

G.VENKATASWAMY NAIDU COLLEGE (AUTONOMOUS)

(Re-Accredited with "A" Grade by NAAC)

Department of B.A., English

U23EN6OE - CAREER ENHANCEMENT SKILLS

Course Code	Course Title	Category	Lecture	Tutorial	Practical	Credit
U23EN6OE	CAREER ENHANCEMENT SKILLS	Extra Department Course Open Elective –Self-Study	0	0	0	3

Year	Semester	Internal Marks (CIA)	External Marks (ESE)	Total Marks
III	VI	0	100	100

Course Objective

- Demonstrate a clearer understanding of the career exploration process
- Develop their own skills and interests match up to a chosen career path
- Broadens students understanding of the potential skills that are expected by the competitors

Course Outcomes (COs)

On the completion of the course the student will be able to

CO	Course Outcome	Knowledge Level (RBT)
CO1	Provide insights and connections to help them make their career dreams a reality.	K1,K2,K3,K4,K5
CO2	Write professional documents (resume, cover letter, thank you letter) to use for jobs, internships and post graduate program applications.	K1,K2,K3,K4,K5
CO3	Develop life-long skills students can use to seek jobs, internships, apply to graduate school and make career changes.	K1,K2,K3,K4,K5
CO4	Increase students' understanding of how their academic learning and career development are intertwined inseparable elements of the student experience.	K1,K2,K3,K4,K5
CO5	Investigate work tasks, settings, salary, job outlook and resources corresponding to careers they are considering.	K1,K2,K3,K4,K5

K1–Remember; K2–Understand; K3–Apply; K4–Analyze; K5–Evaluate; K6–Create

CO-PO and CO-PSO Mapping (Course Articulation Matrix)

COs	POs							PSOs		
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2	PSO3
CO1	2	3	3	3	3	2	3	2	3	2
CO2	2	3	3	3	2	3	3	2	2	2
CO3	3	3	3	2	3	2	3	2	3	2
CO4	3	3	3	3	3	3	3	2	2	2
CO5	3	2	3	3	3	3	3	2	2	3
Total	13	14	15	14	14	13	15	10	12	11

(3-Strong, 2-Medium, 1-Low, -No Correlation)

Course Content

Unit – I Process of Communication

L - 0 Hours

Importance of communication - Verbal Communication, The Process of Communication, Barriers of Effective Communication, Non-Verbal Communication- Categories of Non-verbal communication, Non-verbal Techniques for Effective Communication, Role-Plays - Why use Role-Plays?, Role-play Activities.

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Unit – II Public Speaking Activities

L - 0 Hours

Public Speaking- Self-Introduction, Different modes of speaking including Extempore – Techniques for developing confidence and overcoming fear, Suggestions for delivering a confident speech.

Unit – III Resume Preparation

L - 0 Hours

Resume Writing - Preparation of Cover letter and Writing Resume, Resume content, Resume checklist, Writing an effective Resume with career focus, Business letter writing – Letter of congratulation, Letter of Regret, Report writing and writing circulars, memos and minutes.

Unit – IV Language Practice

L - 0 Hours

Presentation Skills - Essential presentation skills, Tips for effective presentation, Debates - Importance of debates, conducting a debate, Tips to win every debate round.

Unit – V Soft Skills

L - 0 Hours

Group Discussion - Importance of Group Discussion, Techniques for developing a Group Discussion, Dos & Don'ts during a Group Discussion, Common mistakes during a Group Discussion, Body Language, GD practical sessions, Methods of Evaluation, Interview Skill - Different types of Interview, Dress code, Interview preparation, Dos & Don'ts during an Interview, Mock Interview exercises.

Text Books

1. Ashok Throat, Balachandra Valke & Shridar Gokhale (2007). Enriching Your Competence in English. Orient Longman.
2. Robert M Sherfield and et al (2009). "Developing Soft Skills" 4th edition, New Delhi: Pearson Education.

Reference Books

1. V. R. Narayanaswami (2006). Strengthen Your Writing (3rd ed). Orient Longman.
2. Kamlesh sadanand & Sushila Punitha (2008). Spoken English: A Foundation Course. (Part I & II). Orient Longman.
3. Sarah Freeman (2008). Written Communication in English. Orient Longman.
4. Green, David (1971) Contemporary English Grammar, Structure and Composition Macmillan India Ltd, Madras..
5. Narayan Swami (1995). K.R.: Success with grammar and Composition Orient Longman, Hyderabad.
6. Verma, S K and N Krishna Swamy (1998). Modern Linguistics: An Introduction. New Delhi: OUP.

Web Resources

1. <https://www.futurelearn.com/courses/essential-skills-for-your-career-development>
2. <https://www.indeed.com/career-advice/career-development/improve-your-personal-development-skills>
3. https://www.mindtools.com/pages/main/newMN_CDV.htm
4. <https://www.edx.org/xseries/career-development-skills-success>

Course Designer

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