	1.6. Technical Paper Writing • Parts of a Technical Paper (Abstract, Introduction, Research Methods, Findings and Analysis, Discussion, Limitations, Future Scope and References) • Language and Formatting • Referencing in IEEE Format	
2	**EMPLOYMENT SKILLS** **2.1. Cover Letter & Resume** • Parts and Content of a Cover Letter • Difference between Bio-data, Resume & CV • Essential Parts of a Resume • Types of Resume (Chronological, Functional & Combination) **2.2 Statement of Purpose** • Importance of SOP • Tips for Writing an Effective SOP **2.3 Verbal Aptitude Test** • Modelled on CAT, GRE, GMAT exams **2.4. Group Discussions** • Purpose of a GD • Parameters of Evaluating a GD • Types of GDs (Normal, Case-based & Role Plays) • GD Etiquettes **2.5. Personal Interviews** • Planning and Preparation • Types of Questions • Types of Interviews (Structured, Stress, Behavioural, Problem Solving & Case-based) • Modes of Interviews: Face-to-face (One-to one and Panel) Telephonic, Virtual	**06**
3	**BUSINESS MEETINGS** **1.1. Conducting Business Meetings** • Types of Meetings • Roles and Responsibilities of Chairperson, Secretary and Members • Meeting Etiquette **3.2. Documentation** • Notice • Agenda • Minutes	**02**