

MALLA REDDY UNIVERISTY, HYDERABAD

English for Technical Communication and Employability Skills

CSE(Group-7A)-2211CS010547

Subhapreet Patro



Instructor:
Dr. Shazia Khan

2023-2024



COMPUTER SCIENCE AND ENGINEERING

COURSE PORTFOLIO

Completed Yes/No	Contents	Description	Reviewed by the Teacher
	Introduction	Brief bio: Introduce yourself, including your academic background, major, and career goals. Professional photo: A clear and professional-looking photograph of yourself	
	Technical Communication and Employability Skills	Definition and importance in professional settings Distinction between technical and general communication Overview of Employability Skills	
	Presentations	Power Point or slides from presentations you've given, including any associated scripts or speaking notes.	
	Resume and Cover Letter	Include an up-to-date and well-formatted resume that highlights your education, skills, work experience, and relevant projects. Sample cover letter(s) you've written for job applications or internship opportunities.	
	Technical Documents - Reports	Any technical documents you've created, such as system specifications, design documents, or project plans.	
	Collaboration and Teamwork	Examples of collaboration: Showcase instances where you worked effectively in a team, including group projects or collaborative initiatives.	
	Certificates and Training	Include certificates related to technical skills or professional development programs you've completed.	
	Technical Skills and Employability Skills	A comprehensive list of your technical skills, categorized by proficiency level. Showcase your soft skills such as communication, teamwork, problem-solving, and adaptability. Provide examples or anecdotes that demonstrate these skills in action.	
	Professional Development	Workshops or conferences attended, online courses completed, or any continuous learning initiatives you've undertaken.	
	Internships and Work Experience	Details of any internships or work experiences, including the roles you played and the skills gained.	
	LinkedIn Profile	Include a link to your LinkedIn profile for recruiters or employers to learn more about your professional network and endorsements	
	References	Contact information for references or recommendation letters from professors, mentors, or employers.	

Faculty In-charge

Head of the Department