

Course code: ADD-SC-09

Course Name: Communicative Skills in English

Year: 2021-22

Course Outcomes

- 1: Student improve the writing skills of students prepared for campus placements and professional interviews.
- 2: Students get guidance to solve aptitude test in a competitive exam.
- 3: Students attempt to study language in general and the English language in particular.
- 4: Students focus on the morphological, semantic and syntax
- 5: Students learn how to deal with digitalized way of communication skills.

Modules	Topics	Number of Hours
1	Basic grammar, Synonyms and Antonyms, Technical Vocabulary, Common Errors, Fill in the blanks, Comprehension, Phrases and Sentences, Sequencing	6
2	Accent and its Variants, Pace of Delivery, Face to face interview, Self-Introduction, Scheduling Appointments, Cancellation and Re-scheduling of appointments, Essay writing	6
3	Resume Tips, Cover Letter, Sample Resume, Help for making a perfect Resume, Job Application Letters	6
4	Email Etiquette, Seminar Presentation	6
5	Sample question paper, Mock Test on each Topic, Practice Sets, Feedback	6

