CHSL2	EMPLOYABILITY SKILLS-II	L	T	P	C	Int	Ext

Verbal Ability and Soft Skills

COURSE OBJECTIVES:

1. To provide mastery on fundamental grammatical principles that enables the students to produce correct sentences and identify errors in sentences framed.
2. To strengthen the student's ability to understand real-world textual context by developing strong vocabulary.
3. To synthesize their knowledge of grammar and vocabulary to produce structured English and understand English text; preparing them for success in academic, professional, and standardized tests.
4. To equip students with corporate awareness about and a professional mindset, enabling them to understand employer expectations and successfully navigate the initial stages of a professional career.
5. To develop strong and effective verbal and non-verbal communication skills, ensuring students can engage in clear and persuasive writing and conversation.
6. To prepare students comprehensively for the recruitment process by mastering the skills required for impactful Resume Writing, understanding the entire Interview Process, and effectively facing interviews.

COURSE OUTCOMES:

After successful completion of the course, the students are able to

1. analyze and rewrite sentences by accurately applying relevant and demonstrate proficiency in transforming sentence and spotting the errors in sentences.
2. exhibit a command of vocabulary and contextual comprehension by successfully solving text-completion tasks, cloze tests, para jumbles etc.
3. read and analyze complex, unseen passages (Reading Comprehension) and answer questions with a high degree of accuracy and speed.
4. identify appropriate employment opportunities, understand requirements and exhibit professional qualities.
5. Demonstrate effective communication skills, engaging in structured conversation skills, and composing professional Email writing adhering to established Email Etiquette.
6. Produce a professional resume and confidently face the stages of the Recruitment Process, including successfully Facing Interviews.

Practice Topics:

Verbal Ability:

- Articles, Prepositions
- Adjectives, Adverbs, Conjunctions
- Tenses, Subject Verb Agreement
- Direct Indirect Speech, Active & Passive Voice
- Spotting Errors
- Sentence Correction
- Close Test
- Para Jumbles
- Reading Comprehension

Soft Skills:

- **Corporate Awareness:** Employment Opportunities, Career Building, Employability Skills, Awareness about job requirements, job description, job profiles and recruitment process.
- **Self-Awareness:** Importance of Skills in Professional and Personal Life, Soft skills Vs Hard Skills, Personality Development, Goal Setting, SWOT/SWOC Analysis.
- **Communication Skills:** Presentation Skills, Mini Presentations, Group Discussions, GD-Practice Sessions.
- **Conversation Skills:** Greetings, Asking Questions, Small Conversations.
- **Profile Building:** Cover Letter, Resume Writing, Workshop for Effective Resume, Email Etiquette, Email Writing, Developing a digital profile.
- **Interview Skills:** Interview Process, Facing interviews, Understanding Employer Expectations, Pre-Interview Planning, Presenting Self, Frequently Asked Interview Questions, Answering Strategies and Mock Interviews.