

**III B.Tech – I Semester**  
**(20HS5209) EMPLOYABILITY AND CORPORATE READINESS SKILLS**  
**(Skill Course)**

Int. Marks	Ext. Marks	Total Marks	L	T	P	C
30	70	100	1	-	2	2

**Pre-Requisites:** English Language Communication Skills Lab

**Course Objectives:**

- To help students improve their communication (Spoken, Written & Presentations Skills)
- To groom students for Campus to inculcate professional attitude and corporate etiquette leading to corporate transition
- To give inputs on writing resumes and facing interviews.
- To prepare students for campus recruitment tests -Verbal, Aptitude and Reasoning

**UNIT-I: Communication skills**

Presentations - Group Discussions

**UNIT-II: Resume Writing and Interview Skills**

Components and Formats of RESUME - Interview Process and Formats - Interview Preparation - Interview Questions and Answering Strategies.

**UNIT-III: Verbal**

One-word substitutions - Subject-Verb Agreement -Error Analysis

**UNIT-IV: Quantitative Aptitude**

Averages - Ratio and proportion – Percentage - Profit and loss - Simple and compound interest - Time and distance – Geometry and Mensuration.

**UNIT-V: Reasoning**

Data sufficiency - Seating arrangement - Puzzle test – Syllogism - Blood relations  
Data Interpretation – Decision Making – Assertion and Reason - Clocks

**Course Outcomes:**

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

S.No	Course Outcome	BTL
1.	Demonstrate professional behaviour for corporate requirement	L3
2.	Confidence in attending campus recruitment interviews	L1
3.	Developing accuracy in attempting tests in verbal ability for campus recruitment tests.	L6
4.	Will be able to apply various quantitative techniques	L3
5.	Will be able to reason, model, and make decisions with mathematical, Statistical, and quantitative information.	L2

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

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2
CO1	-	-	-	-	-	-	-	-	1	1	-	1		
CO2	-	-	-	-	-	-	-	-	-	1	-	1		
CO3	-	-	-	-	-	-	-	-	-	1	-	1		
CO4	1	1	-	-	-	-	-	-	-	-	-	-		
CO5	1	1	-		-	-	-	-		-	-	1		

**Reference Books:**

1. English Conversation Practice; Grant Taylor; Tata McGraw-Hill Publishers.
2. Strengthen Your Communication Skills; Maruthi Publications, Edition 2014.
3. Strengthen Your Steps; Maruthi Publications 2013
4. A text book on Quantitative Aptitude, Logical Reasoning and Verbal Reasoning – R S Agarwal (S Chand Publications)
5. Logical Reasoning for CAT by Arun Sharma – McGraw Hill Publications
6. Test of Reasoning for Competitive examination – Edgar Thrope – McGraw Hill Publications
7. Quantitative Aptitude, Suresh Verma – Arihant Publications
8. General Studies and Engineering Aptitude, II Edition – B Singh ; Made Easy Publications

**Web Links:**

1. <https://aptitude.gateoverflow.in/4586/nptel>
2. <http://www.grammarly.com>
3. <https://englishtivi.com> › Skills