

**II Year II Semester**

**L T P C**

**17EG414**

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### **ENGLISH FOR EMPLOYABILITY**

#### **Course Objectives**

1. To communicate effectively and appropriately in real-life situation.
2. To use English effectively for study purpose across the curriculum.
3. To develop and integrate the use of the four language skills i.e. Reading, Listening, Speaking, Writing.
4. To revise and reinforce the structure already learnt.

#### **Course Outcomes**

1. Speak intelligibly using appropriate word stress, sentence stress, and intonation patterns;
2. Take active part in group discussion, showing ability to express agreement, argument to summarise ideas to elicit the views of others and present own ideas;
3. Express and respond to personal feelings, opinions and attitudes;
4. Participate in spontaneous spoken discourse in familiar social situations.

#### **Unit I. Presentation Skills**

- a. Planning., Preparing and, Organizing
- b. Rehearsing the presentation
- c. Delivery Methods

#### **Unit II. Professional Writing**

- a. Report Writing
- b. Writing Proposals
- c. Technical Articles
- d. Circulars, agenda, minutes of meeting

#### **Unit III. Resume and Job Interviews**

- a. Resume Styles
- b. Interview Process and formats
- c. Characteristics of the Job Interview
- d. Interview Preparation Techniques
- e. Interview Questions
- f. Answering Strategies

#### **Unit IV. Vocabulary Development**

- a. Word Formation: Suffixes, Prefixes and, Infixes
- b. Synonyms and Antonyms
- c. One word Substitutes
- d. Idioms and Phrasal Verbs
- e. Verbal Analogies

#### **Unit V. Grammar**

- a. Error analysis
- b. Tenses
- c. Identifying correct alternative.
- d. Voice
- e. Speech

**REFERENCE BOOKS:**

1. Effective Technical Communication; M. Ashraf Rizvi; Tata McGraw-Hill , 2005
2. Soft Skills – key to success in workplace and life; Meenakshi Raman, Shalini Upadhyay; Cengage Learning India Pvt.Ltd.