

DEPARTMENT OF ENGLISH
B.J.B. Autonomous College, Bhubaneswar
Value Added Course (2022-23)

NAME OF THE COURSE : ENGLISH FOR PROFESSIONAL COMMUNICATION
COURSE DURATION : 40 Hours
STUDENTS INTAKE 30

OBJECTIVES OF THE COURSE

- To make the learners conversant with the basic forms, formats and techniques of technical writing so as to enable them to be prepared for the job market.
- To equip the students with the ability to use the communication skills required in meetings, group discussions, interviews and presentations.

SYLLABUS

MODULE – I: SOFT SKILLS DEMANDED AT WORKPLACE

Soft skills as a competitive weapon, Classification of soft skills, Personal Traits such as time management, attitude, self-confidence, consistency and predictability etc. Interpersonal Traits such as team work, communication and networking, empathy, problem solving skills and leadership.

MODULE – II: PRESENTATION STRATEGIES

Analyzing audience and locale, organizing contents, preparing and outlining, kinesics, proxemics, para-linguistics, chronemics, and understanding nuances of delivery.

MODULE – III: INTERVIEWS AND GROUP DISCUSSIONS

Job interviews: Groundwork before interviews, Face to face interviews, telephonic and video interviews, forms of group discussion, techniques, process, characteristics, skills for group discussions etc

MODULE – IV: TECHNICAL COMMUNICATION

Preparing business letters, memos, emails, reports, preparation of CV/Resume etc.

MODE OF EVALUATION: Attendance, Practical, Assignments, Tests etc.
