

NOTICE

5th October 2024

Add-On Course on "Communication Skills & Employability"

The Department of English is pleased to announce an Add-On Course on "Communication Skills & Employability." This course is designed to equip students with essential communication skills and prepare them for a successful career. Interested students from all the streams (BA, Bsc. and B.com) in their Ist, IInd & IIIrd must enrol with Dr. Raksha Kalta and Ms. Chetna Negi (Department Of English) by 9th October 2024.



Dr. Vinay Mohan Sharma
(HOD English)

Sehanda
05/10/2024

Principal



Principal
Govt. Degree College,
Theog, Distt. Shimla (HP)



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Department of English
Add-On Course on “Communication Skills & Employability”

The Add-on course of 30 hours duration aims to empower the students with basic communication skills (verbal & non-verbal) and personality grooming. The Course/Learning Outcomes are estimated to be as follows:

1. To impart practical, everyday English communication skills to the students by employing new pedagogical approaches.
2. The familiarize the students with interview skills, group discussions, and presentation skills.
3. The aim is to expose students to basic everyday tools such as Basic IT skills.
4. The goal is to motivate students to cultivate confidence.
5. The intention is to instill in students the skills necessary for their future careers.
6. The objective is to enhance students' interpersonal skills.
7. The aim is to improve students' writing skills.
8. The goal is to foster a positive attitude in students.
9. The overall objective is to enhance students' employability quotient.

Module	Unit	Topic
1. Communication Skills	I	Basics: 1. Basic Sentence Structure: Positive, Negative, Interrogative & Negative-Interrogative sentences
	II	2. Understanding & constructing Simple Sentences. Simple Present & Present Continuous.
	III	3. Greetings, Introducing Self, Speaking on family, friends, school, college, community, village & any topic of one's choice. Answering Telephone Calls & taking messages.
	IV	4. Consulting a Dictionary: Looking up a word, pronunciation, spellings, using same word as noun, verb & other parts of speech. Reading given examples, making similar sentences & noting them down in a notebook.
	V	5. Communication and its importance. Types: Verbal & Non-verbal communication. Barriers to effective communication.

	VI	Public Speaking: 1. Planning, 2. Preparation 3. Delivery of a successful speech 4. Power of a successful speech.
	VII	Group Discussion: 1. Features 2. Significance 3. Preparation 4. Skills 5. Qualities Tested 6. Participating 7. Types of GD 8. Non-Verbal Communication in GD 9. Role Play
	VIII	Interview/Personality Test: 1. Categories: Structured & Unstructured 2. Types: Job, Annual, Exit & Research interviews. 3. Mediums: Offline, Online & Telephonic 4. Preparation & Stages of Interview 5. What the Prospective Employer is looking for? 6. Dos & Don'ts for Interviews 7. Manners & Dress code while facing an interview.
	IX	Resume, CV & Email
	X	Job Applications
2. English for Competitive Exams	XI	1. Comprehension
	XII	2. Reading & Pronunciation
	XIII	3. Vocabulary: Synonyms & Antonyms
	XIV	4. Spellings (commonly misspelt words)
		5. Basics of Grammar
	XV	5.1 Articles
	XVI	5.2 Prepositions
	XVII	5.3 Tenses
	XVIII	5.4 Voice
	XIX	6. Common Errors in Sentences
3. Personality Development	XX	1. Introduction & Dimensions of Personality 2. Winning Personality & Human Behaviour
	XXI	3. Positive & Negative Self-Image

	XXII	4. Building Self-esteem & confidence
	XXIII	5. Attitude, Motivation & Demotivation
	XXIV	6. Discipline & Time Management
	XXV	7. Personal: Grooming, Body-Language, Eye-contact, Social etiquettes, netiquettes.
	XXVI	8. Ethics & Values
	XXVII	9. The Power of Positivity
4. Basic IT Skills	XXVIII	1. Switching the Computer on/off, Introduction to the basic hardware & software, using flash drives. 2. Basics of MS Office (Word, Power-point & Excel)
	XXIX	3. Searching Databases such as Google Scholar, N-List, NDL (National Digital Library), DigiLocker
	XXX	4. Introduction to AI (ChatGPT) 5. Introduction to Social Media 6. Cyber security

Co-Ordinator:

Dr Vinay Mohan Sharma
Associate Professor & Head,
Department of English

Faculty for the Add-on Course:

1. Dr Vinay Mohan Sharma, Associate Professor (English)
2. Dr Raksha Kalta, Assistant Professor (English)
3. Dr Aditya Singh Dulta, Assistant Professor (English)
4. Dr Vikas Nathan, Assistant Professor (Chemistry)
5. Ms. Chetna Negi, Assistant Professor (English)