

**Graphic Era Hill University**

## **B.Tech 4th Semester**

## **Syllabus of Practical for Employability Skill Enhancement**

Course Code: PESE 400

L T P C

Course Name: Practical for Employability Skill Enhancement

1 1 2 3

## **Learning Outcomes**

After successful completion of the course students will be able to

LO 1. Develop a deeper understanding of their personality by being aware of their strengths, weaknesses, areas of interest etc.

LO 2. Understand the importance and nuances of public speaking to overcome stage phobia by applying their own style of delivery of speech to draw the attention of the listener.

Apply the concept of body language and paralinguistic features in delivery of an effective presentation

**LO 3. Apply the principles of Clarity, Brevity and Precision in writing effectively.**

LO 4. Develop an understanding of the topic given using creative thinking with different approaches impromptu and be able to deliver it effectively.

LO 5. Acquire, develop and challenge ideas by using Group Discussion as a tool to develop critical thinking and finally arriving at a logical conclusion .

## **UNIT 1: PERSONAL PROFILING**

## **5 Hours**

## Profiling document to be completed by each student

- a. Instructions and guidance for filling up the profiling sheet.
  - b. Analysis and correction of the student's profile.

## **UNIT 2: PRESENTATION SKILLS - II**

## **6 Hours**

- a. Tips for effective presentation: A Recap
  - b. Presentation and analysis of current topics of importance by each student and feedback for further improvement.
  - c. Areas: social, economic, political, sports, technology and modern trends.

**UNIT 3: EFFECTIVE WRITING SKILLS - I** **5 Hours****(For Academic and Professional setting)**

Writing email and cover letter keeping in mind the following points:

- a. Tips on Clarity, brevity and precision
- b. Phrase replacement with one word
- c. Avoiding Redundancies

**UNIT 4: PUBLIC SPEAKING - II** **4 Hours**

- a. Public Speaking: A Recap
- b. Prepared short speech on topics of general interest by each student and feedback for further improvement.
- c. JAM Sessions and similar activities to be conducted .

**UNIT 5: DYNAMICS OF A GROUP DISCUSSION - I** **10 Hours**

- a. Dos and Don'ts: Procedure, Seating Arrangement, Initiation, Discussion and Conclusion/Summary.
- b. Types of Topics and guidelines to be successful in a GD.

**NOTE:**

- 1.Theoretical concepts of GD to be reinforced with Mock GDs in the class.
- 2.Topics should cover all the types: Factual, Abstract And Case Study based.
- 3.To be recorded and Appropriate feedback to be provided to the students.

**Reference material:**

1. <https://takeielts.britishcouncil.org/take-ielts/prepare/free-ielts-practice-tests/listening>
2. <https://www.bestmytest.com/ielts/listening>
3. <https://takeielts.britishcouncil.org/take-ielts/prepare/free-ielts-practice-tests/speaking>
4. <https://www.cambridgeenglish.org/in/test-your-english/>
5. <https://speakandimprove.com/>
6. <https://app.smalltalk2.me/>