



Kot Bhalwal, Jammu



Model Institute of Engineering
& Technology (Autonomous)
Course Handout

COURSE HANDOUT

ENGLISH AND LEGAL LANGUAGE (BBALLB-105)

SOL-1st SEMESTER

ACADEMIC YEAR (2024-25)

Mr. Pummy Sharma

Assistant Professor

Applied Sciences and Humanities



IET
FUTURE BEGINS HERE....

Department of Applied Sciences and Humanities

Model Institute of Engineering & Technology (Autonomous)

Kot Bhalwal, Jammu - 181122

www.mietjmu.in



Dr. Arun K. Gupta Teaching-Learning Centre

Version 1.1



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Course Code	Course Name	Course Type	Cd	L	T	P	Marks		
							Sessional	Final Exam	Total
BBALLB-105	English and Legal Language	Core	3	3	0	0	50	100	150

COURSE OUTCOMES

At the end of the course the student will be able to:	
CO1	Interpret and explain the theoretical concepts of comprehension, composition and vocabulary building.
CO2	Articulate and assimilate the concepts of English grammar.
CO3	Analyse different methods of language & communication.
CO4	Apply the skills for effective writing.
CO5	Apply the skills for effective presentation.

Unit 1: Comprehension and Composition

- 1.1 Reading Comprehension of General and Texts
- 1.2 Comprehension Pattern
- 1.3 Context to Answers and Questions
- 1.4 Sentence Formation
- 1.5 Vocabulary Building

(7 Hours)

Unit 2: Grammar

- 2.1 Use and sequence of tenses
- 2.2 Concord/Agreement between subject and verb
- 2.3 Reported speech (Direct and Indirect Narration)
- 2.4 Punctuation; Sentence Structure
- 2.5 Types of sentences and their grammatic

(7 Hours)

Unit 3: Language and Communication

- 3.1 Meaning and Communication Approaches
- 3.2 Types (Formal and Informal Communication)
- 3.3 Barriers to Communication
- 3.4 Culture and Language Sensitivity
- 3.5 Non-verbal Communication: Importance, Types (Paralanguage, Body Language, Proximity etc.)

(5 Hours)

Unit 4: Writing Skills

- 4.1 Essay Writing (Preparation on Legal and Management Topics like RTI, Human Rights, Manager and Leadership Skills, Judicial Activism, Parliamentary Form of Government, Panchayat Raj, Role of Municipal Corporation in Urban Governance, Environmental Laws, Disaster Management)
- 4.2 Paragraph writing
- 4.3 Notice writing and Report writing
- 4.4 Abstract writing and note taking
- 4.5 Project writing and Précis Writing.





(8 Hours)

Unit 5: Presentation Skills

- 5.1 Characteristics of effective presentation
- 5.2 Voice, Diction and Body language
- 5.3 Visual Aids Use and Benefits
- 5.4 Types, Do's and Don'ts
- 5.5 Effective Listening.

(12 Hours)

Textbooks

S.No.	Name of the Books	Author	Publisher Name	Edition (Pub. yr.)
1	English Grammar & Composition	Wren & Martin	Blackie ELT Books	2020
2	English Grammar in Use Book with Answers	Raymond Murphy	Cambridge University Press	4 th (2012)

Reference Books

S.No.	Name of the Books	Author	Publisher Name	Edition (Pub. Yr.)
1	English Grammar: Composition and Usage	J.C. Nesfield	Macmillan Publishers India	1st (2013)
2	Effective Presentation Skills (A Practical Guide to Better Speaking)	Steve Mandel	Viva Books Pvt. Ltd.	3 rd (2004)

Course Plan

Unit-I Comprehension and Composition		
S.No	Topics	Recommended Books
1	Reading Comprehension of General and Texts	Book 2, Ch.17
2	Comprehension Pattern	Book 2, Ch.17
3	Context to Answers and Questions	Book 2, Ch.17
4	Sentence Formation	Book 2, Ch.17
5	Vocabulary Building	Book 2, Ch.17
6	Using Vocabulary in Social Contexts	Book 2, Ch.17
7	Utilising Vocabulary in Writing	Book 2, Ch.17
Unit-II Grammar		
8	Use and sequence of tenses	Book 2, Ch.15
9	Concord/Agreement between subject and verb	Book 2, Ch.16
10	Reported speech (Direct and Indirect Narration)	Book 2, Ch.14
11	Punctuation; Sentence Structure	Book 2, Ch. 9
12	Types of sentences	Book 2, Ch.11
13	Grammatical Formats of Sentences	Book 1, Ch.13
14	How to convert sentences into various types	Book 2, Ch.11
Unit-III Language and Communication		
15	Meaning and Communication Approaches	Book 2, Ch.10



16	Types (Formal and Informal Communication)	Book 2, Ch.10
17	Barriers to Communication	Book 2, Ch.10
18	Culture and Language Sensitivity	Book 2, Ch.10
19	Non-verbal Communication:	Book 2, Ch.4
20	Paralanguage	Book 2, Ch.4
21	Body Language	Book 2, Ch.2
Unit-IV Writing Skills		
22	Essay Writing	Book 2, Ch.5
23	Paragraph writing	Book 2, Ch.2
24	Notice writing and Report writing	Book 2, Ch.3
25	Abstract writing and note taking	Book 2, Ch.5
26	Project writing and Précis Writing.	
Unit-V Presentation Skills		
27	Characteristics of effective presentation	Book 2, Ch.7, Ch. 6
28	Voice, Diction and Body language	Book 2, Ch.7, Ch. 8
29	Visual Aids Use and Benefits	Book 2, Ch.6
30	Types, Do's and Don'ts	Book 2, Ch.5, Ch. 6
31	Effective Listening	Book 2, Ch.7

ADDITIONAL WEB RESOURCES

1.	Nyaaya https://nyaaya.org/
2.	YouTube Channel https://www.youtube.com/user/RainmakerIndia

GRADING AND ASSESSMENT

- **Sessional Test:** 20 marks
- **Assignment:** 20 marks
- **Attendance:** 10 marks
- **Final Examination:** 100 marks

COURSE POLICIES

- **Attendance:** Minimum 75% attendance is mandatory to appear in the final examination of the course.
- **Academic Integrity:** MIET's academic integrity policies apply. Plagiarism will not be tolerated.
- **Late Submissions:** Assignments and projects must be submitted by the specified timelines.

FACULTY INFORMATION

- **Office Hours**
Wednesday (11:00 AM - 12:55 PM)
Friday (02:25 PM - 04:00 PM)
- **Contact Information**

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