



**GOVT. V. Y. T. PG AUTONOMOUS COLLEGE, DURG**  
**DEPARTMENT OF ENGLISH**



**Session : 2022-2023**

**SYLLABUS**

**for**

**Value Added Courses**

*English for Interview Skills*

*English for Business and Entrepreneurship*

*English Café(English for Beginners)*

**Govt.V.Y.T.PG. Autonomous College, Durg**

**Department of English**

**Session: 2022-2023**

**Value Added Course  
English for Interview Skills**

**Programme Objectives:**

- To face interviews with confidence
- To know how to prepare for interviews.
- To construct simple sentences to answer interview questions.
- To make presentations.
- To improve their body language
- To learn the etiquettes and netiquettes as required today.

**Methodology:** The classes will be held in a blended mode and will use videos, lectures and activities to impart the required skills. Links for more information and practice will be given to the students.

**Duration :** 30 hrs. Online classes 4 days a week of 2 hrs each day.

**Course content:**

**Unit I**

1. SWOC (analysis of Self)
2. 1000 words vocabulary
3. Types of Sentences and Sentence Construction

**Unit II**

4. Self- grooming
5. Etiquette and netiquette

**Unit III**

6. Resume/ CV/Bio note
7. Personality enhancement

#### Unit IV

8. Getting ready for the interview (Gen Awareness)
9. Stages of interview
10. Group discussions
11. Telephone/ video interviews
12. Presentation skills

#### Unit V

13. General Interview Questions and answers
14. Oral communication and Pronunciation
15. Mock interview

#### Assessment:

After the course is over the students will be assessed on their ability to face interviews and their speaking and writing skills.

Practical exam based on interview questions and presentations will be conducted : 50 marks

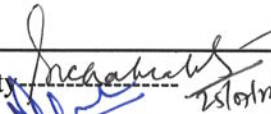
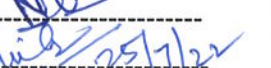
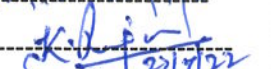




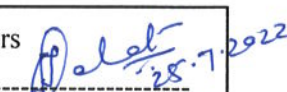
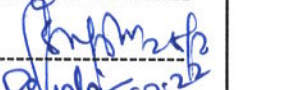

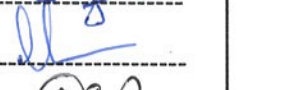
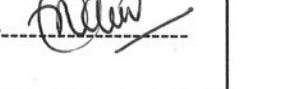
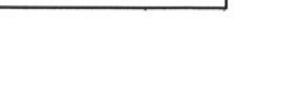
Short questions will be asked to test the language competency from the topics taught in the course. 25 questions of 2 marks each will be asked. All questions will be compulsory. : 50 marks

	Topics	Marks
<b>Theory</b>	<b>Unit I, II, III</b> SwocEtiquette and Netiquette Resume /CV and bio note Self Grooming Sentence constructions	<b>50 marks</b> 25 short questions to be asked on the given topics.

	<b>Unit IV, V</b> Interview questions Telephonic interviews Presentations Oral communication and Pronunciation	<b>50 marks</b> Students will be required to make short presentations. Students will be required to face mock interviews
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### Reference Books:

1. Resumes and Interviews: The Art of Winning by Ashraf Rizwi Pub by McGraw Hill Education
2. A Textbook of English Phonetics for Indian Students by T.Balasubranium Pub by Macmillan
3. A course in Phonetics and Spoken English by J Sethi and P.V. Dhamija Pub by Prentice Hall
4. Winning at Interview by Edgar Thrope and Showick Thrope Pub by Pearson Education
5. How to turn a Job Interview into Job Offers by Martin Yale Pub by Adam Media
6. Knock them Dead Resumes by Martin Yate Pub by Adam Media
7. Knock them Dead Cover letters by Martin Yate Pub by Adam Media
8. The quick and Complete guide to a Winning Interview by Thea Kelly Kindle book
9. The principles of Netiquette by David Chiles Pub by Create Space Publishing
10. Netiquette : Modern Manners for a World: The Ultimate Guide to Online Eitquette by Nasrine Abushakra

Chairperson/H.O.D. : Dr. M. Chakraborty  Subject Expert :Dr. Neelu Shrivastava  Subject Expert :Dr. Sheila Vijay  V.C. Nominee :Dr. Kaustubh Ranjan  Member from other Deptt.: Dr. Baljeet Kaur  Representative of Industry /Corporate Sector: Mr. Kamaljeet Singh Maan  Student Representative : M. Zafir 	Departmental members 1 Dr. QamarTalat  2 Dr. Somali Gupta  3 Dr. Suchitra Gupta  4 Dr. Mercy George  5 Dr. Meena Maan  6 Dr. Tarlochan Kaur 
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# Govt. V.Y.T. PG Autonomous College, Durg (C.G.)

Session : 2022-2023

Department of English

Value Added Course : 30 Hours

## English for Business and Entrepreneurship

### Course Objectives :

- To develop entrepreneurial mindset amongst students
- Identify ideas and write proposals
- Pitch ideas and write emails

Time frame	Course Content	Details	Classes
Week 1	Identifying an Idea	Preparing a proposal Building vocabulary SWOT analysis of the idea/project	4 days 2hrs each day
Week 2	Presentations	How to present a product to investors/colleagues	4 days 2hrs each day
Week 3	Marketing	The art of cold calling. Emails, reports, Preparing your folder	4 days 2hrs each day
Week 4	Entrepreneurial mindset	Developing Entrepreneurial mindset	3 days 2 hrs each day

Chairperson/H.O.D. : Dr. M. Chakraborty	Departmental members
Subject Expert :Dr. Neelu Shrivastava	1 Dr. QamarTalat
Subject Expert :Dr. Sheila Vijay	2 Dr. Somali Gupta
V.C. Nominee :Dr. Kaustubh Ranjan	3 Dr. Suchitra Gupta
Member from other Deptt.: Dr. Baljeet Kaur	4 Dr. Mercy George
Representative of Industry /Corporate Sector: Mr. Kamaljeet Singh Maan	5 Dr. Meena Maan
Student Representative : M. Zafir	6 Dr. Tarlochan Kaur

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DEPARTMENT OF ENGLISH

Session : 2022-2023

VALUE ADDED COURSE

English Café (English for Beginners)

SYLLABUS

Course objectives:

The students will be able to

- understand the fundamentals of grammar
- understand the basic concepts of comprehension
- enhance their vocabulary
- improve their skills in written communication

Time frame: 30 hrs

Topic	Course content	Time	Periods 40 mins
Grammar	Basics of Grammar, Parts of speech, Determiners, Tenses and narration, types of sentences	6 hrs	9
Reading	Reading from texts, tone, pitch and pronunciation	4 hrs	6
Listening	Listening skills, and comprehension	4 hrs	6
Speaking	Simple sentences from day to day activities	6 hrs	9
Writing	Reports, emails , letters	4 hrs	6
Presentation	Preparing ppt , Presenting, Body language	6 hrs	9

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