

303193353 - Employability Skills

Course: BTech

Semester: 6

Prerequisite:

Rationale : -

Teaching and Examination Scheme											Total
Teaching Scheme					Examination Scheme						Total
Lecture Hrs/Week	Tutorial Hrs/Week	Lab Hrs/Week	Seminar Hrs/Week	Credit	Internal Marks			External Marks			Total
-	1	-	-	1	T	CE	P	T	P	100	100
SEE - Semester End Examination, T - Theory, P - Practical											

Course Content		W - Weightage (%) , T - Teaching hours	
Sr.	Topics	W	T
1	IELTS Mock Test To develop students English Learning and improve their employment prospects. To create opportunity for students to study around the globe & give them Practice on : Listening Speaking Reading Writing	25	5
2	Resume Building Cover letter & Resume Writing Students will create a functional resume along with cover letter that they will be able to use when applying for a job, college or a scholarship.	25	2
3	Advanced Group Discussion: Mock Round To provide students with an avenue to train themselves in various interpersonal skills. To prepare students for the Group Discussion after the written test for employment or for admission to educational institutes. To generate new ideas or new approaches for solving a problem. To reach a solution on an issue of concern.	25	4
4	Personal Interview: Mock Round Preparing For The Interview Review Question Employer's Expectation Case Interview	25	4
		Total	100



**Reference
Books**

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| 1. | Business Correspondence and Report Writing By SHARMA, R. AND MOHAN, K. |
| 2. | Communication Skills and Soft Skills
By Suresh Kumar Pearson Publication, 2010 |