

Semester-V Value Added Course 1	English for Employability	Course Code: VAN:1
Instruction Hours: 06	Credits: 2	Exam Hours: 3
Internal Marks -25	External Marks-75	Total Marks: 100

Course Objectives	The Course aims <ul style="list-style-type: none"> To introduce students to the skills required at the workplace. To help them to explore their global career path, while building vocabulary and improving language skills to achieve professional goals. To enhance their written competency and oral presentation. To enable learners to use English language effectively at the workplace. To gain essential attributes for effective performance in the workplace. 	
Unit	Content	No. of Hours
Unit I (Theory)	Communication: Verbal & Nonverbal Communication Reading Comprehension: Purpose and Strategies of Reading Skimming for Details Scanning for Information	15 Hrs
Unit II (Theory)	Writing Paragraphs and Essays Purpose of Writing Common Errors in Writing Agreeing, Disagreeing and Summarizing Workplace Awareness: Values and Ethics, Culture	15 Hrs
Unit III (Practical)	Resume Writing Covering Letter E-Mail Writing	20 Hrs
Unit IV (Practical)	Group Discussion and Interview Skills: Group Discussion Activities, Preparing a Resume and a Cover Letter, Public Speaking- Planning, Practice and Delivery	20 Hrs
Unit V (Practical)	Workplace Etiquette Filling Forms (Online & Manual): creation of account, railway reservation, ATM, Credit/debit card Body Language -Practical Skills for Interviews	20 Hrs

Text Books:

Leena Sen, *Communication Skills*, PHI Learning Private Limited, New Delhi. September 2012.

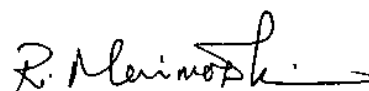
Web Resources:

https://www.researchgate.net/publication/344172814_English_For_Career_Development.

Course Outcomes:

On completion of the course the learner will be able to

- CO 1: Attain communicative competences that they can use language accurately and appropriately
- CO 2: Understand the basic features of communication and aim at improving language Skills
- CO 3: Gain useful letter/report writing tools, tips and techniques to effectively apply the Skills to their everyday workplace correspondence.
- CO 4: Demonstrate the particulars of writing effective emails, whilst improving Punctuation and grammar.
- CO5: Make sure that the style, content and message is concise, correct and appropriate.



Signature of the HOD