Course No.	C-3
Name of the Course	**Career Skills in English**
Type of Course (Diploma/ Certificate/ Add on	Certificate
Offered by	Department of English
Linkages	Govt. College Kattappana
No. of hours	30 hours
Expected outcome	Improve spoken English skills to enable the students to communicate more effectively in English. To improve the language skills to achieve professional goals.
Course Objective	To enable the students to face interviews confidently. Help them with the systematic writing of official letters and resumes.
Brief Description	English is a global language and in the present world students need to be more competent in the usage of language when they seek their career options. This course enables them to improve their skills in English required for achieving their professional goals.

Syllabus	Course Outline Module 1 (5 Hours) : What is Resume?- Purpose and types of Resume- Construction of Resume-Covering Letter and other Professional Documents- Action verbs for career success Module 2 (5 Hours) Self-Presentation Strategies- Small Talk & Conversational Vocabulary- What is "Elevator Speech"? - Creation of Elevator Speech Outline. Module 3 (5 Hours) Group discussion Strategies- Group Discussion Language- Group Discussion Etiquettes- Gestures and Body Language Module 4 (5 Hours) How to Prepare for Interviews?-Keys to Strong Interview- Do's and Don'ts in Interview- Powerful Interview Language Module 5 (10 Hours) Mock Group Discussions- Mock Interviews
Evaluation Pattern	External Examination -100 marks (To be evaluated by examiner other than FIC) Internal Examination - Test Paper (1) -50 marks Assignment (1) -25 marks Attendance -25 marks (90% or above -25, 80%-90% -20 marks, 70%-80% -15 marks, 60%-70% -10 marks 50%-60% -5 marks, Less than 50%-0 marks, Attendance Greater than 50% is a must to attend external exam) Total -200 marks
Mode of Class	Online (Google Class room)