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VASAVI COLLEGE OF ENGINEERING (AUTONOMOUS)
9-5-81, Ibrahimbagh, Hyderabad-500031, Telangana State

DEPARTMENT OF HUMANITIES & SOCIAL SCIENCES
Course Name : FINISHING SCHOOL - SOFT SKILLS

SYLLABUS FOR ME - FIRST SEMESTER

L : T : P (Hrs/Week) : 2 hours	SEE Marks : 40	Course Code: P12HS120EH
Credits: 1	CIE Marks : 30	Duration of SEE : Hours : 90 Minutes

COURSE OBJECTIVES	COURSE OUTCOMES
This is a foundation course and aims at enhancing employability skills in students.	At the end of the course students will be able to:
1. Make students proficient in LSRW Skills	1. Make effective presentations
2. Make students proficient in both receptive and productive skills	2. Successfully attempt AMCAT, VERSANT & other Placement Exams
3. Be prepared for interviews	3. Perform well in interviews

UNIT – I

Remedial English- Delightful Descriptions

- Describing Events
- Past, Present & Future Events

Unit – II

Developing Conversational Skills

- Exchange of Pleasantries
- Facts and Opinion
- Using Relevant Vocabulary

Unit – III Contextual Conversations

- Ask for Information
- Give Information
- Convey Bad News
- Show Appreciation

Unit – IV Business English: Professional Communication

- Concise Cogent Communication & Active Listening
- Interact, Interpret & Respond
- Expositions & Discussions
- Effective Writing Skills
- High Impact Presentations

Unit –V Industry Orientation & Interview Preparation

- Fundamental Preparation of Interviewing
- Resume Preparation
- Corporate Survival Skills

Learning Resources:

learn.talentsprint.com

The break-up of marks for CIE:

Internal Tests (2) ; Quiz Tests (2) + Assignments (2)

1. No. of Internal Tests : Max. Marks for each Internal Tests :

2. No. of Assignments Max. Marks for each Assignments :

3. No. of Quizzes : Max. Marks for each Quiz Tests :

Duration of Internal Tests : 90 Minutes



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