

ENGLISH LANGUAGE SKILLS FOR EMPLOYABILITY

Sem	Subject Code	Category	Lecture		Theory		Practical	Credit
			Hrs P/ W	HrsP/ Sem	HrsP/ W	HrsP /Se m		
IV		Skill-based - Paper II	2	30	2	30	-	2

COURSE OBJECTIVES:

- To impart the basic skills needed to make students employable.
- To equip the students with the necessary skills to deal with office situations in a competent and confident manner.

COURSE OUTCOMES:

On the successful completion of the course students will be able to,

CO Number	CO Statement	Knowledge Level (K1-K5)
CO1	Have effective communication skills.	K1
CO2	To use language with confidence and without errors	K2
CO3	Be good listeners, speakers, orators and writers.	K3
CO4	Explore values and career choices through the soft skills learnt	K4
CO5	Practice self-management skills for the worksite and resolve problems in the workplace.	K5

MAPPING WITH PROGRAMME OUTCOMES

COS	PO1	PO2	PO3	PO4	PO5
CO1	S	S	M	M	S
CO2	S	S	M	S	M

CO3	M	M	S	S	M
CO4	M	S	S	S	S
CO5	S	S	S	M	S

S- Strong; M – Medium

SYLLABUS

UNIT I

6 hrs

Introducing one's self and others
Welcoming Visitors/ Greeting
Making Polite Conversation (Formal/informal)
Cross-cultural understanding

UNIT II

6 hrs

Telephoning
Taking and Receiving Messages
Ending a Call
Making Arrangements
Changing Arrangements

UNIT III

6 hrs

Speaking Practice
Role Play
Just a Minute
Debates
Group Discussions
Presentations

UNIT IV

6 hrs

Writing a Report
Writing Notices
Preparing Agenda
Writing Minutes

Letter Writing

UNIT V

6 hrs

Curriculum Vitae and Resumes

Facing Interviews

Listening Skills

Total No. of Hrs:30

Teaching Methodology

- Classroom Lectures
- Group activity
- Work Sheets
- Practice Sessions

TEXTBOOKS

S.NO	AUTHORS	TITLE	PUBLISHERS	YEAR OF PUBLICATION
1.	Sweeney, Simon	English for Business Communication	Cambridge University Press	2016
2.	M. S.Rao	A Text book of Employability Skills.	Arihant Publications.	2006.
3.	Prasad H. M	How to Prepare for Group Discussions and Interviews	Tata McGraw Hill	2001
4.	Swetha Amarisan	Telephone Etiquette.	Arihant publications	2019.
5.	Nalini Daniel	A Handbook on Listening and Speaking skills in English	Inter University Press	2011
6.	Story,James	The Art of the Interview.	Createspace Publications	2016
7.	S.Freeman	Written	Orient Black	1977

		Communication in English	Swan	
8.	Halder,Udaykumar	Leadership and Team Building	Routledge	2017
9.	Furuko,Eric	Evaluation and Reflection on a discipline	Princeton University Press	2013
10.	Dixit, Sudhir	Time Management	Manjul pub	2018

BOOKS FOR REFERENCE:

S.NO	AUTHORS	TITLE	PUBLISHERS	YEAR OF PUBLICATION
1.	Chaturvedi	Letters, Paragraphs and Precise writing.	Goodwill	2001
2..	Margaret McCarthy	Letters writing made easy.	Goodwill	2006
3.	Anand Ganguly	Group Discussions	Rostak publications	2002
4.	Danny Ballard	Visions,goals and Self-evaluation	Createspace independent publications	2017
5.	Brian Tracy	Time Management	Harper Collins pub	2006
6.	Michael.A. West	Effective team work	Blackwell pub	2003

Web Sources:

1. http://users3.ev1net/~pamthompson/body_language.htm
2. <https://www.indiabix.com/group-discussion/topic-with-answers/>
3. <https://www.dailywritingtips.com/>
4. <http://ex.m.wikipedia.org/wiki>
5. <https://speakingsspecialist.com/book>
6. <https://ecampusontariopressbooks.org>

Video Lectures

1. [English for employment](#)
2. [Describing your job- English conversation](#)

3. [Talking about a job in English](#)
4. [English Vocabulary: Talking about work](#)

Course Designer

Mrs. S. Sanjula,

Assistant Professor in English