

Syllabus for Certificate Program in

English with PD, Interview Skills and Soft Skill

Unit I

English

Syntax of a Sentence
Basics of functional Grammar
Vocabulary Building
Idioms Phrases and Proverbs
Essentials of Verbal Communication
Extempore

Unit II

Personality Development

Body Language
Confidence Building
Basic etiquettes
Formal Dressing up Rules
Presentation Skills

Unit III

Interview Skills

Cover Letter and CV Writing
E-mail Etiquette
Group Discussion
Personal Interviews (Frequently Asked Questions FAQs)
Soft Skills (Leadership Skills, Interpersonal Skills and
Team Building Skills)

Reference Books:

1. Kleiser, Grenville (ed.), 2004 *Good English in Business*, APH Publishing Corporation.
2. Biber, Douglas, Conrad, Susan & Leech, Geoffrey , (ed.), 2010 *Longman Student Grammar of Spoken and Written English*, Longman Publication.

3. Gupta,C.B., (ed.) Reprint 2015 *Personality Development and Communication Skills – I*, KL Malik & Sons Pvt. Ltd.
4. Patnaik, Priyadarshi,(ed.) 2011*Group Discussion and Interview Skills*, Cambridge University Press India Pvt Ltd (CUPIPL).
5. Gulati, Sarvesh, (ed.), 2006 *Corporate Softskills*, Rupa & Company.