# DEPARTMENT OF ECONOMICS DEVA MATHA COLLEGE, KURAVILANGAD

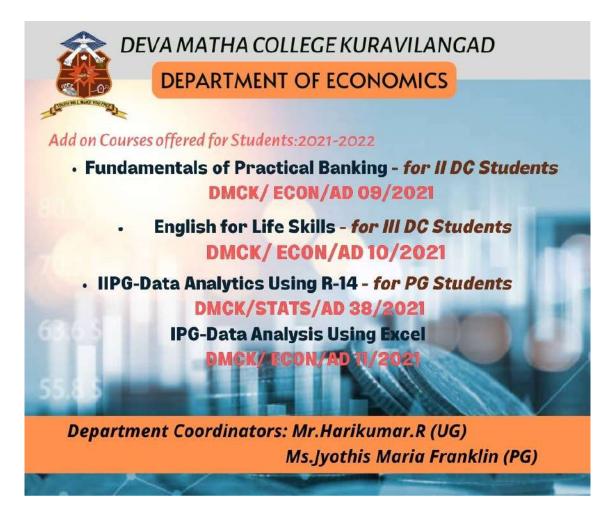
Affiliated to Mahatma Gandhi University, Kottayam



### **Syllabus**

## Add on Course "English for Life Skills"

### Academic Year: 2021-22



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)

1.1Self 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 predictinganswers

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

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

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

3.2 Specific activities in writing skills. Writing Business letter-Writing Minutes-Circulars-WritingApplication 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.



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