

DEVA MATHA COLLEGE KURAVILANGAD

Affiliated to Mahatma Gandhi University, Kottayam



SYLLABUS

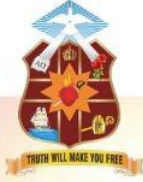
OF

ADD-ON COURSE

IN

English for Life Skills

Academic Year: 2022-23



DEVA MATHA COLLEGE KURAVILANGAD

DEPARTMENT OF ECONOMICS

Add on Courses offered for Students : 2022-2023

1. Fundamentals of Practical Banking

DMCK/ ECON/AD 05/2022

2. English for Life Skills

DMCK/ ECON/AD 06/2022

3. Data Analysis Using Excel

DMCK/ ECON/AD 07/2022

Department Coordinator: Mr. Sony Jacob



Title: English for Life Skills.

Instructional Hours: 30 hours

Duration: 3 months.

Mode of Instruction: Theory- Offline Mode

Intake Capacity: 50

Eligibility: Plus Two

DEVA MATHA COLLEGE KURAVILANGAD
ADD-ON COURSE FOR THE YEAR 2022-23

Course Objectives:

1. To promote confidence and well-being of participants.
2. To become more assertive and communicate effectively with others.
3. To develop good speaking, writing and communication skills.
4. To maintain soundness, solvency and assimilate to the systematic stability of their future career.

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



Principal
Deva Matha College
Kuravilangad - 686 633