words/expressions commonly used in English (List Attached)

**Unit- II: Basic Writing Skills**

- Sentence Structures
- Use of clauses in sentences
- Punctuation
- Creating coherence and learning parallelism
- Organizing principles of paragraphs in documents

**Unit III : Identifying Common Errors in Writing**

- Subject-verb agreement
- Noun-pronoun agreement
- Misplaced modifiers
- Articles
- Prepositions
- Tenses and Connectives
- Relative Clauses
- Doing away with Redundancies

## Unit-IV: Reading Practices and Technical Writing

- a) "Uncle Podger Hangs the Picture" by Jerome K. Jerome  
<https://www.rssenglishworld.com/2023/03/uncle-podger-hangs-picture-by-jerome-k.html>
- b) "The Lottery Ticket" by Anton Checkov  
<https://www.classicshorts.com/stories/lottery.html>
- c) "The Son" by Hermann Hesse  
<https://www.ereadingworksheets.com/short-stories/the-son/the-son.pdf>
- d) "The Secret of Work" by Swami Vivekananda  
[https://www.ramakrishnavivekananda.info/vivekananda/volume\\_1/karma-yoga/secret\\_of\\_work.htm](https://www.ramakrishnavivekananda.info/vivekananda/volume_1/karma-yoga/secret_of_work.htm)
- e) Summarizing and Précis Writing
- f) Techniques for writing emails, notices, circulars and business letters
- g) Writing of Business Reports
- h) Writing of Statement of Purpose (SOP)

### Sample List of Assignments:

1. Write an email to a faculty requesting to work under them as research interns, ensuring clarity, proper etiquette, precision and concise and effective communication.
2. Write a precise and accurate technical description of an engineering component, system or process, focusing on clarity and attention to detail.
3. Prepare a report that identifies and analyzes an engineering problem, proposes potential solutions, and recommends the best course of action
4. Write critical summaries of the literary texts mentioned from (a) to (d) in the Unit-IV

### Recommended Readings:

1. Kul Bhushan Kumar, *Effective Communication Skills*, Khanna Book Publishing, 2022.
2. Michael Swan, *Practical English Usage*. OUP, 1995.
3. Nitin Bhatnagar and Mamta Bhatnagar, *Communicative English for Engineers and Professionals*, Pearson Education, 2013.
4. M. Ashraf Rizvi, *Effective Technical Communication*. Mc Graw Hill Education, 2014.
5. William Zinsser, *On Writing Well*. Harper Resource Book. 2001
6. L.A Hill, *A Guide to Correct English*. London, OUP, 1965
7. Sanjay Kumar and Pushp Lata, *Communication Skills*. Oxford University Press. 2011.
8. *Exercises in Spoken English*. Parts. I-III. CIEFL, Hyderabad. Oxford University Press.
9. Saumya Sharma. *Common Errors in Everyday English*, OUP, 2017.
10. *Common Errors in English and How to Avoid Them*, Harper Collins Publishers, 2013
11. Shalini Verma, *Technical Communication for Engineers*. Vikas Publishing House, 2015
12. *The Pitman Book of Synonyms & Antonyms*, Fifth Edition, a.h. wheeler & co.,(p)limited, 1971.

### Alternative NPTEL/SWAYAM Course:

Sr. no	NPTEL Course Name	Instructor	Host Institute
1.	Speaking Effectively	Prof. Anjali Gera Roy	IITKGP
2.	English Language For Competitive Exam	Prof. Aysha Iqbal	IIT MADRAS
3.	Technical English For Engineers	Prof. Aysha Iqbal	IIT MADRAS

### **Scheme of End Semester Examination (Major Test):**

1. The duration of examination will be three hours.
2. Nine questions of 15 marks each will be set, out of which the examinees will have to attempt five questions.
3. First question of 15 marks will be compulsory. It will cover all the four units of the syllabus. The question will have sub- parts with marks assigned against each.
4. Question No 02 to 09 will be set from the four units of the syllabus --- two from each unit of 15 marks each. The nature of the questions in each unit will depend upon the nature of content therein. Examinees will have to attempt four more questions, selecting one from each unit. The questions may have parts.

## ***Study Material (List) for Unit-I(Theory paper)***

### **One Word Substitution**

1. People who work together - Colleagues
2. A person belonging to one's own country - Compatriot
3. One who is completely self-satisfied - Complacent
4. One who sells sweets and pastries - Confectioner
5. Belonging to an individual from birth - Congenital
6. One who believes in keeping things and customs as they are - Conservative
7. A number of stars grouped together - Constellation
8. One who lives at the same time - Contemporary
9. A person who lives in a foreign country - Alien
10. One who takes part in sports and other activities for enjoyment only - Amateur
11. A statement that is open to more than one interpretation - Ambiguous
12. Which cannot be compared- Unique
13. A partner in crime - Accomplice
14. Written declaration made on an oath - Affidavit
15. A list of things to be discussed at a meeting - Agenda
16. One who doubts the existence of God - Agnostic/Atheist
17. One who is a habitual drunkard - Alcoholic
18. A medicine which produces insensitivity - Anaesthetic
19. A book written by an unknown author - Anonymous
20. The study of man - Anthropology
21. A medicine used to counteract poison - Antidote
22. One who studies things of the past - Antiquarian
23. A substance which kills germs - Antiseptic
24. An artificial pond or a tank used for keeping live fish, water plants, etc. - Aquarium
25. One who criticizes-Critic
26. One who knows history- Historian
27. One who is out to destroy the government - Anarchist
28. Absence of government - Anarchy
29. The science of the structure of human body - Anatomy
30. An instrument used for measuring force of the wind - Anemometer
31. A building that can touch sky-Skyscraper
32. Which is not been heard before- Unprecedented
33. One who live in Orphanage- Orphan
34. A study of ancient things - Archaeology
35. One who designs buildings - Architect
36. A place where government and public records are kept - Archive
37. A government by the nobility - Aristocracy
38. A study of stars and planets and their influence on human affairs - Astrology
39. One who is unable to pay off one's debt - Bankrupt
40. A building used for lodging soldiers - Barrack
41. Hastily erected barrier across a street - Barricade
42. One who is engaged to be married - Betrothed
43. A great lover of books - Bibliophile
44. One who can speak two languages - Bilingual
45. An instrument used by both the eyes to see a distant object in an increased shape - Binocular
46. A record of one's life written by somebody else - Biography

47. A study of plants - Botany
48. A bunch of flowers - Bouquet
49. A collection of flags - Bunting
50. A government by the officials - Bureaucracy
51. A list which contains dates and days - Calendar
52. Thing which is very necessary- Mandatory
53. One who cannot die- Immortal
54. The place where books are kept for reading- Library
55. The art of beautiful writing - Calligraphy
56. One who flies a space vehicle - Astronaut
57. One who is unmarried - Celibate
58. One who is more than hundred years old - Centenarian
59. Situation in which everything happens in a confused way - Chaotic
60. One who mends shoes - Cobbler
61. The study of stars - Astronomy
62. Animals that live in water - Aquatic
63. Space or room which is immediately below the roof of a house - Attic
64. Something that can be heard - Audible
65. A record of one's life written by oneself - Autobiography
66. A government by one - Autocracy
67. The right of self-government - Autonomy
68. A place for keeping birds - Aviary
69. An unmarried man - Bachelor
70. One who eats human flesh - Cannibal
71. The dead body of an animal - Carcass
72. One who lives on flesh - Carnivorous
73. A place with gambling tables - Casino
74. Soldiers on horses - Cavalry
75. The world in miniature - Microcosm
76. One who imitates voice and gestures of another person - Mimic
77. A place where money is coined - Mint
78. One who hates mankind - Misanthrope
79. A person who loves money and hates spending it - Miser
80. A hater of women - Misogynist
81. A rule by the mob - Mobocracy
82. One for whom the world is home - Cosmopolitan
83. One who easily believes what others say - Credulous
84. A number of sailors working on a ship - Crew
85. A war of religion - Crusade
86. One who questions everything in a negative manner - Cynic
87. A person who has been appointed or selected to attend or speak at a conference - Delegate
88. A government by the people - Democracy
89. A language of a region with its own way - Dialect
90. Shy, timid unwilling to face a situation - Diffident
91. A book which contains telephone addresses - Directory
92. A game in which no one wins - Draw
93. Extremely dry weather without rainfall - Drought
94. A person who is slow in learning - Dunce
95. One who has strange habits - Eccentric
96. Something that can be eaten - Edible

97. something that cannot be repaired: Irreparable
98. A statement open to more than one interpretations - Equivocal
99. The act of spying - Espionage
100. A study of the origin of words - Etymology
101. The science of insects: Entomology
102. The doctor who treats children: pediatrician
103. To shift people from a place of danger to a safer place - Evacuate
104. A speech made without preparation - Extempore
105. Short stories with an element of moral - Fable
106. One who is not easily pleased - Fastidious
107. One who is curious- Inquisitive
108. One who is born in a good family- Noble
109. who is omnipresent- Omnipresent
110. One who knows everything- Omniscient
111. One who is all powerful- Omnipotent
112. A disease which ends in death - Fatal
113. One who believes in fate - Fatalist
114. Animals of a certain region - Fauna
115. One who champions the rights of women - Feminist
116. One who is engaged to marry - Fiancé/Fiancée
117. A person with showy character - Flamboyant
118. A number of battle ships - Fleet
119. A number of sheep - Flock
120. Plants and vegetation of a certain region - Flora
121. Murder of a brother - Fratricide
122. Large band of stars encircling the heavens - Galaxy
123. The study of rocks and soil - Geology
124. One who thinks and talks too much about himself/herself - Egoist
125. A poem written to mourn the death of someone - Elegy
126. The most capable part of group, class of society or a country - Elite
127. The art of effective speaking - Elocution
128. A book containing information on all branches of knowledge - Encyclopaedia
129. One who is given to the pleasures of flesh - Epicurean
130. A speech made by the dramatist at the end of the play - Epilogue
131. Words inscribed on a tomb about the person buried therein - Epitaph
132. One who eats too much - Glutton
133. Storehouse of grains - Granary
134. One who is easily deceived - Gullible
135. Language that has been very much used - Hackneyed
136. A cluster of houses in a village - Hamlet
137. One who travel at night- Noctivagant
138. Whose boundary cannot be found, boundless- Boundless
139. A place for shelter of ships - Harbour
140. A place for the collection of dried plants - Herbarium
141. Descending from father to son - Hereditary
142. One who acts against religion - Heretic
143. Murder of a human being - Homicide
144. Something that cannot be described - Indescribable
145. Something that cannot be eaten - Inedible
146. Something that cannot be avoided - Inevitable

147. One who does not make mistakes - Infallible
148. Murder of an infant - Infanticide
149. The soldiers on foot - Infantry
150. Liable to catch fire - Inflammable
151. Something which cannot be imitated - Inimitable
152. Something which cannot be satisfied - Insatiable
153. To examine one's thoughts and feelings - Introspect
154. Having no force, null and void - Invalid
155. Something which cannot be conquered - Invincible
156. A decision that cannot be taken back - Irrevocable
157. A plan for the route to be followed - Itinerary
158. A professional rider in horse races - Jockey
159. One who has an irresistible tendency to steal - Kleptomaniac
160. A place where food is kept - Larder
161. A book of account showing debit and credit - Ledger
162. Something which is lawful - Legal
163. Something which can be read - Legible
164. Number of books housed in one building - Library
165. A document allowing persons to travel abroad - Passport
166. Murder of a father - Patricide
167. One who loves one's own country - Patriot
168. One who shows too much concern for small details of learning or teaching - Pedant
169. One who walks on foot - Pedestrian
170. A doctor who specializes in the treatment of children - Pediatrician
171. One who looks at the dark side of things - Pessimist
172. One who loves mankind - Philanthropist
173. One who collects postage stamps - Philatelist
174. The study of languages - Philology
175. A study of human body - Physiology
176. One who doesn't want to work- Doodler
177. One who is cruel- Ruthless, Merciless
178. Pertaining/related to moon - Lunatic
179. The house of an Eskimo - Igloo
180. Something which is unlawful - Illegal
181. Something which cannot be read - Illegible
182. One who cannot read or write - Illiterate
183. One who settles in another country - Immigrant
184. Free from infection - Immune
185. Not planned ahead of time - Impromptu
186. Something which cannot be heard - Inaudible
187. Not of good omen - Inauspicious
188. Something that cannot be corrected - Incurable
189. A place where mad men are kept - Lunatic asylum
190. Name shared by all the members of a family - Surname
191. A person's last utterance - Swan Song
192. One who always keeps to himself - Taciturn
193. One who does not drink wine - Teetotaler
194. An instrument used to send messages to long distances - Telegraph
195. An instrument which transmits spoken words to long distances - Telephone
196. One who believes in God - Theist

197. Something through which light can partly pass - Translucent
198. Something through which light can pass - Transparent
199. One who changes sides - Turncoat
200. A decision on which all agree - Unanimous
201. A place where everything is perfect - Utopia
202. A person who lives a wandering life - Vagabond
203. A speech made for the first time - Maiden
204. Animals that suckle their young ones - Mammals
205. A book or a paper written by hand - Manuscript
206. Killing on a large scale - Massacre
207. Murder of a mother - Matricide
208. Negotiating between the opposite parties to settle their dispute - Mediate
209. Personal reminiscences in a narration form - Memoir
210. A government by a king or a queen - Monarchy
211. A treatise on a subject - Monograph
212. A speech delivered by one person - Monologue
213. A government by the few - Oligarchy
214. Flesh- and vegetable-eating animals - Omnivorous
215. Something through which light cannot pass - Opaque
216. One who is able to make an eloquent speech - Orator
217. Curved path of a planet, satellite - Orbit
218. An authoritative decree or law of the government - Ordinance
219. A place where clothes are kept - Wardrobe
220. A woman whose husband is dead - Widow
221. A man whose wife is dead - Widower
222. An unexpected piece of good fortune - Windfall
223. Highest point in the sky directly above the observer - Zenith
224. Deeply religious - Pious
225. A writer who steals ideas from another writer - Plagiarist
226. A government by the rich - Plutocracy
227. The science of government - Political science
228. Mental derangement confined to one idea - Monomania
229. Exclusive possession or control of any one thing - Monopoly
230. A place where dead bodies are kept before they are cremated or buried - Mortuary
231. A place where ancient works are kept - Museum
232. Favouring one's friends and relatives - Nepotism
233. Taking neither side in the dispute, remaining impartial - Neutral
234. A hollow space in a wall for a statue - Niche
235. One who is new to a profession - Novice
236. A word no longer in use - Obsolete
237. One who is 80-years old - Octogenarian
238. Something which can be carried or moved easily - Portable
239. Occurring after death - Posthumous
240. Examination of a dead body - Post-mortem
241. A child of unusual or remarkable talent - Prodigy
242. A speech made by the dramatist in the beginning of the play - Prologue
243. A person who preaches religion and is considered to be a messenger of God - Prophet
244. To write under a different name - Pseudonym
245. A doctor who specializes in mental illness - Psychiatrist
246. The study of human mind - Psychology

247. One who retires from society to live a solitary life - Recluse  
 248. Too much official formality - Red-tapism  
 249. Bitter or ironic remark, specially one ironically worded - Sarcasm  
 250. Person who is made to bear blame due to others - Scapegoat  
 251. Someone who knows a lot about the subject - Scholar  
 252. One who carves in stones - Sculptor  
 253. A state in which all the religions have equal freedom - Secular  
 254. A case in which sword is kept - Sheath  
 255. A speech made to one self - Soliloquy  
 256. One who walks in one's sleep - Somnambulist  
 257. One who talks in one's sleep - Somniloquist  
 258. An older woman who is unmarried and is not likely to get married - Spinster  
 259. A sudden rush of a large number of frightened people or animals - Stampede  
 260. Social position or rank - Status  
 261. One who loads and unloads ships - Stevedore  
 262. One who is indifferent to pain and pleasure - Stoic  
 263. Murder of self - Suicide  
 264. To spend life without purpose and initiative - Vegetate  
 265. One who is gifted with several talents - Versatile  
 266. One who offers one's services - Volunteer  
 267. One who is given to the sensual pleasures of body - Voluptuary  
 268. An institution meant for reforming young offenders - Reformatory  
 269. Murder of the king - Regicide  
 270. A place for improving one's health - Resort  
 271. One who speaks less - Reticent  
 272. A person who lives in a countryside far from the humdrum of society - Rustic  
 273. One who gets pleasure in others' trouble or pain - Sadist  
 274. A room where idols of God are kept - Sanctorum  
 275. A very private room - Sanctum  
 276. A study of animals - Zoology  
 277. Words different in meaning but similar in sound - Homophones  
 278. Serving without pay - Honorary  
 279. One who is sympathetic to mankind - Humanitarian  
 280. Payment for a specific work done - Remuneration  
 281. One who pretends to be what he/she is not - Hypocrite  
 282. A study of birds - Ornithology  
 283. The study of mountains - Orology  
 284. A place where orphans are housed - Orphanage  
 285. One who looks at the bright side of things in life - Optimist  
 286. A cure for all diseases - Panacea  
 287. Belief of God in nature - Pantheism  
 288. One that lives on others - Parasite

### Phrasal Verbs (with examples)

1. Account for--To explain the reason for (Increased pollution may *account for* climate change)
2. Adhere to—Obey (You must *adhere to* the terms of the contract.)
3. Allude to--Mention in an indirect way (She kept *alluding to* our agreement, but she didn't want to reveal it.)

4. Bring on--To cause something bad to happen, especially illness  
(His heart condition was *brought on* by his diet.)
5. Bring up-- To start discussing a subject  
(She *brought* the matter *up* very late so they didn't have time to discuss it properly.)
6. Come about-- To happen, especially by chance  
( Increased unemployment has *come about* through automated production.)
7. Cut back-- To reduce  
(They are *cutting back* expenses.)
8. Do without-- To succeed in living or working without  
(We can *do without* help from you.)
9. Embark on-- To start a new project or activity, usually one that will be difficult or take time (After graduating from university, she *embarked on* a career in banking.)
10. Follow through-- To continue doing something until it has been completed (You will need to *follow through* with some reading if you want to master the subject.)
11. Frown upon--To not approve of something (Failure to attend classes is *frowned upon*.)
12. Get across-- To make people understand something  
(The teacher managed to *get across* how important it was to attend lectures.)
13. Get around-- To be heard by a lot of people  
(News of his promotion *got around* very fast.)
14. Get at-- To try to suggest something without saying it directly  
(What are you *getting at*? Was my presentation too long?)
15. Get back-- To start doing something again after not doing it for a period of time(Let's *get back* to discussing how this happened.)
16. Look forward to-- To feel happy about something that is going to happen  
(I'm *looking forward to* meeting you later.)
17. Look into-- To try to discover facts about something  
(After several customers complained about late deliveries, they decided to *look into* the matter.)
18. Make of--To understand someone or something in a certain way  
(What do you *make of* the teacher's decision to shorten this course?)
19. Map out-- To plan in detail how something will happen  
(Her career was *mapped out* for her when she decided to take that job.)
20. Meet up--To come together with someone  
(Let's *meet up* and discuss how we are going to go about this project.)
21. Narrow down--To reduce the number of possibilities  
(The detectives *narrowed down* the list of suspects to just two.)
22. Put forward-- To suggest an idea, opinion so that it can be discussed  
(The proposals were *put forward* last week, but the committee didn't have time to discuss them.)
23. Put off-- To delay doing something especially when you don't want to do it  
(Are you *putting off* writing that essay because you can't concentrate right now?)

24. Resort to--To do something unpleasant in order to solve a problem  
(We must resort to *legal action* if they don't offer compensation.)
25. Rule out-- To stop considering something as a possibility  
(The CEO said that yearly bonuses can be *ruled out* in light of the financial crisis.)
26. Run by-- To tell someone your ideas so they can give you their opinion (I have a few ideas for tomorrow's meeting. Can I *run* them *by* you?)
27. Talk out of-- To persuade someone not to do something  
(Her parents *talked* her *out of* living in a rented flat.)
28. Think over-- To consider a problem carefully  
(You should *think* it *over* before handing in your resignation.)
29. Turn out--To develop in a particular way  
(The presentation *turned out* well, considering how little you prepared for it.)
30. Verge on-- To almost be in a particular state  
( His speech was so good, it was *verging on* genius.)

### **Some More Phrasal Verbs (with meaning only)**

1. Abide by- Respect or obey the law, a decision, a rule
2. Account for- Explain, give a reason
3. Add up- Make sense, seem reasonable
4. Agree with- Have the same opinion as somebody else.
5. Allow for- Take advantage of something (an opportunity)
6. Answer back- Reply rudely
7. Apply for- Make a formal request for something ( job, permit, loan, etc.)
8. Avail (oneself) of- Take into consideration, include in a calculation
9. Back away- Move backwards, in fear or dislike
10. Back down-Withdraw, concede, defeat
11. Blow up-Explode; be destroyed by an explosion
12. Back up-Give support or encouragement; make a copy of (file, program, etc.)
13. Black out-Faint, lose consciousness
14. Block off-Separate using a barrier
15. Boil down to-Be summarized as
16. Break down- Go out of order, cease to function; lose control of one's emotions
17. Break out- Start suddenly
18. Break into- Enter by force
19. Bump into- Meet by accident or unexpectedly
20. Burn out- Stop (something) working; become exhausted from overworking
21. Butt in (on something)- Interrupt impolitely
22. Call back- Return a phone call
23. Call off- Cancel
24. Call on/upon something- Formally invite or request
25. Calm down- Become more relaxed, less angry or upset
26. Carry on- Continue
27. Carry out- Do something as specified (a plan, an order, a threat); perform or conduct(test, experiment)
28. Cut down on- Reduce in number or size

29. Cut out- Remove using scissors; stop doing something
30. Deal with- Handle, take care of (problem, situation)
31. Die down- Calm down, become less strong
32. Dress up- Wear elegant clothes; disguise oneself
33. Do without- Manage without
34. Drag on- Last longer than expected
35. Draw up- Write (contract, agreement, document)
36. Drop in- Visit, usually on the way somewhere
37. Drop out- Leave school without finishing
38. Drop off- Deliver someone or something; fall asleep
39. Ease off- Reduce, become less severe or slow down (pain, traffic, work)
40. Even out- Eliminate differences of opinion; become level or regular
41. Fall through- Fail; doesn't happen
42. Figure out- Understand, find the answer
43. Fill out- Complete (a form/an application)
44. Find out- Discover or obtain information
45. Focus on- Understand; find a solution
46. Figure out- Concentrate on something
47. Get at- Imply
48. Check in- Register at a hotel or airport
49. Check out- Pay one's bill and leave (a hotel); investigate
50. Clam up- Refuse to speak
51. Close down- Stop operating (company, restaurant, cinema)
52. Come across- Find by chance; appear
53. Come forward- Present oneself
54. Conk out- Stop working; stop or fall asleep from exhaustion
55. Come up against- Be faced with or opposed by
56. Count on- rely or depend on (for help)
57. Cross out- Remove by drawing a line through
58. Get on (well) with (somebody)- Have a good relationship with
59. Get out of- Avoid doing something
60. Get over- Recover from (illness, disappointment)
61. Give up- Stop doing something
62. Get rid of- Eliminate
63. Get together- Meet each other
64. Get up- Rise, leave bed
65. Go through- Experience
66. Grow up- Spend one's childhood; develop; become an adult
67. Hand in- Distribute
68. Hand out- Submit (report, homework)
69. Hang out- Spend time in a particular place, or with a group of friends
70. Hang up- End a phone conversation
71. Hit at- Aim a blow at
72. Hit back- Retaliate; reply to an attack
73. Hit on/upon- Find unexpectedly or by inspiration
74. Hold on- Wait; grip tightly
75. Hurry up- Be quick, act speedily
76. Iron out- Resolve by discussion, eliminate differences

77. Join in- Participate
78. Get away- Escape
79. Get back at- To get revenge on somebody
80. Get in- Enter
81. Get into (+noun)- Manage to cope or to survive
82. Get off- Leave (bus, train, plane); remove
83. Get on- Board (bus, train, plane)
84. Get on with (something)- Continue to do; make progress
85. Get out- Leave
86. Join up- Engage in, become a member of, meet and unite with
87. Jot down- Take quick notes
88. Keep on- Continue doing something
89. Keep up with- Stay at the same level as someone or something
90. Kick off- Begin, start
91. Leave out- Omit, not mention
92. Let down- Disappoint
93. Look after- Take care of
94. Look ahead- Think of the future
95. Look down on- Consider as inferior
96. Look on- Be a spectator at an event
97. Look for- Try to find something
98. Look forward to- Await or anticipate with pleasure
99. Look up to- Admire
100. Make fun of- Laugh at/ make jokes about
101. Make up- Invent (excuse, story)
102. Mix up- Mistake one thing or person for another
103. Move in- Arrive in a new home or office
104. Move out- Leave your home/office for another one.
105. Nod off- Fall asleep
106. Note down- Write something
107. Opt out- Leave a system or decide not to participate
108. Own up- Admit or confess something
109. Pass away- Die
110. Rule out- Eliminate
111. Run away- Escape from a place or suddenly leave
112. Run into- Meet by accident or unexpectedly (also- bump into)
113. Run out of- Have no more of something.
114. Set off- Start a journey
115. Set up- Start a business
116. Shop around- Compare prices
117. Show off- Brag or want to be admired
118. Show up- Appear/arrive
119. Stick up for- Defend
120. Take after- Resemble, in appearance or character
121. Take care of- Look after
122. Take off- Leave the ground
123. Take on- Hire or engage staff
124. Tell off- Reprimand/criticize severely

125. Think over- Consider.
126. Pass out- Faint
127. Pay back- Reimburse
128. Put off- Postpone, arrange at a later date
129. Put on- Turn on, switch on
130. Put out- Extinguish
131. Put up- Accommodate, give somebody a bed
132. Pick up- Collect somebody
133. Point out- Indicate/direct attention to something
134. Rely on- Count on, depend on, trust
135. Try on- Wear something to see if it suits or fits
136. Turn down- Refuse
137. Use up- Finish a product (so that there's none left)
138. Vouch for- Express confidence in, or guarantee something
139. Watch out- Be careful
140. Wear out- Become unusable, Become very tired
141. Work out- Do physical exercise, Find a solution or calculate something
142. Wipe off- Clean (board, table)

### **Commonly Used Idioms**

1. As easy as pie - very easy (same as "a piece of cake")
2. Be sick and tired of -- to detest, to abhor (also "can't stand")
3. Bend over backwards-- try very hard (maybe too much!)
4. Bite off more than one can chew- "take responsibility for more than one can manage"
5. Broke- to have no money
6. A bed of roses- A comfortable position
7. A bed of thorns- An uncomfortable position.
8. A bird in the hand is worth two in the bush- Having something that is certain is much better than taking a risk for more.
9. A bird's eye view- A brief general view
10. A blessing in disguise- Something good that isn't recognized at first
11. A bolt from the blue- Any calamity that overtakes somebody suddenly.
12. A chicken-hearted fellow- A timid person.
13. Achilles heel- A point of vulnerability
14. A red letter day- An important day
15. A slap on the wrist- A very mild punishment
16. A snake in grass- A deceitful person
17. A taste of your own medicine- When you are ill-treated the same way you ill-treat others.
18. At loggerheads- Engaged in a head-on dispute.
19. Actions speak louder than words- It's better to do something in reality than just talk about it.
20. Add fuel to the fire- To do something to make a bad situation even worse than it is.
21. Against the clock- To do something fast to finish it before a particular time.
22. All bark and no bite- Someone is threatening or aggressive but not willing to engage in a fight.
23. All Greek to me- Meaningless and incomprehensible like someone who cannot read, speak, or understand any of the Greek languages.

24. All in the same boat- When everyone is facing the same challenges.
25. An axe to grind- To have a dispute with someone.
26. An apple of someone's eye- Someone who is cherished above all others.
27. As high as a kite- Anything that is high up in the sky.
28. At the drop of a hat- Willing to do something immediately.
29. Back-seat driver- People who criticize from the sidelines, much like someone giving unwanted advice from the back seat of a vehicle to the driver.
30. Back to square one- Having to start all over again.
31. Beat a dead horse- To force an issue that has already ended.
32. Beating about the bush- Avoiding the main topic, not speaking directly about the issue.
33. Between a rock and a hard place- Stuck between two very bad options.
34. Burn the midnight oil- To stay awake late at night to work or to study.
35. By hook or by crook- By whatever means possible, fair or unfair.
36. A doubting Thomas- A skeptic who needs physical or personal evidence to believe something.
37. A drop in the bucket- A very small part of something.
38. A fair weather friend- One who betrays in difficulty
39. A fish out of water- A person in uncomfortable surroundings.
40. A fool and his money are easily parted- It is easy for a foolish person to lose his/her money.
41. A hen-pecked husband- A person servile to his wife.
42. A leopard can't change his spots- You cannot change what you are.
43. A penny saved is a penny earned- Saving money little by little.
44. A picture paints a thousand words- A visual presentation is far more descriptive than words.
45. A piece of cake- A task that can be accomplished very easily.
46. Chew someone out- To scold someone verbally.
47. Cock and bull story- An unbelievable tale.
48. Crocodile tears- Pretending to be sad, in an attempt to manipulate the situation.
49. Cross your fingers- To hope that something happens the way you want it to.
50. Cry over spilt milk- When you complain about a loss from the past.
51. Cry wolf- Intentionally raise a false alarm.
52. Curiosity killed the cat- Being inquisitive can lead you into a dangerous situation.
53. Dark horse- One who was previously unknown and is now prominent.
54. Devil's advocate- Someone who takes a position for the sake of argument without believing in that particular side of the argument.
55. Don't count your chickens before they hatch- Don't rely on something until you are sure of it.
56. Don't put all your eggs in one basket- Do not put all your resources in one possibility.
57. Drastic times call for drastic measures- When you are extremely desperate you need to take extremely desperate actions.
58. Draw the line- To set a limit, as of accepted behaviour.
59. Drink like a fish- To drink very heavily.
60. Bite off more than you can chew- To take on a task that is way to big.
61. Bite your tongue- To avoid talking.
62. Black sheep- A person who is considered a disgrace to a family.
63. Blood is thicker than water- The family bond is closer than anything else.
64. Blow one's own horn- To praise your own abilities and achievements.
65. Blue moon- A rare event or occurrence.
66. Break the ice- To remove the tension, hesitation at the first meeting or at the opening of a party, etc.
67. Drive someone up the wall- To irritate and/or annoy very much.
68. Dropping like flies- A large number of people either falling ill or dying.
69. Every cloud has a silver lining- Be optimistic, even difficult times will lead to better days.
70. Everything but the kitchen sinks- Almost everything and anything has been included.

71. Eye for eye- Revenge.
72. Feather in one's hat- An accomplishment a person can be proud of.
73. Field day- An enjoyable day or circumstance.
74. Finding your feet- To become more comfortable in whatever you are doing.
75. Fixed in your ways- Not willing to change from your normal way of doing something.
76. Flash in the pan- Something that looks promising in the beginning but fails to deliver anything in the end.
77. Flesh and blood- Material of which people are made of, or it can refer to someone's family.
78. Fools' gold- A worthless rock that resembles real gold.
79. From pillar to post- From one place or thing to another.
80. From rags to riches- To go from being very poor to being very wealthy.
81. Fuddy-duddy- An old-fashioned and foolish type of person.
82. Chip on his shoulder- Angry today about something that occurred in the past.
83. Chip off the old block- People who closely resemble their parents in some way or the other.
84. Change one's mind - decide to do something different from what had been decided earlier
85. Cut it out! - stop doing something bad
86. Drop someone a line- send a letter or email to someone
87. Figure something out means- come to understand a problem
88. Fill in for someone-- do their work while they are away
89. Clean slate- To make a new start by clearing records
90. Get over it- To move beyond something that is bothering you
91. Get up on the wrong side of the bed- Someone who has a horrible day
92. Give him the slip- To get away from, to escape.
93. Go down like a lead balloon- To be received badly by an audience.
94. Go out on a limb- Put yourself in a tough position to support someone/something.
95. Go the extra mile- Making extra efforts for the task at hand.
96. Great minds think alike- Intelligent people think like each other.
97. Green room- The waiting room, especially for those who are about to go on stage, a TV or radio.
98. Gut feeling- A personal intuition that something may not be right.
99. Hit the books- To study, especially for a test or exam
100. Hit the nail on the head- Do something exactly right or say something exactly right
101. Hold your horses- Be patient
102. Icing on the cake- Something extra that is added to an already good situation
103. Idle hands are the devil's tools- You are more likely to get into trouble if you have nothing to do
104. Smell a rat- To detect someone in the group who is betraying others
105. Coming events cast their shadows before- Significant *events* are often preceded by signs that they are about to happen
106. Smell something fishy- Detecting something isn't right
107. Southpaw- Someone who is left handed
108. Spitting image- The exact likeness or kind
109. Start from scratch- To do it all over again from the beginning
110. Strike while the iron is hot- Act quickly when the opportunity is still available
111. The ball is in your court- It is your decision this time
112. The best of both worlds- There are two choices and you have them both
113. The bigger they are the harder they fall- While the bigger and stronger opponent might be a lot more difficult to beat
114. If it's not one thing, it's another- When one thing goes wrong, then another, and another.
115. In the heat of the moment- Overwhelmed by what is happening in the moment.
116. Haste makes waste- Quickly doing things results in a poor ending
117. Hat trick- Three scores made continuously without break in a sport, such as

- three wickets in cricket or three soccer goals.
118. Have a finger in every pie- To be involved in a lot of different activities and have influence over them
  119. He lost his head- Angry and overcome by emotions
  120. Head over heels- Very excited and/or joyful, especially when in love
  121. Hell in a hand basket- Deteriorating and headed for complete disaster
  122. Hit below the belt- An unfair or cruel remark
  123. It takes two to tango- A two-person conflict where both people are at fault.
  124. It's a small world- You frequently see the same people in different places.
  125. It's anyone's call- A competition where the outcome is difficult to judge or predict.
  126. Jack of all trades master of none- Someone good at many things but excellent at nothing.
  127. Keep an eye on somebody- You should watch a person carefully.
  128. In ages - for a very long time
  129. Give someone a hand - to help
  130. Hit the hay - go to bed (also hit the sack)
  131. In the black - the business is making money, it is profitable
  132. In the red - the business is losing money, it is unprofitable
  133. Keep body and soul together- To earn a sufficient amount of money to keep yourself alive.
  134. Keep your chin up- To remain joyful in a tough situation
  135. Kitty-corner- Diagonally across, sometimes called Catty-Corner as well
  136. Knee jerk reaction- A quick and automatic response
  137. Knock on wood- Knuckle tapping on wood to avoid some bad luck
  138. Know the ropes- To understand the details
  139. Last but not the least- An introduction phrase to let the audience know that the last person mentioned is no less important than those introduced before him/her.
  140. Off the hook- No longer have to deal with a tough situation
  141. Off the record- Something said in confidence that the one speaking doesn't want attributed to him/her
  142. Practice makes perfect- By constantly practicing, you will become better.
  143. Pull the plug- To stop something, to bring something to an end
  144. Pulling your leg- Tricking someone as a joke
  145. Put a sock in it- To tell noisy person or a group to be quiet
  146. Queer the pitch- Destroy or ruin a plan
  147. Raining cats and dogs- A very loud and noisy rain storm
  148. Read between the lines- To pay attention to what is implied in writing or speech
  149. Ring fencing- To protect a particular sum of money by putting restrictions on its use
  150. Rise and shine- Time to get out of bed and get ready for work/school
  151. Rome was not built in one day- If you want something to be completed properly, then it is going to take time.
  152. On pins and needles- Anxious or nervous, especially in anticipation of something
  153. On the fence- Undecided
  154. On the same page- When multiple people all agree on the same thing
  155. Let the cat out of the bag- To share a secret that wasn't supposed to be shared
  156. Level-playing field- A fair competition where no side has an advantage
  157. Like a chicken with its head cut off- To act in a frenzied manner
  158. Liquor someone up- To get someone drunk
  159. Loose cannon- Someone who is unpredictable and can cause damage if not kept in check
  160. Maiden speech- The first speech made by a person
  161. Lend me your ear- To politely ask for someone's full attention

162. Let bygones be bygones- To forget about a disagreement or argument
163. Let sleeping dogs lie- To avoid restarting a conflict
164. Nest egg- Savings set aside for future use
165. Never bite the hand that feeds you- Don't hurt anyone who helps you.
166. New kid on the block- Someone new to the group or area
167. No dice- Not to accept a proposition
168. No room to swing a cat- An unusually small or confined space
169. Not playing with a full deck- Someone who lacks intelligence
170. Off on the wrong foot- Getting a bad start on a relationship or task.
171. Make no bones about- To state a fact so there are no doubts or objections
172. Mumbo jumbo- Nonsense or meaningless speech
173. Out of the blue- Something that suddenly and unexpectedly occurs.
174. Out on a limb- When people put themselves in a risky situation.
175. Out on the town- To enjoy yourself by going out
176. Rule of thumb- A rough estimate
177. Run out of steam- To be completely out of energy
178. Saved by the bell- Saved at the last possible moment
179. Scapegoat- Someone else who takes the blame
180. Show your true colours- To reveal your true intentions, personality or behaviour
181. Sick as a dog- To be very sick (with the flu or a cold)
182. Sitting shotgun- Riding in the front passenger seat of a car
183. Sixth sense- Intuition; a special ability to know something without using any of the five senses
184. The last straw- When one small burden after another creates an unbearable situation, the last straw is the last small burden that one can take.
185. The whole nine yards- Everything
186. Third times a charm- After no success the first two times, the third try is a lucky one.
187. Tie the knot- To get married
188. Turn a blind eye- Refuse to acknowledge something you know is real or legitimate
189. Under the weather- Feeling ill or sick
190. Up a blind alley- Going down a course of action that leads to a bad outcome
191. Use your loaf- Use your head / Think smart
192. Over the top- Highly excessive
193. Pass the buck- Avoid responsibility by giving it to someone else
194. Pedal to the metal- To go full speed, especially while driving a vehicle
195. Peeping Tom- Someone who observes people in the nude or sexually active people, mainly for his own gratification.
196. Pick up your ears- To listen very carefully
197. Pig out- To eat a lot and eat it quickly
198. Pipe down- To shut up or be quiet
199. Pour oil on troubled waters- To calm a disturbance
200. Variety is the spice of life- The more experiences you try the more exciting life can be
201. Wag the dog- A diversion away from something of greater importance
202. Water under the bridge- Anything from the past that isn't significant or important anymore
203. Wear your heart on your sleeve- To openly and freely express your emotions
204. When pigs fly- Something that will never ever happen
205. Wild and woolly- Uncultured and without laws
206. Wine and dine- When somebody is treated to an expensive meal
207. Without a doubt- For certain

- 208.X marks the spot- A phrase that is said when someone finds something he/she has been looking for
- 209.You are what you eat-To stay healthy you must eat healthy food
- 210.You can't judge a book by its cover- Decisions shouldn't be made primarily on appearance.
211. Your guess is as good as mine- I have no idea.
- 212.Young Turk- An insurgent person trying to take control of a situation
213. Zero tolerance- The policy of applying laws very strictly so that people are punished even for mild offences
214. To be in one's good books- To be favoured
215. To build castles in the air- Imaginary projects
216. To nip in the bud- To put a stop to a thing in the beginning
217. To call a spade a spade- To be plain and outspoken
218. To carry the day- To be victorious
219. To eat humble pie- To have to apologize
220. To pay lip service- To pretend to be faithful
221. To steal someone's thunder- To take the credit for something someone else did
222. To the backbone- Thoroughly
223. Tongue and cheek- Humour, not to be taken seriously

## Foreign Words/Expressions Commonly Used in English

Foreign Words	Language & Meaning
<b>Ab initio</b>	Latin. From the beginning
<b>Ad hoc</b>	Latin. For the specific purpose, case or situation at hand
<b>Ad libitum</b>	Latin. At the discretion of the performer
<b>Affaire d'amour</b>	French. A love affair
<b>Aide de camp</b>	French. A military officer acting as secretary and confidential assistant to the superior of general or flag rank
<b>Alma mater</b>	Latin. The school, college or a university that one has attended
<b>Anno Domini</b>	Latin. In a specified year of the Christian era
<b>Ante meridiem</b>	Latin. Before Noon
<b>Au revoir</b>	French. Used to express farewell
<b>Billet-doux</b>	French. A love letter
<b>Bona fide</b>	Latin. Made or carried out in good faith; sincere
<b>Boulevard</b>	French. A broad city street. Often tree-lined and landscaped
<b>Bourgeoisie</b>	French. The middle class

<b>Coup d'état</b>	French. The sudden overthrow of a government, usually by a small group of persons in or previously in positions of authority
<b>Cuisine</b>	French. A characteristic manner or style of preparing food
<b>De facto</b>	Latin. In reality or fact
<b>De jure</b>	Latin. According to law
<b>Exempli gratia</b>	Latin. For example
<b>En masse</b>	French. In one group or body; altogether
<b>En route</b>	French. On or along the way
<b>Erratum</b>	Latin. An error in printing or writing especially such an error noted in a list of corrections and bound into a book
<b>Et cetera</b>	Latin. And other unspecified things of the same class; and so forth
<b>Ex officio</b>	Latin. By virtue of office or position
<b>Extempore</b>	Latin. Spoken, carried out or composed with little or no preparation or forethought
<b>Fait accompli</b>	French. An accomplished, presumably irreversible deed or fact
<b>Gourmet</b>	French. A connoisseur of fine food and drink
<b>Gratis</b>	Latin. Without charge
<b>Habeas corpus</b>	Latin. One of a variety of writs that may be issued to bring a party before a court or judge, having as its function the release of the party from unlawful restraint.
<b>Ibidem</b>	Latin. In the same place. Used in footnotes and bibliographies to refer to the book, chapter, article, or page cited just before.
<b>Id est</b>	Latin. That is to say.
<b>Impasse</b>	French. 1) A road or passage having no exit; 2) A situation that is so difficult that no progress can be made; a deadlock or a stalemate.
<b>In absentia</b>	Latin. While or although not present; in absence.
<b>In memoriam</b>	Latin. In memory of; as a memorial to
<b>In toto</b>	Latin. Totally; altogether
<b>Laissez-faire</b>	French. 1) Noninterference in the affairs of others; 2) An economic doctrine that opposes governmental regulation of or interference in commerce beyond the minimum necessary for a free-enterprise system to operate according to its own economic laws.
<b>Magnum opus</b>	Latin. A great work especially a literary or artistic masterpiece.

Nom de plume	French. Pen-name; assumed name used by a writer instead of original name.
Persona grata	Latin. Fully acceptable or welcome especially to a foreign government
Post meridiem	Latin. Afternoon; used chiefly in the abbreviated form to specify the hour
Post-mortem	Latin. Of or relating to a medical examination of a dead body.
Prima facie	Latin. At first sight; before closer inspection
Pro bono	Latin. Done without compensation for the public good.
Pro rata	Latin. In proportion, according to a factor that can be calculated exactly.
Pro tempore	Latin. For the time being; temporarily
Quasi	Latin. Having likeness to something; resembling
Répondez s'il vous plaît	French. Please reply
Résumé	French. A brief account of one's professional or work experience and qualification
Sangfroid	French. Coolness and composure, especially in trying circumstances
Status quo	Latin. The existing condition or state of affairs
Sine die	Latin. Without a day specified for a future meeting; indefinitely
Sine qua non	Latin. An essential element or condition
Tete-a-tete	French. Without the intrusion of a third person; in intimate privacy
Verbatim	Latin. Using exactly the same words; corresponding word for word
Versus	Latin. Against
Via	Latin. By way of
Vide	Latin. Used to direct a reader's attention
Vice versa	Latin. With the order or meaning reversed; conversely
Vis-a-vis	French 1) Face to face; with opposite to, 2) compared with, 3) in relation to
Viva voce	Latin. By word of mouth
Vox populi	Latin. Popular opinion or sentiment

**English for Technical Writing (Practical)**  
**BTech Ist year(Common for all branches) & BBA (w.e.f session 2024-25)**

**Course Objectives:**

- 1 .To develop the desired English language skills, especially speaking and listening of the students
2. To make students excel in their professional lives through proficiency in communication
3. To enhance their linguistic and communicative competence

**Course Outcomes:**

The students will be able to:

1. Acquire basic proficiency in spoken English and polish their speaking skills in English for social as well as professional settings
2. Enhance their listening skills with listening comprehension exercises
3. Present themselves confidently and meaningfully in professional and social circles
4. Develop their Speaking skills with clarity and confidence which in turn enhances their employability skills

**Course Contents:**

Practical 1	Listening: Dos and Don'ts
Practical 2	Listening for general content, Listening to fill up information, Intensive listening, Listening for specific information
Practical 3	Recognition of phonemes in International Phonetic Alphabet( Students should be given practice in listening to the sounds of the language, to be able to recognize them and find the distinction between different sounds)
Practical 4	Self- introduction and Introduction of another person
Practical 5	Conversation and dialogues in common everyday situations
Practical 6	Mechanics of Good Dialogues/ Effective Communication at Work Place (Standard phrases and sentences in various situations)
Practical 7	Telephonic Communication
Practical 8	Speeches for Special occasions --Welcome Speeches and Introduction Speeches
Practical 9	Speeches for Special occasions-- Felicitation Speeches and Farewell Speeches
Practical 10	Tag Questions
Practical 11	Etiquettes in Business and Social spheres & Importance of Body Language
Practical 12	Group Discussion: Theory and Practice
Practical 13	Interview Skills: Preparing for Interviews, Mock Interviews
Practical 14	Formal Business Presentations
Practical 15	Making small presentations on the texts prescribed in Unit IV of the Theory Paper: "Uncle Podger Hangs the Picture" by Jerome K. Jerome & "The Lottery Ticket" by Anton Checkov
Practical 16	Making small presentations on the texts prescribed in Unit IV of the Theory Paper: "The Son" by Hermann Hesse & "The Secret of Work" by Swami Vivekananda

The students are supposed to make a **file for all the practical topics conducted in the class during the entire semester in Lab/practical class sessions.** They should be encouraged to make and keep ready small PPTs of minimum 6 and maximum 10 slides on practical 15 and 16 for the day of end semester practical exam.

### **Recommended Readings:**

1. Nitin Bhatnagar and Mamta Bhatnagar. *Communicative English for Engineers and Professionals*. Pearson Education, 2013.
2. Michael Swan, *Practical English usage*. OUP, 1995.
3. J. K. Gangal, *Practical Course in Spoken English*. New Delhi: PHI Learning, 2015.
4. Konar, Nira. *Communication Skills for Professionals*. New Delhi: PHI Learning Pvt. Ltd., 2009.
5. R.K.Bansal, and J.B. Harison. *Spoken English*. Orient Black Swan,1983.
6. Sharma, Sangeeta and Binod Mishra. *Communication Skills for Engineers and Scientists*. Delhi: PHI Learning Pvt. Ltd., 2015.
7. J. Sethi and P. V. Dhamija, *A Course in Phonetics and Spoken English*. Prentice Hall India Pvt. Ltd.,1999.
8. T. Balasubramanian, *A Textbook of English Phonetics for Indian Students*. Laxmi Publication (3<sup>rd</sup> edition),2017.