



EMPLOYABILITY SKILLS

Duration: 30 Hrs

OBJECTIVES:

- ✎ To improve the Students' Interview and Career Skills
- ✎ To increase the Social and Interpersonal Skills of the Students
- ✎ To enhance the etiquette in the Chosen Profession
- ✎ To improve the English language at workplaces

Unit I: Communication Skills

Communication through Body Language - Communication through Technology - Corporate Communication – Meetings - Face to Face Conversation - Telephonic Conversation - Seminar and Conferences

Unit II: Interpersonal Skills

Formal Interpersonal Skills - Poor Interpersonal Skills - Positive Attitude - IQ – EQ Techniques - Self-Confidence

Unit III: Group Discussion

GD Techniques - Initiative and Active - Clarity of Speech - Handling Questions - Impromptu Speech and Public Speech - Cope with Nerves – Showing Leadership – Mock Group Discussion

Unit IV: Interview Skills

Resume Preparation - Preparing for the Interview – How to conduct yourself in the Interview - Closing the Interview - Levels of Interview - Telephonic Interview - Mock Interview - Do's and Don'ts in Interview

Unit V: Public Speaking

Meeting Unexpected Situations - Speeches for Special Occasions - Evaluating Speech - Do's and Don'ts - Audience Awareness - Leadership Qualities - Time Management

Reference Books

- ✎ Soft Skills: Enhancing Employability by Marshall Goldsmith & M. S. Roa
- ✎ Brilliant Employability Skills by Frances Trought



SRM ARTS AND SCIENCE COLLEGE

Kattankulathur – 603203

DEPARTMENT OF ENGLISH

ENGUG001: ENHANCING BASIC SOFT SKILLS

Duration: 30 Hrs

Objectives of the Course:

- ✎ Improve basic skills in communication
- ✎ Develop the conversation skills
- ✎ Efficiently manage the time and works
- ✎ Adopt strategies and techniques to manage procrastination
- ✎ Better one's presentation skills

Unit – 1: Conversation Skills

What is Communication - Types of Communication - Components of effective communication - Importance of Non-Verbal Communication - Function of Humour in Communication - Using Humour in Conversation – Art of Extending a conversation

Unit – 2: Team Building Skills

Group Discussion – Group Dynamics – Team Building – Team Works and responsibilities - Together Everyone Achieves Miracle (TEAM) - Issues in team work - Leadership through team - Identifying team players

Unit – 3: Time Management

Understanding the Importance of Time - How to Use the Time Efficiently - Prioritizing and Scheduling the Works - Dealing with Interruptions - How to Avoid Procrastination

Unit – 4: Personality

Self-Management - SWOT Analysis – Presentation of Self – Dressing for Occasions

Course Outcomes:

By the end of the Course the Students should be able to:

- Have better oral communication skills
- effectively present their ideas and opinions
- Have self-confident by mastering team management skills, and leadership skills
- Analyse and correct their barriers in communication
- Manage the time effectively

Reference Books:

1. Soft Skills by S. Hariharan, N., Sundararajan & S P Shanmugapriya
2. Communicative English by S. Padmasani Kannan
3. The Art of Public Speaking by Dale Carnegie and J.Berg Esenwein



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(An ISO 9001:2015 Certified Institution)
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ENGUG002: TECHNICAL WRITING IN ENGLISH

Duration : 30 Hours

OBJECTIVES:

- ✎ To familiarize different types of writing in English
- ✎ To enhance the Students' writing in formal context
- ✎ To better their career opportunity through technical writing
- ✎ To develop the Students' written Skills and Communication Skills

Unit I: Business Correspondence

Request Letter - Complaint Letter - Acceptance Letter - Customer Relations Letter - Follow-up Letter - Inquiry Letter - Sales Letter - Cover Letter - E-Mail

Unit II: Job Application

Bio-Data - Resume Writing - Effective Curriculum Vitae - Application Letter - Salary Negotiations - Resignation Letter

Unit III: Meetings and Presentation

Minutes of Meeting – Agenda Preparation – Circular - Essentials for Presentation - Effective Presentation - Kinds of Presentation

Unit IV: Reports and Communications

Report Writing - Structure of a Report - Formal Report - Investigative Report - Progress Report – Surveys – Memos

Unit V: Research and Documentation

Project Writing – Abstract - Structure of Paragraph - Essay Writing - Copy Writing - Note-Taking – Paraphrasing – Quotations – Questionnaires - Literature Reviews

Reference Books:

- ✎ Speaking and Writing in English by B. M. Sheridan
- ✎ Technical Writing by Dr.S. K. Singh
- ✎ Technical Communication by Gajendra Singh Chauhan and Smita Kashiramka