

**DEPARTMENT OF ENGLISH**  
**CERTIFICATE COURSE**  
**COMMUNICATIVE SKILLS FOR JOB PURPOSES**

**Syllabus**

UNIT –I:

1. Cover/Application Letter writing
  2. C.V. /Resume writing
- Time: 8Hours

UNIT –II:

1. Mock Interviews
  2. Group Discussion
- Time: 8 Hours

UNIT-III:

1. Advertisement making ( scripts + videos)
- Time: 8 Hours

UNIT- IV:

1. Report writing
  2. Business Vocabulary
- Time: 6 Hours

**Details of The Course Proposed:**

**Name of the course:** Certificate Course in Communicative Skills for Job Purposes

**Background:**

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 you are interviewing for a job, the hiring personnel may ask you about these skills. The ability to communicate effectively with superiors, colleagues, and employees is essential.

**Objectives:** To acquaint the students with:

1. The necessary communicative skills for job purposes.



2. Enhancement of these skills.
3. Development of personality for job purposes.

**Duration:** 30 Hrs

**Eligibility:** HSSC and / or anyone interested in learning communicative skills for job purposes

**Medium of Instruction:** English/Hindi

**Batch Size:** 30

**Faculty:**

1. Ms. Purvi Makhwana  
KDM Girls College  
Hiwari Layout,  
Nagpur
2. Ms. Asifa Ebrahim  
KDM Girls College  
Hiwari Layout,  
Nagpur

**Evaluation:** Total 100 Marks (Online Objective Written Test at the end of the course)

**Expected Course Outcome:**

After completion of the course the learners will find:

1. Improvement in their communicative skills.
2. Boost in their confidence while applying for job and also while facing interview panel.
3. Improvement in their vocabulary.
4. Putting their thoughts appropriately and efficiently.

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*Gupta*  
Dr. Archana Gupta  
Course Coordinator