

## CERTIFICATE COURSE IN PROFESSIONAL ENGLISH 2023-2024

(CERTIFICATE COURSE OFFERED BY DEPARTMENT OF ENGLISH, PAVANATMA COLLEGE, MURICKASSERY)

Name of the course	Certificate Course: Professional English
Department	Department of English
Name of the Faculty	Athira Thomas
No. of hours	30 hours
Course Objectives	<ul style="list-style-type: none"><li>• To make the learners aware about the qualities necessary at the workplace.</li><li>• To familiarize the students with the vocabulary related to personal/social/professional qualities.</li><li>• To learn and practice structures around advertising and responding to advertisements.</li><li>• To familiarize the students with the new interview formats like the telephone interview and videoconferencing</li><li>• To make the learners able to express themselves in English with greater fluency, accuracy and confidence.</li></ul>
Course Description	<p>This course entitled Professional English has been designed for students to develop their English language skills required at the workplace. The course is primarily concerned with the first-time job seekers. The skills that the first-time job seeker would require have been clearly spelt out here. Through structured learning activities students will gain skills to achieve their dream career. The practical sessions included in the syllabus would also equip the learners with necessary verbal and non-verbal communication skills.</p>

Expected Outcome	<ul style="list-style-type: none"> <li>• Exploring the job market: This certificate course will equip the students with basic skills required to explore the job market such as profiling oneself for the job, responding to different kinds of job advertisements and preparing for the job.</li> <li>• Preparing for job interviews: By learning this course the learners will get proficient in using non- verbal communication (body language), portfolio making, writing an impressive C V and facing interviews confidently.</li> <li>• Skills for the workplace: At the end of the course, the learners will get confident enough to participate in discussions, making presentations, writing business letters and emails.</li> </ul>
Syllabus	<p><u>Module 1 (5 hours)</u></p> <ul style="list-style-type: none"> <li>• Profiling oneself for the job</li> <li>• Vocabulary- personal, social, and professional qualities</li> <li>• Reading comprehension- creative job hunting</li> </ul> <p><u>Module 2 (5 hours)</u></p> <ul style="list-style-type: none"> <li>• How to write letters to find out about the job market.</li> <li>• Grammar- Non- finites (names of skills, intentions, kind of job)</li> <li>• Writing- responding to an advertisement</li> </ul> <p><u>Module 3 (5 hours)</u></p> <ul style="list-style-type: none"> <li>• Body language and the Art of Listening through one's eyes</li> </ul>

<p>Class Details</p>	<ul style="list-style-type: none"> <li>• Portfolio making- difference between a portfolio and a resume</li> <li>• Importance of having a portfolio</li> <li>• Steps of preparing a portfolio</li> </ul> <p><u>Module 4</u> (5 hours)</p> <ul style="list-style-type: none"> <li>• Writing Curriculum Vitae (CV)- what is a CV</li> <li>• Steps of preparing CV</li> <li>• Writing your own CV</li> </ul> <p><u>Module 5</u> (10 hours)</p> <ul style="list-style-type: none"> <li>• Practical- listening, speaking, reading &amp; writing sessions</li> <li>• Group discussion</li> <li>• Interview training</li> </ul> <ul style="list-style-type: none"> <li>• Total No. of Class hours: 30</li> <li>• No. of Contact hours: 20</li> <li>• No. of Practical hours: 10</li> <li>• Mode: offline</li> </ul>
<p>Assessment Details</p>	<ul style="list-style-type: none"> <li>• Test papers- 2 (10+10= 20 Marks)</li> <li>• Assignments- 2 (5+5= 10 Marks)</li> <li>• Final Test-1 (50 Marks)</li> <li>• Viva-1 (20 Marks)</li> <li>• Total= 100 Marks</li> <li>• Required attendance : Minimum 60%</li> <li>• Required GPA for Certificate course completion: 60 % Marks</li> </ul>