



**PARVATHANENI BRAHMAYYA
SIDDHARTHA COLLEGE OF ARTS & SCIENCE**

Autonomous

Siddhartha Nagar, Vijayawada-520010

Re-accredited at 'A+' by the NAAC

Course Code				23ENSDL202			
Title of the Course				COMMUNICATION SKILLS FOR EMPLOYABILITY -II			
Offered to: (Programme/s)				B. Com Hons (General, TPP, BPM, Finance, Banking, Computer Applications), B.Sc. Hons (Physics, Chemistry, Mathematics, Statistics, Electronics,) & BA Hons (Economics)			
L	2	T	0	P	0	C	2
Year of Introduction:		2024-25		Semester:			3
Course Category:		SDC		Course Relates to:		Global	
Year of Revision:		NA		Percentage:			
Type of the Course:				Employability/Skill development			
Crosscutting Issues of the Course :				Influence of vernacular languages			
Pre-requisites, if any				ENGLISH-1			

Course Description:

The student can develop skills for participating actively in Group discussions, Interviews and also learn advanced presentation strategies. Professional body language skills are also developed as “Action speaks louder than words”. This course enhances their intellectual, personal, professional abilities and helps them speak fluently, participate confidently in any social interaction, face any professional discourse and also demonstrate critical thinking and improve conversational skills. Students can draft a good resume considering all essential components without making any error. The learners practice the various methods of reading and to help them cultivate the habit of reading fast with near –total comprehension.

Course Aims and Objectives:

S.N O	COURSE OBJECTIVES
1	The main objective of the course is to facilitate the learner to acquire the linguistic competence.
2	To help the students understand the importance of language skills and implement effectively.
3	To enable students to develop skills for participating effectively in a Group discussion, Interviews and presentation.
4	To provide varied opportunities for the students to hone skills namely, Vocabulary, Jumbled sentences and Comprehension.
5	To develop their intellectual, personal and professional abilities.

Course Outcomes

At the end of the course, the student will be able to...

CO NO	COURSE OUTCOME	BTL	PO	PSO
CO1	Shapes the students' employability skills and build a bridge between the campus and corporate.	K4	PO 1	1
CO2	Systematic and highly enthusiastic through practical activities that promotes personal growth as well as prepare for success.	K3	PO3	1
CO3	Instills right view about soft skills and writing skills that inspire self-learning through post reading activities and investigative spirit.	K2	PO1	1
CO4	Focus on the most useful aspects of writing skills. As drafting and documentation skills play a significant role in professional excellence.	K2	PO5	1
CO5	Project oneself at the entry level of employment by preparing a powerful resume, cv and writing convincing cover letter for dreaming career.	K2	PO5	1

For BTL: K1: Remember; K2: Understand; K3: Apply; K4: Analyze; K5: Evaluate; K6: Create

CO-PO MATRIX									
CO NO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2
CO1	3								
CO2			2					2	
CO3	2							3	
CO4					2				
CO5					2			2	

Use the codes 3,2,1 for High, Moderate and Low correlation Between CO-PO-PSO respectively

Course Structure:

UNIT – I - Interview Skills

1. GROUP DISCUSSION, INTERVIEW SKILLS
2. BODY LANGUAGE
3. SELF INTRODUCTION

Activity:

1. Group Discussion
2. Self Introduction
3. Mock Interviews

Assignment:

Write a note on Do's and Don'ts of a group discussion
Speak on the importance of body language in Communication.

UNIT – II - Writing Skills

1. RESUME WRITING AND COVER LETTER
2. E-MAIL WRITING
3. ESSAY WRITING

Activity:

1. Prepare a resume/CV
2. Prepare a cover letter

Assignment:

What is email etiquette? Explain.
Write an essay on Artificial intelligence

UNIT – III - Reading Skills

1. JUMBLED SENTENCES
2. READING COMPREHENSION
3. CLOZE TEST

Activity:

1. Jumbled Sentences
1. Story Retelling
2. Listen and Repeat
3. Read out loud

Assignment:

1. Practice comprehension passages
2. Fill in the blanks with contextual vocabulary

TEXT:

Alex. K Soft Skills, S. Chand, New Delhi. 2011 ISBN: 81-219-3192-4

REFERENCE:

1. Kumar, Sanjay. Pushpalata. Communication Skills. Oxford University Press, 2023. ISBN: 978-0-19-945706-9
2. Sharma, R. C, & Mohan, Krishna. Business Correspondence and Report Writing: A Practical Approach to Business and Technical Communication. Fifth Edition, McGraw Hill Education Pvt. Ltd, Chennai, 2018 ISBN: 978-93-85965-05-0.



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Course Code & Title of the Course:	23 ENSDL202 COMMUNICATION SKILLS FOR EMPLOYABILITY- II
Offered to:	B. Com Hons (General, TPP, BPM, Finance, Banking, Computer Applications), B.Sc. Hons (Physics, Chemistry, Mathematics, Statistics, Electronics,) & BA Hons (Economics)
Category: SDC	SEMESTER: 3
Max. Marks	35
Max.Time	2 Hrs

Section-A

Answer any **THREE** of the following questions.

3x5=15 M

1. Write a note on Do's of group discussion. K2
2. What is meant by Kinesics? Give details. K1
3. What is skimming? When do we use it? K2
4. How do you prepare for an interview? K1
5. What is the importance of E-mail correspondence? K3

Section-B

Answer any **TWO** of the following questions.

2x10=20 M

1. Write a cover letter and prepare your own resume for the post of Accountant in Reliance Digital. K2
2. What are the practical hints when you are attending the interview? K2
3. Write about the different types of essays with examples. K3
4. **a) Rearrange the following words/phrases to form meaningful sentences. 5x1=5**
K3
 1. of leather / The jacket / was made
 2. sipped / some water / The sparrow
 3. the computer / is working on / My neighbor
 4. our gratitude / to show / We have / to them
 5. If you work hard, / surely / you will / succeed

b) Skim the following paragraph and answer the questions:

5x1=5 K4

Here's something to think about the next time you go shopping. Have you ever noticed how many trolleys are available when you go to the supermarket? In my experience, it seems like hundreds! But how about the number of hand baskets? Invariably I struggle to find even one, especially when I only need a few items. Why might this be the case? Well it seems to be a tactic used to encourage us to buy more. If you are walking around with an empty trolley, you are more tempted to fill it, so if you are planning on only doing a quick shop, always try to find a basket. It will be lighter, easier to use and is sure to save you money!

1. What can you find in large numbers at a supermarket? You can always find large numbers of trolleys at a supermarket.
2. Why can this be a problem? It can be a problem because you might only want a few things but be tempted to buy more because of the room in the trolley.
3. How can you avoid spending more than you planned if you only need a few items? Always try to use a shopping basket instead of a trolley.
4. Why is it a good idea to use a basket instead of a trolley? It is a good idea because a basket is lighter, easier to use and even may save money.
5. Does the passage recommend using trolley?
