

Certificate Course in Communicative Skills for Job Purposes

1st March to 17th March 2022

A Report

Communicative Skills play a major role in promoting the individual, while applying for a job, qualifying for a specific course, or sending a meaningful message and receiving the same appropriately according to the context. Communicative Skills are very important for developing human relationships and managing human resources in today's world. Communicative skills are very important when one is interviewing for a job, the hiring personnel may ask about these skills. The ability to communicate effectively with superiors, colleagues, and employees is equally essential.

Therefore, keeping these purposes in consideration a **Certificate Course in Communicative Skills for Job Purposes** was organized by the Department of English in on-line mode for the students of the college from **1st March to 17th March 2022** with an objective to acquaint the students with - The necessary communicative skills for job purposes, enhancement of these skills and Development of personality for job purposes. And an expected course outcome after the completion of the course was that the learners will find - Improvement in their communicative skills, boost in their confidence while applying for job and also while facing interview panel, improvement in their vocabulary and putting their thoughts appropriately and efficiently. The course study was divided into Four Units and covered the topics - Cover/Application Letter Writing, C.V./Resume writing, Mock Interviews, Group Discussion, Advertisement making (scripts + videos), Report writing, and Business Vocabulary. In all **98 students** of all Senior Classes registered for this course. Ms. Purvi Makhwana, Ms. Asifa Ebrahimboth from Nagpur and Ms. Arifa Bunglowala - "Founder of Talk a Book" - from Pune were the resource persons for the course. At the end of the course an on-line evaluation of the students was done and a Certificate was provided to the students who appeared and passed for the exam. Dr. Archana Gupta was the Coordinator and Dr. Rajshri Gajghate was the Co-coordinator of the course.

Arifa