

Graphic Era Hill University
Non-B. Tech 5th Semester
Syllabus of Career Skills

Learning Outcome: After completing this course, the student will be able to

LO 1. Discern an understanding of complex grammatical structures through the Concept of Tenses, Subject and Verb Agreement etc.

LO 2. Enrich the vocabulary and apply vocabulary building strategies to improve the analysis of readings.

LO 3. Exhibit proficiency in drafting a professional resume by using appropriate style structure etc.

LO 4. Demonstrate a literal, inferential and evaluative comprehension of readings, through identification and analysis of main ideas and supporting details both implied and inferred.

LO 5. Acquire, develop and challenge ideas by using group discussion as a tool. And also demonstrate the skills needed to participate in an effective oral communication like interviews by voicing his thoughts and ideas in a constructive and coherent manner.

UNIT 1: Applied Grammar and Usage III

8 Hours

a. Error Detection based on SVA, Tense, Conditionals and Active & Passive Voice.

b. Indianism

UNIT 2: Vocabulary Building

II

4 Hours

a. Synonyms and Antonyms

b. Idioms and Phrases

c. Common Proverbs

UNIT 3: Writing Skills

5 Hours

a. Cover Letter: Objective and Importance

b. Types of Resume: Chronological, Combination and Functional

c. Resume Writing Practice

UNIT 4: Reading Skills and Parajumbles

6 Hours

a. Reading Comprehension: Types and Strategies to Solve, Central Idea, Tones and Drawing Inference.

b. Parajumbles (4 and 6 statement types)

UNIT 5: Group Discussion and Interviews

7 Hours

a. An Introduction to concept: Dos and Don'ts

b. Types

Interviews:

a. An Introduction to concept: Dos and Don'ts

b. Types of interviews

c. FAQs during an interview

Note: Mock GDs and Interviews to be conducted.