

	<b>EMPLOYABILITY SKILLS- IV Semester (2021-2022)</b>		
	Subject Code: 18HS43	Mandatory Course	No of lecture hours per week: 2 Hrs
	Exam Duration: NIL	Exam marks: NIL	Total No. of lecture hours: 26 Hrs

### **COURSE OBJECTIVE:**

1. According to the present day requirement, this unit is designed on job seeking topics, adopting a task based approach with activities and worksheets.
2. In this unit students will be taught to prepare project report effectively which is integral part of their academics by making use of referencing skills. And also they will be taught how to write an abstract and will be familiarized with research paper guidelines.
3. The unit 3 aims at preparing the student to face interviews confidently.
4. Under the topics like synonyms, antonyms and homophones students' vocabulary will be enhanced.
5. The lessons under this unit help students' to use idioms and phrases, decoding the analogies and the correct usage of collective nouns.

<b>UNIT NO</b>	<b>SYLLABUS CONTENT</b>	<b>HRS/ COS</b>
1	a. EMPLOYABILITY SKILLS b. PRESENTATION SKILLS c. RESUME WRITING d. COVERING LETTER e. E-MAIL WRITING	8 CO1
2	a. PROJECT REPORT b. ABSTRACT WRITING c. RESERCH PAPER GUIDELINE AND FORMAT	2 CO2
3	d. INTERVIEW SKILLS	8 CO3
4	e. SYNONYMS f. ANTONYMS g. HOMOPHONES	4 CO4
5	h. IDIOMS & PHRASES i. ANALOGY j. COLLECTIVE NOUNS	4 CO5

## **COURSE OUTCOME:**

1. After the completion of this unit students will have learnt to make presentations both in formal and informal situations. And also will have learnt the art of resume writing.
2. After the completion of this unit student will have learnt how to do a project report using referencing skills. And also they will have learnt how to write abstract and will have been familiarized with research paper guidelines.
3. This unit will have helped student to communicate with various skills required for job interviews.
4. After the completion of this unit the students will have learnt the strategies of vocabulary.
5. After the completion of this unit student will have learnt to use idioms and phrases in everyday conversation.

## **REFERENCE:**

- English Skills for Technical Students by British Council, Orient Black Swan.
- A course in Grammar and Composition by Geetha Nagaraj, Cambridge University Press India Pvt. Ltd.
- Communication Skills for Professionals by Nira Konar, PHI learning Pvt. Ltd.
- Enhancing English and Employability Skills by State Board of Technical Education.





