



PVKN Govt. College (A)  
Chittoor



Certificate Course in English  
Employability Skills in English for  
UG Students

**Certificate Course in English**  
**Employability Skills in English for UG Students**

**Department of English**  
**PVKN Govt. College (A), Chittoor.A.P.517002.**  
**2022-23**

**Table of Contents**

<b>S.no</b>	<b>Name of the Item</b>	<b>Page no's From--- to</b>
<b>1</b>	<b>Department staff resolution for offering the course</b>	<b>03</b>
<b>2</b>	<b>Course Proposal</b>	<b>04-07</b>
<b>3</b>	<b>Notice</b>	<b>08</b>
<b>4</b>	<b>Proceedings of the Principal</b>	<b>09</b>
<b>5</b>	<b>Notification for the Admissions</b>	<b>10</b>
<b>6</b>	<b>List of students</b>	<b>12-13</b>
<b>7</b>	<b>Syllabus division among the faculty members</b>	<b>14</b>

**Certificate Course on “Employability Skills in English for UG Students”**

**Department of English**

**PVKN Govt. College (A), Chittoor.**

**2022-23**

**Departmental Staff Resolution**

**Chittoor,**

**26.10.2022**

The faculty members of the Dept. of English, PVKN Govt. College(A), Chittoor have met in the departmental staff room on 26.10..2022 at 3.00p.m. and pass the following resolutions unanimously.

1. The Board of Studies has approved the Departmental proposal to offer a 30hr Certificate Course on ““Employability Skills in English for UG Students”. Hence it is resolved to start the course in November, 2022.
2. It is unanimously resolved to nominate K.Amrutha as the Course Coordinator for the year 2022-23.Hence the principal is requested to issue proceeding for the nomination.
3. The certificate course is conducted for the benefit of the UG students of the college and outsiders, which is benefit for their career. Hence the principal is requested to issue an Admission notification with the necessary details of the course.
4. The faculty members of the department Sri S.Md.Shafiullah, Smt.T.Mamatha, Smt K.Amrutha, shall act as resource persons for the course.

**Faculty Members:**

- |                        |                           |   |
|------------------------|---------------------------|---|
| 1. Dr.N. Babu,         | Lecturer in English       | → |
| 2. S.Md.Shafiullah,    | Lecturer in English       | → |
| 3. T.Mamatha,          | Lecturer in English       | → |
| 4. M.Ajjanna,          | Lecturer in English       | → |
| 5. K.Amrutha,          | Lecturer in English       | → |
| 6. J.Deborah Jackline, | Guest Lecturer in English | → |

*[Handwritten signatures and names of faculty members]*  
S. Shafiullah  
T. Mamatha  
K. Amrutha  
J. Deborah Jackline

From  
Course Coordinator,  
Dept. of English,  
PVKN Govt. College (A),  
Chittoor

Chittoor,  
26/08/2023

To  
The Principal,  
PVKN Govt. College (A),  
Chittoor

Sir,

Sub: Requesting regard to permit the Dept. of English to conduct  
Certificate Course

For the academic year 2022-23, The Dept. of English wish to  
conduct the Certificate Course on ~~Employability Skills in English~~ for  
both UG and PG students as an extra academic curricular activity. Classes will be  
taken in both offline and online from 1.7.2022 to 18.11.2022 which followed the  
inaugural meet.

We shall be very thankful to you, if you consider the above plea.

Thanking you sir,

Yours faithfully,



(K. Amrutha)  
Course coordinator

Forwarded to the  
Principal



Principal,  
PVKN Govt. College (A),  
Chittoor - 517002 (A.P.)



# PVKN.Govt.College(A),Chittoor.

## Department of English

### Certificate Course on The Role of Grammar in Speaking English

#### Registration:

#### Chief Patron

Dr.G.Ananda Reddy,

Principal,

PVKN Govt College(A), Chittoor

#### Patrons

Dr.N. Babu

In Charge of Dept. Of English,

PVKN Govt College(A), Chittoor

#### Co-ordinator

K. Amrutha,  
Lecturer in English,

PVKN Govt College(A), Chittoor

Students will register their names in the Dept of English form 26.10.2022 to 28.10.2022

#### About the Certificate of Course:

**Objective of Program:** To make the student understand the importance of English Grammar , which helps them to speak or communicate perfectly with any one in correct manner

#### Topics Covered:

S.NO	TOPICS	NO.OF HOURS
1	Interpersonal Skills	2hrs
2	CV/Resume'	3hrs
3	Employability Skills	5hrs
4	Critical Thinking,Emotional Intelligence	4hrs
5	Career Development & Goal Setting	3hrs
6	Voice (Active & Passive)	4hrs
7	Communication- Verbal & Nonverbal	4hrs
8	Team Work –Soft Skills	1hrs
9	Interview Skills	2hrs

**Certificate Course on “Employability Skills in English for UG Students”**  
**PVKN GOVT COLLEGE (A),CHITTOOR**  
**Department of English**  
**2022-23**

**Notification for Admission**

**26.10.2022**

Applications are invited from the eligible candidates for admission into the Certificate Course on “Employability Skills in English for UG Students” for the year 2022-23

**Eligibility:** Graduate/Post graduate in any discipline with interest in learning speaking English

**Fee Details:** No fee.

**Duration of Course:** 30 hrs

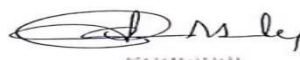
**Admission Process:** The prescribed application form for the admission is available in the Department. The filled application shall be submitted to the Course Coordinator, Dept. Of English, PVKN Govt. College(A), Chittoor.

Incomplete applications and application received after the prescribed date will be rejected.

**The Admission Schedule: 26.10.2022**

**Last date of the receipt of application: 28.10.2022**

**Class Details:** Classes of the course shall be conducted on working days between 1.11.2022 to 18.11.2022 at 9am- 10am & 4pm - 5 pm.



**Principal**

## **Notice Board**

The department of English is going to conduct a certificate course on “Employability Skills in English for UG Students”, from 01/11/2022 to 18/11/2023 with min30 working hours.

Interested candidates are informed to register your names in the department on and before 28/11/2022.

**Certificate Course in English**  
**Employability Skills in English for UG Students**  
Department of English  
PVKN Govt. College (A), Chittoor.A.P.517002.

### **PROPOSAL 2022-23**

- 1. Title of the Course: Employability Skills in English for UG Students**
- 2. Pre-requisites:** Graduate Students who interested in learning communicative English

**3. Need of the Course:**

To enhance employability skills and good communication skills for UG students

**4. Target Group:**

- ❖ UG Students of PVKN. Govt. College.
- ❖ UG students of different colleges in and around Chittoor.

**5. Aim of the Course:**

To train the students for employability in the class room

**6. Course Objectives:**

- ❖ To imbibe knowledge in English for employment.
- ❖ To improve the general communication of the target group.
- ❖ To improve class room communication skills of the target group.
- ❖ To train the target group in class room management skills.
- ❖ To train the target group in presentation skills.

**7. Expected Learning Outcomes:**

Training the course students into-

- ❖ Good at communication skills
- ❖ Good at management skills.
- ❖ Good at presentation skills.
- ❖ Gain sufficient knowledge of basic techniques.

## **8. Course Design:**

<b>Eligibility</b>	<b>: UG Students</b>
<b>Course Duration</b>	<b>: 30 hours</b>
<b>Fee Details</b>	<b>: No Fees</b>
<b>Resource Person</b>	<b>:Sri S.Md.Shafiullah, Lecturer in English, Smt K.Amrutha,CL in English, SmtT.Mamatha,CL in English</b>

## **9. Course Content:**

### **Unit-I:**

- 1. Introduction to Employability Skills-Introduction-Significance**
- 2. Communication Skills-Verbal-Non-Verbal**
- 3. Career Development and Goal Setting**
- 4. Importance of LSRW Skills and Strategies to developed these skills**

### **Unit-II:**

- 1. Interpersonal Skills-Self awareness-Behavioral Skills-Critical & Adaptive Skills-Public speaking skills**
- 2. Soft Skills-Team spirit-Time Management- Creative Thinking-Emotional Intelligence-Decision making**

### **Unit-III :**

- 1. Interview Skills-Do's & Don'ts**
- 2. E-correspondence**
- 3. Resume' or CV**

**Total Periods: 30**



### Division of Syllabus among the Faculty members

Unit	Topic	Resource person allotted	Hours allotted
I	Introduction to Employability Skills-Introduction-Significance	Md.Shafiullah	12hrs
	Communication Skills-Verbal-Non-Verbal		
	Career Development and Goal Setting		
	Importance of LSRW Skills & Strategies to develop these skills		
II	Interpersonal Skills-Self awareness-Behavioral Skills	K.Amrutha	12 hrs
	Critical& Adaptive Skills-Public speaking		
	Creative thinking-Emotional Intelligence-Decision making		
	Soft Skills-Team spirit-Time management		
III	Interview Skills-Do's & Don'ts	T.Mamatha	6 hrs
	E-Correspondence		
	Resume' or CV		

#### 10. Suggested Reading:

- ❖ *Technical Communication-Principles and Practices*, Meenakshi Raman and Sangeetha Sharma, Oxford Publications.
- ❖ *Soft Skills*, Dr.K.Alex, S.Chand and Co.Ltd.
- ❖ *Interpersonal Skills and Team Building*, S.Sujana, A.Swetha and A.Santhoshi Roopa, Student Helpline Publishing House, Hyderabad.

#### Course Evaluation: 50marks

**Enroll of students : 15**

**Attended Students : 15**

## Content :

### Introduction to Employability Skills:

Employability skills, often referred to as soft skills or transferable skills, are the set of attributes and abilities that go beyond technical knowledge and expertise. These skills are crucial for success in the workplace and are sought after by employers across various industries. While technical skills are essential for performing specific tasks related to a job, employability skills are essential for thriving in the workplace environment, contributing to a positive work culture, and advancing in one's career.

### Significance of Employability Skills:

1. **Enhanced Job Performance:** Employability skills complement technical skills, leading to improved job performance. Individuals who possess strong communication, teamwork, and problem-solving skills are often more effective in their roles.
2. **Adaptability:** In today's rapidly changing work environment, adaptability is a key attribute. Employability skills enable individuals to navigate and thrive in dynamic and evolving work situations, fostering resilience and flexibility.
3. **Effective Communication:** The ability to communicate clearly and concisely is essential in any workplace. Strong communication skills facilitate collaboration, understanding, and the efficient exchange of ideas, thereby reducing misunderstandings and improving productivity.
4. **Teamwork and Collaboration:** Most jobs involve some degree of collaboration. Employability skills such as teamwork, interpersonal skills, and the ability to work well with diverse groups contribute to a positive team dynamic and foster a cooperative work environment.
5. **Problem-Solving Skills:** Employability skills include the ability to analyze situations, identify challenges, and develop effective solutions. Employees who can approach problems systematically and think critically are valuable assets to any organization.
6. **Leadership Qualities:** Even in non-managerial roles, leadership qualities are highly valued. Employability skills encompass aspects of leadership such as taking initiative, motivating others, and being accountable for one's work.
7. **Time Management:** Effective time management is crucial for meeting deadlines and optimizing productivity. Individuals with strong employability skills are often adept at organizing tasks, prioritizing responsibilities, and managing their time efficiently.
8. **Professionalism:** Professionalism involves a range of behaviors, including a strong work ethic, integrity, punctuality, and a positive attitude. Employability skills contribute to the development of a professional and respectful workplace culture.
9. **Career Advancement:** Employability skills play a significant role in career advancement. Individuals who continually develop and demonstrate these skills are more likely to be considered for promotions and new opportunities within their organizations.
10. **Global Perspective:** In an interconnected world, global awareness and cultural sensitivity are increasingly important. Employability skills include the ability to work with diverse groups, understand cultural nuances, and navigate global business environments.

In summary, employability skills are indispensable for success in the modern workplace. They not only enhance individual job performance but also contribute to a positive and productive work environment, benefiting both the employee and the organization. Continuous development of these skills is crucial for staying competitive and adaptable in the ever-evolving professional landscape.

## Communication Skills: Verbal and Non-Verbal

Effective communication is a critical skill in both personal and professional settings. It involves the exchange of information, ideas, and feelings between individuals. Communication skills can be broadly categorized into two main types: verbal and non-verbal.

### 1. Verbal Communication Skills:

Verbal communication involves the use of spoken or written words to convey a message. It's the most direct and explicit form of communication. Strong verbal communication skills are essential for clarity, understanding, and building positive relationships.

- **Clarity:** Clear and concise expression of thoughts is crucial. Using simple language, avoiding jargon, and organizing ideas logically contribute to effective verbal communication.
- **Listening Skills:** Communication is a two-way street. Active listening, where one pays attention, understands, and responds appropriately, is a key component of effective verbal communication.
- **Tone and Pitch:** The tone and pitch of the voice convey emotions and attitudes. A well-modulated and appropriate tone enhances the impact of the message.
- **Empathy:** Understanding and acknowledging the feelings and perspectives of others contribute to empathetic communication. This fosters better relationships and collaboration.
- **Feedback:** Constructive feedback is an important aspect of verbal communication. Giving and receiving feedback in a positive manner helps in personal and professional growth.

### 2. Non-Verbal Communication Skills:

Non-verbal communication involves the use of gestures, body language, facial expressions, and other forms of non-spoken communication. It often complements and reinforces verbal communication, providing additional layers of meaning.

- **Body Language:** Posture, gestures, and facial expressions convey a wealth of information. Open and positive body language enhances communication, while closed or defensive postures may create misunderstandings.
- **Facial Expressions:** The face is a powerful tool for conveying emotions. Smiles, frowns, raised eyebrows, and other facial expressions add nuance to verbal communication.
- **Eye Contact:** Maintaining appropriate eye contact demonstrates engagement and sincerity. It conveys confidence and helps establish a connection with the audience.
- **Gestures:** Purposeful and appropriate gestures can emphasize points and add clarity to verbal messages. However, overly exaggerated or distracting gestures may detract from the message.
- **Proximity and Personal Space:** Cultural norms influence the perception of personal space. Being mindful of these norms and respecting others' comfort zones is crucial for effective non-verbal communication.
- **Attire and Appearance:** The way one dresses and presents themselves contributes to the overall communication process. Appropriate attire and grooming reflect professionalism and respect for the context.

In conclusion, mastering both verbal and non-verbal communication skills is essential for effective interpersonal interactions. These skills are valuable in various aspects of life, from navigating social situations to excelling in the professional world. Individuals who can balance and enhance both forms of communication are better equipped to convey their messages clearly, build meaningful connections, and succeed in their personal and professional endeavors.

### Career Development and Goal Setting:

Career development is a lifelong process that involves managing and navigating one's professional journey. Setting clear and achievable goals is a fundamental aspect of this process. Here's a breakdown of the key elements in career development and goal setting:

### 1. Self-Assessment:

- *Skills and Strengths:* Identify your skills, strengths, and areas of expertise. Understand what sets you apart and what you enjoy doing.
- *Interests and Passions:* Consider your interests and passions. What activities and subjects energize and motivate you?

### 2. Goal Setting:

- *Short-Term and Long-Term Goals:* Define both short-term and long-term career goals. Short-term goals help you make progress in the immediate future, while long-term goals guide your overall career trajectory.
- *SMART Criteria:* Ensure that your goals are Specific, Measurable, Achievable, Relevant, and Time-bound. This makes them more concrete and attainable.

### 3. Continuous Learning:

- *Skill Development:* Identify the skills needed in your current or desired field and work on developing them. This could involve formal education, workshops, online courses, or on-the-job training.
- *Networking:* Build a professional network. Attend industry events, connect with colleagues, and consider mentorship opportunities.

### 4. Career Exploration:

- *Research:* Explore various career paths within your industry. Understand the demands, opportunities, and potential growth in each area.
- *Job Shadowing and Internships:* Gain hands-on experience through internships or job shadowing to get a feel for different roles.

### 5. Resume Building:

- *Update Regularly:* Keep your resume up-to-date with your latest achievements, skills, and experiences.
- *Tailor for Each Application:* Customize your resume for each job application to highlight the most relevant qualifications.

### 6. Adaptability and Flexibility:

- *Embrace Change:* Be open to changes in your career path. Adaptability is crucial in a dynamic job market.
- *Continuous Assessment:* Regularly assess your goals and adjust them based on changes in your interests or industry trends.

### 7. Time Management:

- *Prioritize Tasks:* Effectively manage your time by prioritizing tasks. Focus on high-priority activities that align with your goals.

- *Set Milestones:* Break down larger goals into smaller, manageable milestones. Celebrate achievements along the way.

## 8. Professional Development:

- *Seek Feedback:* Actively seek feedback from colleagues, mentors, or supervisors to identify areas for improvement.
- *Attend Workshops and Conferences:* Participate in workshops, conferences, and industry events to stay updated on trends and expand your professional network.

## 9. Work-Life Balance:

- *Personal Well-being:* Ensure a balance between your professional and personal life. Burnout can hinder long-term career success.
- *Set Boundaries:* Establish clear boundaries to prevent work from taking over your personal time.

## 10. Evaluation and Adjustments:

- *Regular Assessments:* Periodically evaluate your progress and adjust your goals as needed. This might involve redefining priorities or setting new objectives.

Remember, career development is a dynamic process, and goals may evolve over time. Regular reflection and adjustment ensure that you stay aligned with your aspirations and navigate your career journey effectively.

## Importance of LSRW Skills:

LSRW stands for Listening, Speaking, Reading, and Writing—the four essential language skills. Proficiency in these skills is crucial for effective communication and overall language competence. Here's a breakdown of the importance of LSRW skills:

### 1. Listening Skills:

- *Understanding:* Effective listening is the foundation of good communication. It involves understanding spoken language, recognizing nuances, and interpreting the speaker's intentions.
- *Active Participation:* Good listeners actively engage in conversations, discussions, or presentations. They ask questions, seek clarification, and demonstrate their attentiveness.

### 2. Speaking Skills:

- *Expression:* The ability to express ideas, thoughts, and information verbally is essential in both personal and professional contexts. Clear and articulate communication enhances one's ability to convey messages persuasively.
- *Confidence:* Strong speaking skills contribute to self-confidence, making individuals more effective communicators in various situations, including public speaking and presentations.

### 3. Reading Skills:

- *Comprehension:* Reading skills involve the ability to understand written information, ranging from simple texts to complex documents. This is crucial for academic success, staying informed, and professional development.
- *Critical Thinking:* Reading helps develop critical thinking skills by analyzing and evaluating information. It enables individuals to form informed opinions and make decisions based on evidence.

### 4. Writing Skills:

- *Communication:* Writing skills are essential for effective written communication. This includes emails, reports, essays, and other forms of written expression. Clear and coherent writing enhances the impact of the message.
- *Professionalism:* In the professional world, well-developed writing skills are often associated with professionalism. Being able to compose clear and concise business communications is a valuable asset.

### Strategies to Develop LSRW Skills:

#### 1. Listening Skills:

- *Active Listening Exercises:* Engage in activities that require active listening, such as participating in group discussions, listening to podcasts, or attending lectures.
- *Summarization:* Practice summarizing spoken information to improve retention and understanding.

#### 2. Speaking Skills:

- *Conversation Practice:* Engage in regular conversations with peers or language partners to improve fluency and confidence.
- *Public Speaking Opportunities:* Seek opportunities to speak in public, whether through presentations at work, joining a club, or participating in community events.

#### 3. Reading Skills:

- *Diverse Reading Materials:* Read a variety of materials, including newspapers, articles, books, and academic papers, to expose yourself to different writing styles and topics.
- *Annotation:* Develop the habit of annotating texts, highlighting key points, and jotting down questions or reflections to enhance comprehension.

#### 4. Writing Skills:

- *Regular Writing Practice:* Set aside time for regular writing practice. This can include journaling, blogging, or participating in writing challenges.
- *Peer Review:* Seek feedback from peers or mentors on your writing. Constructive criticism helps identify areas for improvement.

#### 5. Integrated Practice:

- *Combine Skills:* Integrate the development of all four skills. For example, listen to a podcast, summarize it in writing, and discuss it with a language partner.
- *Real-life Application:* Apply language skills in real-life situations, such as writing emails, participating in meetings, and engaging in conversations on diverse topics.

#### 6. Utilize Technology:

- *Language Learning Apps:* Use language learning apps that offer interactive exercises for all language skills.
- *Online Resources:* Explore online resources, such as language exchange platforms and educational websites, to supplement your learning.

#### 7. Formal Learning Opportunities:

- *Language Courses:* Enroll in language courses or workshops that focus on developing LSRW skills.
- *Tutoring or Coaching:* Consider working with a language tutor or coach who can provide personalized guidance and feedback.

By systematically working on each of the LSRW skills and employing these strategies, individuals can enhance their overall language proficiency, leading to improved communication and success in both personal and professional domains.

### Interpersonal Skills, Self-Awareness, and Behavioral Skills:

Interpersonal skills are the set of abilities that enable individuals to interact effectively with others. These skills are crucial in personal and professional settings, contributing to positive



relationships, effective communication, and successful collaboration. Self-awareness and behavioral skills play key roles in the development and application of interpersonal skills.

### 1. Interpersonal Skills:

- *Communication:* Effective communication is at the core of interpersonal skills. This involves both verbal and non-verbal communication, active listening, and the ability to convey messages clearly and empathetically.
- *Empathy:* Understanding and sharing the feelings of others is a fundamental interpersonal skill. Empathy builds trust, strengthens relationships, and fosters a positive social environment.
- *Conflict Resolution:* The ability to manage and resolve conflicts in a constructive manner is essential. Interpersonal skills include negotiating, finding common ground, and maintaining a respectful dialogue during disagreements.
- *Teamwork:* Collaboration and teamwork involve working effectively with others to achieve common goals. Interpersonal skills contribute to a harmonious and productive team dynamic.
- *Adaptability:* Interpersonal skills also encompass adaptability, which involves adjusting one's communication and behavior to different social and professional contexts.

### 2. Self-Awareness:

- *Emotional Intelligence:* Self-awareness is a key component of emotional intelligence. It involves recognizing and understanding one's own emotions, as well as the ability to manage and navigate them effectively.
- *Personal Strengths and Weaknesses:* Being aware of one's strengths and weaknesses allows individuals to leverage their positive attributes and work on areas that need improvement.
- *Values and Beliefs:* Understanding personal values and beliefs is crucial for aligning one's actions with their principles, promoting authenticity in interpersonal interactions.
- *Self-Reflection:* Regular self-reflection is a practice that enhances self-awareness. This involves considering one's thoughts, emotions, and behaviors, and identifying patterns or areas for growth.

### 3. Behavioral Skills:

- *Professionalism:* Behavioral skills include maintaining a high level of professionalism in various settings. This involves being punctual, demonstrating a strong work ethic, and presenting oneself in a manner consistent with the expectations of the situation.
- *Active Listening:* The ability to actively listen to others is a behavioral skill that enhances communication. This involves giving full attention, asking clarifying questions, and providing feedback.
- *Assertiveness:* Being assertive, without being aggressive, is a valuable behavioral skill. It involves expressing one's thoughts and opinions confidently while respecting the perspectives of others.
- *Problem-Solving:* Behavioral skills contribute to effective problem-solving. This includes the ability to analyze situations, make decisions, and take appropriate actions in a timely manner.
- *Cultural Sensitivity:* Behavioral skills encompass cultural sensitivity, which involves being aware of and respecting cultural differences. This is particularly important in diverse and globalized environments.

### Strategies to Develop Interpersonal, Self-Awareness, and Behavioral Skills:

#### 1. Continuous Learning:

- Engage in workshops, courses, or training programs focused on interpersonal and behavioral skills development.

#### 2. Feedback Mechanism:

- Seek feedback from colleagues, mentors, or peers to gain insights into your interpersonal interactions and behavioral patterns.

### 3. **Self-Reflection:**

- Regularly set aside time for self-reflection to understand your emotions, actions, and their impact on others.

### 4. **Role-Playing:**

- Practice interpersonal skills through role-playing scenarios, simulating real-life situations.

### 5. **Mentorship:**

- Seek mentorship to receive guidance on interpersonal and behavioral skills from experienced individuals.

### 6. **Observation:**

- Observe and learn from individuals who excel in interpersonal skills and behavioral effectiveness.

### 7. **Mindfulness Practices:**

- Engage in mindfulness practices, such as meditation, to enhance self-awareness and emotional intelligence.

### 8. **Goal Setting:**

- Set specific goals for improving interpersonal and behavioral skills, and track your progress over time.

### 9. **Communication Workshops:**

- Attend workshops or seminars focused on communication skills, conflict resolution, and other relevant topics.

### 10. **Apply Learning in Real Life:**

- Actively apply what you've learned in real-life situations to reinforce and solidify your interpersonal and behavioral skills.

Developing strong interpersonal skills, self-awareness, and behavioral competence is an ongoing process that positively impacts personal relationships, team dynamics, and professional success. Continuous effort and a commitment to growth contribute to the refinement of these essential skills over time.

Public speaking is a valuable skill that falls under both critical and adaptive skills. Let's explore how public speaking is relevant to these skill categories:

#### **1. Critical Skills:**

Critical skills involve the ability to analyze, evaluate, and think critically in various situations. Public speaking contributes to critical skills in the following ways:

- **Research and Information Synthesis:** Before delivering a speech, effective public speakers engage in research to gather relevant information. They critically evaluate sources, synthesize information, and present a coherent message.
- **Logical Reasoning:** Public speakers need to organize their thoughts in a logical and structured manner. This involves critical thinking to ensure that the speech flows smoothly and that the audience can follow the argument or narrative.
- **Persuasion and Argumentation:** Public speaking often involves persuading or influencing an audience. Critical skills come into play as speakers craft persuasive arguments, anticipate counterarguments, and present evidence to support their points.
- **Adaptability:** Public speakers must be adaptable to the needs and reactions of their audience. Critical thinking helps speakers adjust their approach based on audience feedback, ensuring the effectiveness of their communication.



## 2. Adaptive Skills:

Adaptive skills involve the ability to adjust, learn, and thrive in changing environments. Public speaking enhances adaptive skills in the following ways:

- **Communication and Relationship Building:** Public speaking fosters effective communication, a crucial adaptive skill. The ability to connect with diverse audiences, understand their perspectives, and build rapport contributes to successful public speaking.
- **Emotional Intelligence:** Successful public speakers are often emotionally intelligent. They can read the emotions of their audience, adjust their tone and content accordingly, and connect with listeners on an emotional

## Soft Skills: Team Spirit and Time Management

### 1. Team Spirit:

**Definition:** Team spirit refers to the ability to work collaboratively with others, contribute positively to a group, and foster a sense of unity and camaraderie within a team.

#### Importance:

- **Collaboration:** Team spirit is essential for effective collaboration. It involves valuing and respecting the contributions of each team member, understanding individual strengths, and working together towards common goals.
- **Productivity:** Teams with a strong sense of spirit tend to be more productive. When team members support and encourage each other, they are more likely to share ideas, solve problems collectively, and achieve objectives efficiently.
- **Positive Work Environment:** Team spirit contributes to a positive work culture. A supportive and cohesive team fosters a sense of belonging, which, in turn, enhances job satisfaction and employee morale.
- **Innovation:** Collaboration within a team often leads to innovation. When team members feel comfortable sharing their perspectives and ideas, it creates a dynamic environment that encourages creativity and problem-solving.

### Strategies to Develop Team Spirit:

- Encourage open communication within the team.
- Recognize and appreciate individual contributions.
- Foster a culture of inclusivity and diversity.
- Organize team-building activities and events.
- Address conflicts promptly and constructively.
- Establish common goals and values for the team.

### 2. Time Management:

**Definition:** Time management involves the ability to prioritize tasks, set goals, allocate time effectively, and meet deadlines. It is a critical skill for personal and professional success.

#### Importance:

- **Productivity:** Effective time management leads to increased productivity. By prioritizing tasks and managing time efficiently, individuals can accomplish more in less time.

- **Stress Reduction:** Proper time management helps reduce stress. When individuals have a clear plan and allocate time appropriately, they are less likely to feel overwhelmed by deadlines and commitments.
- **Goal Achievement:** Time management is closely linked to goal achievement. Setting realistic goals, breaking them into manageable tasks, and allocating time to each task increase the likelihood of reaching objectives.
- **Improved Quality of Work:** Managing time well allows individuals to dedicate adequate time and attention to each task, resulting in higher-quality work.

### Strategies to Develop Time Management Skills:

- Set clear and achievable goals.
- Prioritize tasks based on importance and deadlines.
- Break larger tasks into smaller, more manageable steps.
- Use productivity tools and techniques, such as to-do lists or time-blocking.
- Learn to delegate tasks when appropriate.
- Regularly assess and adjust your time management strategies.

Developing and honing soft skills such as team spirit and time management is an ongoing process. Both skills are highly valuable in various aspects of life, contributing to personal growth, effective teamwork, and overall success in professional endeavors

### Interview Skills: Do's and Don'ts

#### Do's:

#### 1. Research the Company:

- *Do:* Conduct thorough research about the company, its values, culture, and recent news. This knowledge will demonstrate your genuine interest during the interview.
- *Why:* It shows the interviewer that you are proactive, interested, and have a good understanding of the organization.

#### 2. Practice Common Interview Questions:

- *Do:* Practice answering common interview questions, focusing on your achievements, strengths, and experiences.
- *Why:* It helps you articulate your thoughts clearly and boosts your confidence during the interview.

#### 3. Dress Professionally:

- *Do:* Dress appropriately for the industry and the company culture. It's better to be slightly overdressed than underdressed.
- *Why:* Your appearance reflects your professionalism and respect for the interview process.

#### 4. Arrive on Time:

- *Do:* Plan to arrive at least 10-15 minutes early. Punctuality is a sign of reliability and respect for the interviewer's time.
- *Why:* Being late can create a negative first impression and suggest a lack of organizational skills.

#### 5. Bring Copies of Your Resume:

- *Do:* Bring multiple copies of your resume to the interview, even if you've already submitted it online.
- *Why:* It shows preparedness, and the interviewer may not have a copy readily available.

#### 6. Demonstrate Good Body Language:

- *Do:* Maintain eye contact, offer a firm handshake, and sit up straight. Non-verbal cues are important in creating a positive impression.

- *Why:* Positive body language conveys confidence, professionalism, and engagement.

7. **Ask Thoughtful Questions:**

- *Do:* Prepare questions to ask the interviewer about the company culture, team dynamics, or the role itself.
- *Why:* It demonstrates your genuine interest in the position and helps you assess if the company is the right fit for you.

8. **Follow-Up with a Thank-You Email:**

- *Do:* Send a thank-you email within 24 hours expressing your gratitude for the opportunity and reiterating your interest in the position.
- *Why:* It reinforces your interest, shows professionalism, and leaves a positive final impression.

**Don'ts:**

1. **Don't Overshare Personal Information:**

- *Don't:* Share personal information unrelated to the job. Keep the conversation focused on your professional experiences and skills.
- *Why:* Personal information that is not relevant to the job may distract from your qualifications.

2. **Don't Speak Negatively About Previous Employers:**

- *Don't:* Speak negatively about past employers or colleagues. Focus on positive aspects of your experiences.
- *Why:* Negative comments can raise concerns about your attitude and professionalism.

3. **Avoid Rambling Answers:**

- *Don't:* Provide excessively long or unfocused answers. Be concise and address the question directly.
- *Why:* Rambling can make it difficult for the interviewer to assess your qualifications and may signal a lack of preparation.

4. **Don't Interrupt the Interviewer:**

- *Don't:* Interrupt the interviewer while they are speaking. Allow them to finish before responding.
- *Why:* Interrupting is perceived as disrespectful and can hinder effective communication.

5. **Avoid Using Excessive Jargon:**

- *Don't:* Use industry-specific jargon excessively. Tailor your language to ensure the interviewer understands your responses.
- *Why:* Excessive jargon may create confusion and suggest a lack of effective communication skills.

6. **Don't Forget to Turn Off Your Phone:**

- *Don't:* Forget to turn off your phone or set it to silent mode before the interview.
- *Why:* Interruptions during the interview can be distracting and unprofessional.

7. **Avoid Discussing Salary Too Early:**

- *Don't:* Bring up salary and benefits too early in the interview. Let the employer initiate this discussion.
- *Why:* Premature discussions about compensation may give the impression that it is your primary focus.

8. **Don't Falsify Information:**

- *Don't:* Provide false information about your qualifications or experiences.
- *Why:* Honesty is crucial in building trust with the interviewer and the company.

Remember that interview skills are not only about showcasing your qualifications but also about presenting yourself as a professional and reliable candidate. Following these do's and don'ts can help you navigate the interview process successfully.

## **E-Correspondence: Tips for Effective Electronic Communication**

E-correspondence refers to electronic communication, encompassing various forms of digital communication such as emails, instant messaging, and other online communication methods. Here are some tips for effective e-correspondence:

### **1. Professional Email Etiquette:**

- Use a professional email address.
- Have a clear and concise subject line.
- Begin with a proper greeting (e.g., Dear [Name]).
- Use clear and simple language.
- Sign off with a professional closing (e.g., Sincerely, Best Regards).

### **2. Clarity and Conciseness:**

- Be clear and concise in your messages.
- Avoid unnecessary details.
- Use bullet points or numbered lists for easy reading.

### **3. Mind Your Tone:**

- Choose your words carefully to convey the intended tone.
- Avoid all caps (considered shouting) and excessive exclamation marks.
- Use emojis sparingly and in appropriate contexts.

### **4. Proofread:**

- Double-check for spelling and grammar errors.
- Ensure that your message is free from typos.
- Consider using spell-check tools.

### **5. Responsive Communication:**

- Respond promptly to emails and messages.
- If an immediate response is not possible, acknowledge receipt and provide an expected timeframe for a detailed response.

### **6. Organize Your Inbox:**

- Use folders or labels to organize your emails.
- Archive or delete old and unnecessary messages.
- Keep a clean and manageable inbox.

### **7. Use Descriptive Subject Lines:**

- Craft subject lines that clearly indicate the purpose or content of the email.
- This helps recipients prioritize and find emails easily.

### **8. Attachments:**

- Clearly mention any attachments in your email.

- Ensure that attached files are relevant and appropriately named.

### **9. Respect Privacy:**

- Avoid forwarding or sharing sensitive information without consent.
- Use the "bcc" (blind carbon copy) option when sending emails to multiple recipients to protect their privacy.

### **10. Be Mindful of Timing:**

- Consider the time zones of your recipients.
- Use scheduling options to send emails at appropriate times if needed.

### **11. Use Professional Signatures:**

- Include a professional email signature.
- Include your full name, position, company, and contact information.

### **12. Be Thoughtful with CC and BCC:**

- Use CC (carbon copy) and BCC judiciously.
- Include only those who truly need the information or should be aware of the conversation.

### **13. Instant Messaging Etiquette:**

- Be mindful of the platform's norms (e.g., Slack, Microsoft Teams).
- Keep messages professional and concise.
- Use status updates to indicate your availability.

### **14. Review Attachments Before Sending:**

- Check that the right attachments are included.
- Ensure the files are not too large for the recipient to download.

### **15. Follow Up:**

- If a response or action is expected, follow up politely if the deadline has passed.
- Be persistent but not overly aggressive in your follow-up.

Effective e-correspondence is essential for maintaining professional relationships and facilitating efficient communication. By incorporating these tips, you can enhance the clarity, professionalism, and impact of your electronic communication

A resume and a curriculum vitae (CV) serve the same overarching purpose of providing a summary of your education, work experience, skills, and accomplishments to potential employers. However, there are key differences between the two.

### **Resume:**

1. **Length:** Resumes are typically concise and focused on presenting key information in a brief format. In most cases, a resume should not exceed one or two pages.

2. **Content:** Resumes emphasize work experience, skills, and achievements relevant to the specific job for which you are applying. They are tailored for each job application, highlighting the most pertinent qualifications.
3. **Format:** Resumes often use a chronological format, listing work experiences in reverse chronological order. However, functional or combination formats are also common, especially for those with gaps in employment or changing careers.
4. **Objective Statement:** Some resumes include an objective statement at the beginning, summarizing career goals and intentions.
5. **Customization:** Resumes are usually customized for each job application, emphasizing the most relevant experiences and skills.

#### Curriculum Vitae (CV):

1. **Length:** CVs are generally longer and more detailed than resumes. They can extend beyond two pages and can be several pages long, especially for individuals with extensive academic or research backgrounds.
2. **Content:** CVs provide a comprehensive overview of your entire academic and professional history. They include details such as education, research, publications, presentations, honors, and awards.
3. **Format:** CVs often have a chronological format, but the emphasis is on providing a complete academic and professional history. Unlike resumes, CVs are less tailored for specific job applications.
4. **Objective Statement:** CVs typically do not include an objective statement. Instead, they focus on presenting a thorough overview of the individual's qualifications and achievements.
5. **Customization:** While you may tailor certain sections of a CV for a specific application, the overall document remains more static, providing a comprehensive view of your career.

#### When to Use Each:

- **Resume:** Use a resume when applying for jobs in industries such as business, technology, marketing, and other fields where a concise and targeted summary of qualifications is preferred.
- **Curriculum Vitae (CV):** Use a CV when applying for academic positions, research roles, fellowships, grants, or other opportunities in academia or the scientific community. A CV is also common for international job applications.

Ultimately, whether to use a resume or a CV depends on the requirements of the job and industry. In some regions, the terms may be used interchangeably, so it's essential to understand the expectations for the specific context in which you are applying.

**Enrolled Students: 15**

**Attended : 15**

#### List of Students

S.No	Name of the student	Year	Ph.no
------	---------------------	------	-------

1	B. Venkatesh	II B.A.(H.E.P)	6281806095
2	Amaresh K.	II B.Sc(BHC)	7989619405
3	Sateesh P.	II B.Sc(BHC)	9389124567
4	Ajith C.	II BSc(B.Voc)	9502765948
5	Anjali	II BCom(CA)	7569907986
6	Harsha Vardhan R.	III B.Sc(MPC)	8297958976
7	K. Hema Sree	II B.Com(CA)	9505446554
8	B.Karthik	II B.Sc(DZC)	9618364410
9	S.Keerthana	I BCom(CA)	7794969803
10	Kejiya M.	I BBA	8688466499
11	Meghanath	I BBA	9676597519
12	G. Pavan	I BBA	8374462676
13	Prashanthi	I BA(HEP)	8712102625
14	Rakesh V.	III BCom(G)	7207079663
15	Rammohan	II BSc(MPCs)	9491774773

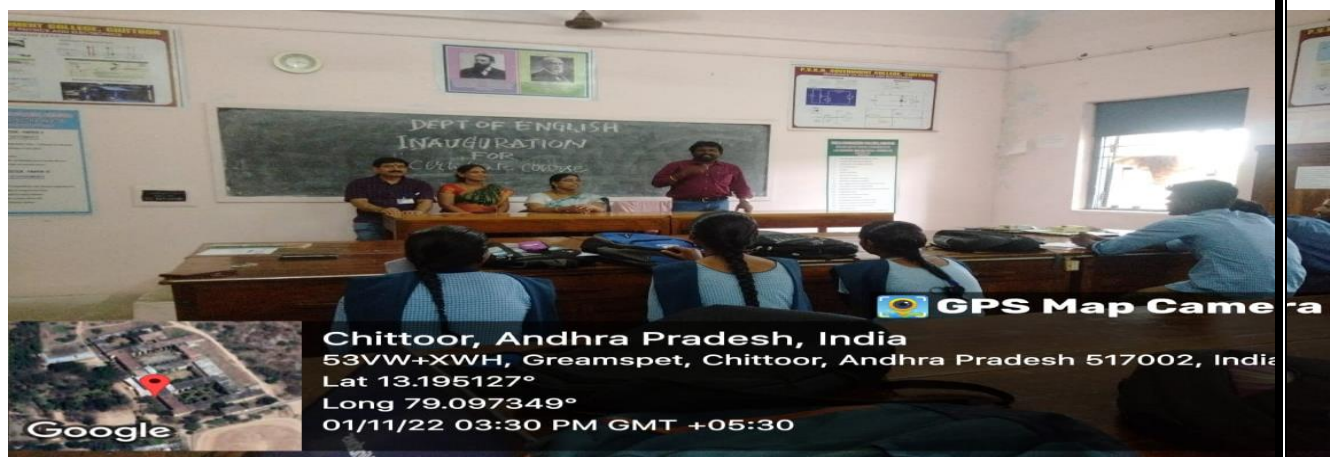


**Attendance:**

[illegible]



**Photos:**



**Inauguration of Certificate Course “Employability in English for UG Students” by Dept. of English on 1.11.2022**

**Classes:**



Interpersonal Skill Class by K.Amrutha, CL in English



Soft skills class by K.Amrutha, CL in English



Creative thinking-Emotional Intelligence class by K.Amrutha



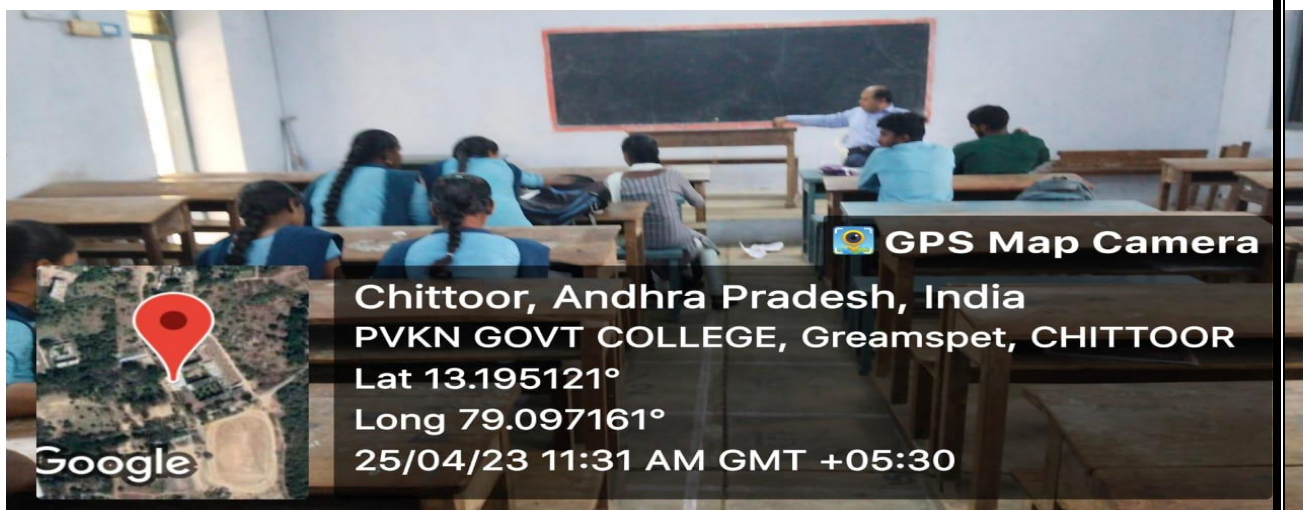


Adaptability skills by K.Amrutha

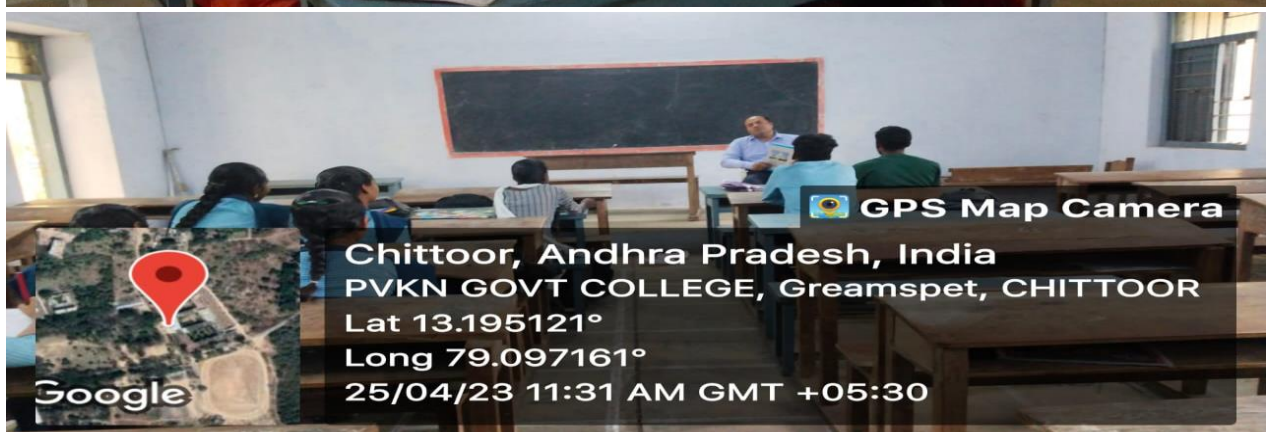
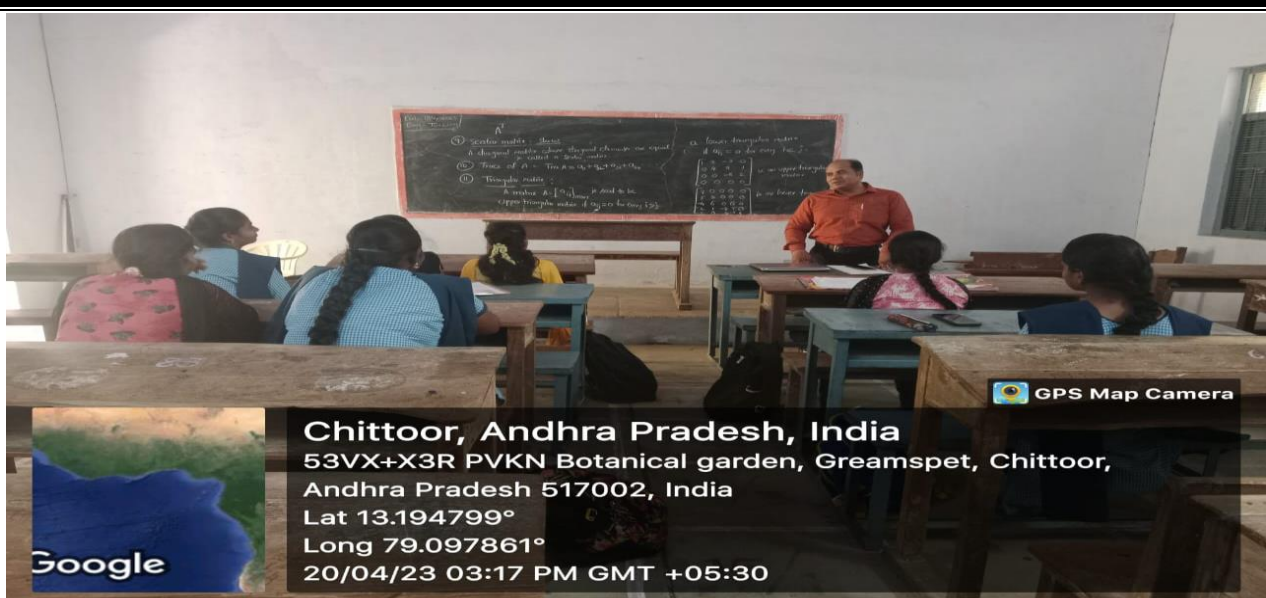


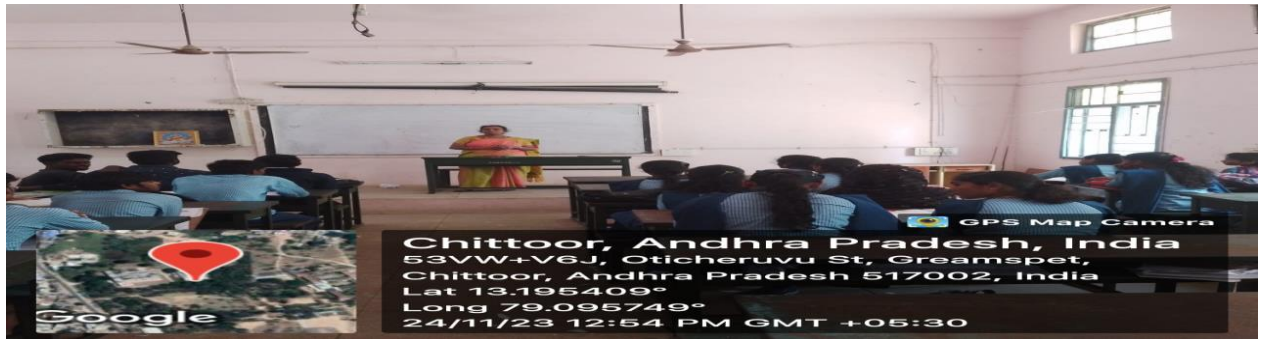


-Decision making classes by K.Amrutha









**Model Question Paper:**

**PVKN Govt. College (A), Chittoor**

**Certificate Course on “Employability in English for UG Students”**

**Time : 2 hrs**

**Marks:50M**

**I Write any Four questions in the following**

**4 X 5 = 20 M**

1. Write about verbal and non-verbal communication?
2. How you Interpersonal Skills?
3. Explain about Adaptability skills?
4. How to enhance your Public Speaking skills?
5. Write about Do's & Don'ts of Interview skills?

**II Write any Three of the following**

**3 x 10 = 30 M**

1. Explain the importance of LSRW Skills & Strategies to develop these skills?
2. Prepare a CV for a Teacher position in a reputed school?
3. Write about Employability Skill and its significance?
4. What is Time Management Skills? Explain?
5. Why Emotional Intelligence is important? Explain?

**Feedback Form:**

1. Were the objectives of the course clear to you?

1) Yes                      2).No

2. Did the course contents meet your expectations?

1) Yes                      2) No

3. The level of the course was

1) Good                      2) Not Good

4. The contents were illustrated with

1) More examples              2) Few examples

5. The course exposed you to new knowledge and practices

1) Agree                      2) Not agree

6. Will you recommend this course to your next Batch

1) Yes                      2) No





**PVKN Govt College(A), Chittoor.  
Department of English**



**Certificate of Participation**

**This is certify that Mr./Mrs. \_\_\_\_\_, has successfully completed the certificate course on “Employability in English for UG Students” organized by the Department of English from 1.11.2022 to 18.11.2022.**

**Co-ordinator**

**Dept. In charge**

  
P.V.K.N. Govt. College (A.P.)  
Chittoor - 517002 (A.P.)

**Principal**

**Critical Analysis Report:**

The Department of English has conducted a certificate course (Institutional Permission) on “Employability Skills in English for UG Students” from 1/11/2022 to 18/11/2022 with the minimum duration of 30 hours. According to the IQAC and Principal’s instruction, the course has been conducted as per the feasibility and convenience of the Department of English and availability of the students during this academic year. 30 students were registered and completed the course as per the schedule. The objectives of the course that were specified in the beginning of the course were fulfilled to the core.

**Outcomes of the Course:**

- Students could speak English fluently.
- Students could freely speak out their feelings.
- Students could make requests.
- Students could express themselves well.
- Students acquired working Knowledge of English.

Hence, the certificate course on “Employability Skills in English for UG Students” is very useful to all the Students. The feedback from the students was collected and analyzed. All the students from across the streams showed interest to do this Certificate course and requested to continue the same course further for the successive batches.

Thank you



