

### Programme Framework (Courses and Credits): Open Elective (OE) in English

Sr. No.	Year	Semester	Level	Course Type	Course Code	Title	Credits
1.	I	I	4.5	OE-01	OE-01	English for Employability Skills: I	03
2.	I	II	4.5	OE-02	OE-02	English for Employability Skills: II	03
3.	I	III	5.0	OE-03	OE-03	English for Workplace Communication	03
4.	I	IV	5.0	OE-04	OE-04	Soft Skills Developemnt	03
							12

**Ahmednagar Jilha Maratha Vidya Prasarak Samaj's**  
**New Arts, Commerce and Science College, Ahmednagar**  
**(Autonomous)**  
**Syllabus**  
**Open Elective (OE)**

Title of the Course: English for Employability Skills								
Year: I					Semester: I			
Course Type	Course Code	Credit Distribution		Credits	Allotted Hours	Allotted Marks		
		Theory	Practical			CIE	ESE	Total
OE-1	OE-1	03	00	03	45	30	70	100

**Course Description:** The Developing Employability Skills course is designed to equip individuals with the necessary skills and knowledge to navigate the job market successfully. This course aims to provide a comprehensive understanding of the job search process, from self-assessment and resume building to interview preparation and professional networking. Through a combination of practical exercises, real-world examples, and interactive discussions, students will gain the confidence and tools needed to secure employment opportunities aligned with their career goals.

#### Learning Objectives:

- Develop a self-assessment framework to identify strengths, interests, values, and career aspirations.
- Create a compelling resume and cover letter that effectively showcases qualifications and experiences.

- Understand the job search process and utilize various job search strategies.
- Understand the key components of effective communication in the workplace, including verbal and nonverbal aspects.
- Recognize and adapt communication styles to navigate cross cultural interactions and overcome language barriers.
- Enhance interview skills, including preparation, communication, and effective storytelling.

### **Course Outcomes (Cos)**

- The participants have a solid foundation in language skills for job success and apply the language skills learned throughout the course in real-world professional scenario.
- The participants are enabled themselves to effectively communicate, engage with others, and present themselves professionally.
- The participants can demonstrate an understanding of cross-cultural communication and adapt communication styles to diverse audiences.
- The participants get prepared for job interviews by crafting a compelling resume, answering interview questions effectively, and showcasing communication skills

### **Detailed Syllabus:**

#### **Unit 1: Effective Communication**

**(Allotted Lectures 15)**

- a. Importance of effective communication at the workplace
  - i. Components of Effective Communication
  - ii. Principles of Communication

Verbal and non-verbal communication skills

Verbal Communication:

- a. Oral Communication
  - i. Inter-personal Communication
  - ii. Face-to-face Communication (Nature and Importance)
  - iii. Accent and Pronunciation, Tone and Intonation, Clarity
  - iv. Speaking Skills: Expressive Style, Directive Style, Problem-solving Style, and MetaStyle)
- b. Written Communication
  - i. Characteristics of Written Communication
  - ii. Pointers and Structures of Written Communication
  - iii. Essentials of Written Communication

Non-verbal Communication:

- a. Kinesics
- b. Proxemics
- c. Chronemics
- d. Haptics
- e. Oculistics
- f. Paralinguistics

## **Unit 2: Cross Cultural Communication**

**(Allotted Lectures 10)**

- a. Concept of Cross-cultural Communication
- b. Barriers of cross-cultural Communication
  - i. Language
  - ii. Appearance
  - iii. Cultural
  - iv. Ethical
  - v. Non-verbal

### **C. Overcoming Cross Cultural Barriers**

- i. Cultural awareness
- ii. Active listening
- iii. Contextual Understanding
- iv. Flexibility and Adaptability

## **Unit 3: Communication through Electronic Channels**

**(Allotted Lectures: 05)**

Introduction:

- a. Technology based Communication Tools
  - i. Video Conferencing
  - ii. Web Conferencing
- b. Strategies for Selection of the Effective Tool

## **Unit 4 : Role of Social Networking in Communication 10)**

**(Allotted Lectures:**

1] Introduction:

- a. Advantages
- b. Disadvantages
- b. Opportunities

2] Making Contacts

3] Blog

4] Flyers

5] Advertisement

**Suggested Readings/Materia Bolles, Richard N. What Colour Is Your Parachute? Ten Speed Press, 1970.**

**Covey, Stephen R. The 7 Highly Effective People. FrooklinCovey Co., 1989.**

**McDowell, Gayle Laakmann. Cracking the Coding Interview. 6 th ed., CareerCup, 2015.**

**Carnegie, Dale. How to Win Friends and Influence People. Shrishti publishers. 2020.**

**Dwek, Carol S. Mindset: The New Psychology of Success. Ant Hive Media, 2016.**

**Peale, Norman Vincet. The power of Positive Thinking, Blurb, Incorporated, 2018.**

**Sandberg, Sheryl. Lean In: Women, Work, and the Will to Lead, Alfred K. Noof, NY, 2013.**

**Cooper, Michael. Effective Communication Skills, Independently published,2019.**

**Biswas, Dipali. Enhancing Soft Skills. SPD, 2009.**

**Ghanekar, Anjali. Communication Skills For Effective Management. Everestl:**

**Ahmednagar Jilha Maratha Vidya Prasarak Samaj's**  
**New Arts, Commerce and Science College, Ahmednagar**  
**(Autonomous)**  
**Syllabus**  
**Open Elective (OE)**

Title of the Course: English for Employability Skills: Basic Preparation for Jobs								
Year: I				Semester: II				
Course Type	Course Code	Credit Distribution		Credits	Allotted Hours	Allotted Marks		
		Theory	Practical			CIE	ESE	Total
OE-1	OE-2	03	00	03	45	30	70	100

**Course Description:** The Developing Employability Skills course is designed to equip individuals with the necessary skills and knowledge to navigate the job market successfully. This course aims to provide a comprehensive understanding of the job search process, from self-assessment and resume building to interview preparation and professional networking. Through a combination of practical exercises, real-world examples, and interactive discussions, students will gain the confidence and tools needed to secure employment opportunities aligned with their career goals.

**Learning Objectives:**

- Understand the key components of interview procedure and role of effective communication in the interview, including verbal and nonverbal aspects.
- Recognize and adapt communication styles to navigate interactions and overcome language barriers for interview.
- Enhance interview skills, including preparation, communication, and effective storytelling.

**Course Outcomes (Cos)**

- The participants have a solid foundation in language skills for job success through interview and apply the language skills learned throughout the course in real-world professional scenario.
- The participants are enabled themselves to effectively communicate, engage with others, and present themselves professionally in interview.
- The participants can demonstrate an understanding or cross-cultural communication and adapt communication styles to diverse audiences.
- The participants get prepared for job interviews by crafting a compelling resume, answering interview questions effectively, and showcasing communication skills

## **Unit 1: Introduction to Interview Process**

**(Allotted Lectures 08)**

- a. Types of Interviews
  - i. Traditional /structured Interview
  - ii. Behavioral Interview
  - iii. Case Interview
  - iv. Technical Interview
  - v. Panel Interview
  - vi. Group Interview
  - vii. Phone/Video Interview
  - viii. Stress Interview
  - ix. Casual/ Informal Interview
- b. Interview Process
  - i. Job Posting and application
  - ii. Prescreening
  - iii. Phone or Video Interview
  - iv. First Round interview
  - v. Skill Assessment
  - vi. Second Round Interview
  - vii. Panel or group Interview
  - viii. Final Interview
  - ix. Reference Check
  - x. Job offer and Negotiation
  - xi. Onboarding

## **Unit 2: Preparing for Interview**

**(Allotted Lectures 10)**

- a. Crafting Resumes
  - i. Structures of resumes
  - ii. Contents of resumes
- b. Common Interview questions
  - i. Self introduction
  - ii. Strength
  - iii. Weakness
  - iv. Skills
  - v. Vision
- c. Storytelling techniques
  - i. Narrating techniques (STAR Method)
  - ii. Description
  - iii. Demonstration
- d. Practice through mock interviews
  - i. Tone and intonation
  - ii. Clarity
  - iii. Body Language
  - iv. Appearance

## **Unit 3: At the Time of Interview**

**(Allotted Lectures 06)**

- a. Positive Body Language
  - i. Postures and gestures
  - ii. Eye-contact
- b. Professional Appearance
  - i. Cloth
  - ii. Wearable
- c. Effective Communication
  - i. Clarity
  - ii. Voice modulation
  - iii. Pauses
- d. Active Listening techniques
  - i. Reflective
  - ii. Empathetic
  - iii. Clarifying
  - iv. Summarizing
  - v. Questioning
  - vi. Nonverbal
  - vii. Appreciating

#### **Unit 4: Group Discussion as a part of Interview**

**(Allotted Lectures 07)**

- a. Nature and structure of GD
- b. Elements of GD
- c. Strategies and Techniques for effective GDs
- d. Methods of assessments in GD
- e. Variables Affecting Group Discussion

#### **Unit 5: Correspondences for Job**

**(Allotted Lectures 07)**

- a. Application Letter
  - i. Suo Moto or In Response
- b. Covering Letter
- c. Inquiry Letter
- d. Thank giving letter
- e. Appreciation letter

#### **Unit 6: Basic Writing Skills:**

**(Allotted Lectures 07)**

- a. Writing Notices
  - i. Formal
  - ii. Informal
  - iii. Public
- a. Writing Agendas
  - i. Essential Components
  - ii. Nature and structure
  - iii. Role of Language
- b. Writing Minutes
  - i. Manner of recording the minutes

- ii. Details to be covered
- iii. Role of language
- iv. Examples to discuss

**Suggested Readings:**

- **Cracking the Coding Interview: Gayle Laakmann McDowell**
- **Interviewing: Bonus included! 37 Ways to Have Unstoppable Confidence in Your Interview: Steve Gold**
- **Sweat the Small Stuff and the Big Stuff: The Ultimate Guide to Doing Your Best in Interview: H. V. MacArthur**
- **The Essential Job Interview Handbook: A Quick and Handy Resource for Every Job Seeker: Jean Baur**