

OPEN COURSE : ENGLISH FOR CAREERS (EN5CROP03)

No. of contact hours: 72

No. of Credits: 4

AIM OF THE COURSE:

To make the students competent in their job-seeking, job-getting and job-holding needs.

The course shall caterto equipping the students in Comprehensive Language Enhancement.

OBJECTIVES OF THE COURSE:

On completion of the course, the students should be able:

1. To develop communicative skills, which will enable them to prepare for a career and function effectively in it.
2. To equip themselves in oral and written communication to enhance their academic and professional use of language.
3. To train themselves in making effective presentations.

COURSE OUTLINE

Module1 [Oral and Written Skills for Jobs and Careers] (18 hours)

- a. Applying for jobs—Preparing Resumes—Writing Cover letters.
- b. Preparing for interviews—Taking Interviews—Post-Interview follow-up-Promotion
- c. Interviews—Group Discussions

Module2 [Correctness of Language Usage] (18 hours)

- a. Common errors in communication and how to avoid them.
- b. Some Notions—Conventional and idiomatic expressions.
- c. Today's Vocabulary
- d. Grammar for Grown-ups

Module3 [Facing People] (18 hours)

- a. Structuring and delivering a presentation.
- b. Communication in the Management context
- c. Importance of Words/Language.
- d. Horizontal and Democratic Communication.

Module 4 [Keeping the Job]

(18hours)

- a. Human relationships in academic and professional life.
- b. Front Office Management and Keeping public relations (Telephone Skills)
- c. Soft Skills for Team Building.
- d. Keeping the Job—Professional Ethics
- e. Managing Multiple Roles- Healthy Balancing of family and career.

Reading List

1. Samson et al. EnglishforLife-4. New Delhi: Cambridge UP.
2. Vasudev, Murthy. Effective Proposal Writing. New Delhi: Response, 2006.
3. Towards Academic English: Developing Effective Writing Skills. New Delhi: Cambridge UP, 2007.
4. OxfordGuidetoEffectiveWritingandSpeaking. OUP, 2007.
5. Bhatnagar, R. P. English for Competitive Examinations. New Delhi: Macmillan, 2009.
6. English for Careers. Pearson
7. ABC of Common Grammatical Errors. Macmillan, 2009
8. Kaul, Asha. The Effective Presentation. New Delhi: Response
9. Shepherd, Kerry. Presentations at conferences, Seminars and Meetings. New Delhi: Response.
10. Vilanilam, J. V. More Effective Communication: a Manuel for Professionals. Response 2008
11. English for Career Development. Orient Longman, 2006.
12. Core Text: English for Careers.