

**II B.Tech – I Semester**  
**(17EG481) ENGLISH FOR EMPLOYABILITY**

| Int. Marks | Ext. Marks | Total Marks | L | T | P | C |
|------------|------------|-------------|---|---|---|---|
| 60         | 40         | 100         | - | - | 1 | 1 |

**Pre-Requisites: ENGLISH**

**Course Objectives:**

- To communicate effectively and appropriately in real-life situation.
- To use English effectively for study purpose across the curriculum.
- To develop and integrate the use of the four language skills i.e. Reading, Listening, Speaking, Writing.
- To revise and reinforce the structure already learnt.

**UNIT-I: Presentation Skills**

- Planning, Preparing and, Organizing
- Rehearsing the presentation
- Delivery Methods

**UNIT-II: Professional Writing**

- Report Writing
- Writing Proposals
- Technical Articles
- Circulars, agenda, minutes of meeting

**UNIT-III: Resume and Job Interviews**

- Resume Styles
- Interview Process and formats
- Characteristics of the Job Interview
- Interview Preparation Techniques
- Interview Questions
- Answering Strategies

**UNIT-IV: Vocabulary Development**

- Word Formation: Suffixes, Prefixes and, Infixes
- Synonyms and Antonyms
- One word Substitutes
- Idioms and Phrasal Verbs
- Verbal Analogies

**UNIT-V: Grammar**

- Error analysis
- Tenses
- Identifying correct alternative.
- Voice
- Speech

**Course Outcomes:**

After successful completion of the course, the students can be able to:

| S.No | Course Outcomes   | BTL |
|------|---|-----|
| 1.   | Student can take active part in expressing their views by giving presentation.                                    | L3  |
| 2.   | Student will be able to prepare proposals, write reports, agenda etc.,  | L3  |
| 3.   | Student can develop profile on his/her own and follow the preparation for interview.                              | L3  |
| 4.   | Student will be able to use apt words by following word formation vocabulary.                                     | L3  |
| 5.   | Student can participate in spontaneous spoken discourse in familiar social situations.                            | L3  |
| 6.   | Student will be able to apply research methods and interpret data to provide valid conclusions in Report Writing. | L3  |

**Correlation of COs with POs & PSOs:**

| CO   | PO1 | PO2 | PO3 | PO4 | PO5 | PO6 | PO7 | PO8 | PO9 | PO10 | PO11 | PO12 | PSO1 | PSO2 |
|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|------|------|------|------|
| CO 1 | -   | -   | -   | -   | -   | -   | -   | -   | -   | 1    | -    | -    | -    | -    |
| CO 2 | -   | -   | -   | -   | -   | -   | -   | -   | -   | 2    | -    | -    | -    | -    |
| CO 3 | -   | -   | -   | -   | -   | -   | -   | -   | -   | -    | -    | 1    | -    | -    |
| CO 4 | -   | -   | -   | -   | -   | -   | -   | -   | -   | 1    | -    | -    | -    | -    |
| CO 5 | -   | -   | -   | -   | -   | -   | -   | -   | 1   | -    | -    | 1    | -    | -    |
| CO 6 | -   | -   | -   | -   | -   | -   | -   | -   | -   | 2    | -    | -    | -    | -    |

**Reference Books:**

1. Effective Technical Communication; M. Ashraf Rizvi; Tata McGraw-Hill , 2005
2. Soft Skills – key to success in workplace and life; Meenakshi Raman, Shalini Upadhyay; Cengage Learning India Pvt. Ltd.