

Ahmednagar Jilha Maratha Vidya Prasarak Samaj's

**New Arts, Commerce, and Science College**

**Ahmednagar (Autonomous)**

(Affiliated to Savitribai Phule Pune University, Pune)



**National Education Policy (NEP)**

**Choice Based Credit System (CBCS)**

**Programme Framework and Syllabus for**

**Open Elective: ENGLISH**

**खुला वैकल्पिक विषय: English**

**(For Students of Commerce and Science Faculty)**

**(वाणिज्य व विज्ञान शाखेतील विद्यार्थ्यांकरिता)**

**Implemented from**

**Academic Year 2024-25**

Prologue:

English for employability Skills is an attempt to get students acknowledged by different job related or workplace related aspects. This course attempts to equip learners with necessary skills and knowledge to navigate the job market successfully.

The communication skills are one of the important skills for a person. The awareness of the importance of communication, components, principles and types will lead to better understanding of concept and theory.

The non- verbal communication is also prescribed in the syllabus to maintain the balance in a personality while dealing with heterogeneous group of people at work place.

This course aims to provide a comprehensive understanding of types of interviews and interview preparation. The detailed study of business correspondence would enhance the domain specific understanding.

This course aims at shaping the carriers of learners with introducing them to the concept and essential practice of the same.

**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  | 02      |
| 2.      | I    | II       | 4.5   | OE-02       | OE-02       | English for Employability Skills: II | 02      |
| 3.      | I    | III      | 5.0   | OE-03       | OE-03       |                                      | 02      |
| 4.      | I    | IV       | 5.0   | OE-04       | OE-04       |                                      | 02      |
|         |      |          |       |             |             |                                      | 08      |

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        | 02                  | 00        | 02      | 30             | 15             | 35  | 50    |

**Course Description:** English for 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 or cross-cultural communication and adapt communication styles to diverse audiences.

**Syllabus in detail:**

**Unit 1: Effective Communication**  
**Lectures 15)**

**(Allotted**

**a. Importance of effective communication at the workplace**

- i. Components of Effective Communication
- ii. Principles of Communication

**b. 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)

**c. Non-verbal Communication:**

- i. Kinesics
- ii. Proxemics
- iii. Chronemics
- iv. Haptics
- v. Oculistics
- vi. Paralinguistics

**Unit 2: Cross Cultural Communication**

**(Allotted Lectures 15)**

**a. Concept of Cross-cultural Communication**

**b. Barriers of cross-cultural Communication**

- i. Language
- ii. Appearance
- iii. Cultural
- iv. Ethical
- v. Non-verbal
- vi. Ethnocentrism

**c. Overcoming Cross Cultural Barriers**

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

**Suggested Readings/Material:**

- Enhancing Soft Skills: Prof. Dipali Biswas
- Communication Skills for Effective Management: Dr. Anjali Ghanekar

- Communication Skills: Nageshwar Rao and Das
- What Color Is Your Parachute? Richard N. Bolles
- The 7 Habits of Highly Effective People: Stephen R. Covey
- Cracking the Coding Interview: Gayle Laakmann McDowell
- How to Win Friends and Influence People: Dale Carnegie
- Mindset: The New Psychology of Success: Carol S. Dweck
- The Lean Startup: How Today's Entrepreneurs Use Continuous Innovation to Create Radically Successful Businesses: Eric Ries
- Presence: Bringing Your Boldest Self to Your Biggest Challenges: Amy Cuddy
- The Start-Up of You: Adapt to the Future, Invest in Yourself, and Transform Your Career: Reid Hoffman and Ben Casnocha
- The Power of Positive Thinking: Norman Vincent Peale
- Lean In: Women, Work, and the Will to Lead: Sheryl Sandberg

**New Arts, Commerce and Science College, Ahmednagar**  
**(Autonomous)**  
**Syllabus**  
**Open Elective (OE)**

| Title of the Course: English for Employability Skills: II |             |                     |           |         |                |                |     |       |
|---|-------------|---------------------|-----------|---------|----------------|----------------|-----|-------|
| Year: I   |             |                     |           |         | Semester: II   |                |     |       |
| Course Type   | Course Code | Credit Distribution |           | Credits | Allotted Hours | Allotted Marks |     |       |
|   |             | Theory              | Practical |         |                | CIE            | ESE | Total |
| OE-1  | OE-2        | 02                  | 00        | 02      | 30             | 15             | 35  | 50    |

**Course Description:** English for Employability Skills:II 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 presentation.

**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 get prepared for job interviews by crafting a compelling resume, answering interview questions effectively, and showcasing communication skills.

**Syllabus in Detail:**

**Unit 1: Types of Interviews**  
**Lectures 15)**

**(Allotted**

(Traditional /structured Interview, Behavioral Interview, Case Interview, Technical Interview, Panel Interview, Phone/Video Interview, Stress Interview, Group Discussion )

**Unit 2: Preparing for Interview  
Lectures 07)**

**(Allotted**

- a. Resume Writing
  - i. Structures of resumes
  - ii. Contents of resumes
- b. Common Interview questions
  - i. Self introduction
  - ii. Strength
  - iii. Weakness
  - iv. Skills
  - v. Vision

**Unit 3: Correspondences for Job  
08)**

**(Allotted Lectures**

- a. Application Letter
- b. Covering Letter
- c. Inquiry Letter
- d. Thank giving letter
- e. Appreciation letter

**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