

**DEPARTMENT OF ECONOMICS**  
**DEVA MATHA COLLEGE, KURAVILANGAD**

**Affiliated to Mahatma Gandhi University, Kottayam**



**Syllabus**

**Add on Course “English for Life Skills”**

**Academic Year: 2021-22**



**DEVA MATHA COLLEGE KURAVILANGAD**

**DEPARTMENT OF ECONOMICS**

*Add on Courses offered for Students:2021-2022*

- **Fundamentals of Practical Banking - for II DC Students**  
**DMCK/ ECON/AD 09/2021**
- **English for Life Skills - for III DC Students**  
**DMCK/ ECON/AD 10/2021**
- **IIPG-Data Analytics Using R-14 - for PG Students**  
**DMCK/STATS/AD 38/2021**  
**IPG-Data Analysis Using Excel**  
**DMCK/ ECON/AD 11/2021**

**Department Coordinators: Mr.Harikumar.R (UG)**

**Ms.Jyothis Maria Franklin (PG)**

The course aimed to boost employability and career prospects of students by improving their communication skills and bettering their confidence in using the language. The course consisted of interactive sessions where students got hands-on experience focusing on academic writing and reading comprehension.

The sessions were divided into the following categories-

Speaking skills (10 hours)

Reading skills (10 hours)

Writing skills (10 hours)

**DEVA MATHA COLLEGE KURAVILANGAD**  
**ADD-ON COURSE FOR THE YEAR 2021-22**

Title: English for Life Skills.

Instructional Hours: 30 hours

Duration: 3 months.

Mode of Instruction: Theory- Offline Mode+

Intake Capacity: 50

Eligibility: Plus Two

### **Course Objectives:**

1. To promote confidence and well-being of participants.
2. To become more assertive and communicate effectively with others.

#### **Module 1: Speaking skills (10 hours)**

1.1 Self introduction- Common Interview Questions- Body Language

1.2 Group Discussion-Purpose of group discussion-Process-Guidelines-Taking command of a GD-How to keep GD enthusiastic-Body language during GD-Types-Personality traits tested in GD-Mock GDs

#### **Module 2: Reading skills (10 hours)**

2.1 Pre reading techniques- summarizing-types of reading materials-anticipating and predicting answers

2.2 Attending reading comprehension- matching headlines- fill in the blanks- Yes/No/Not Given-Summarizing main ideas

#### **Module 3: Writing skills (10 hours)**

3.1 Composing simple paragraph-Ordering information in a logical manner (coherence). Essay Writing-Argumentative, Narrative, Descriptive, Imaginative.

3.2 Specific activities in writing skills. Writing Business letter-Writing Minutes-Circulars-Writing Application for Jobs-CV Writing.

#### References

English News Paper

Articles and Short Stories

#### Assessment Procedure

##### Internal:

Multiple Choice Questions based Test of **10 marks** (10 Questions).

GD **10 marks** based on relevant topics.

Attending reading comprehension and summarizing main ideas **10 marks**

External:

Multiple Choice Questions based Test of **30 marks** (15 Questions).

GD **20 marks** based on relevant topics.

Attending reading comprehension and summarizing main ideas **10 marks**

Preparing CV **10 marks**

Grading

4.50 to 5.00 – A+ - Excellent

4.00 to 4.49 – A – Very Good

3.50 to 3.99 – B+ - Good

3.00 to 3.49 – B - Average

Below 3.00 – Below Average

**Outcome:**

Develop good speaking, writing and communication skills.

Maintain soundness, solvency and assimilate to the systematic stability of their future career.



*Principal*  
*Deva Matha College*  
*Kuravilangad - 686 633*