

Certificate Course By Dept. of English (Aided)



Course Highlights

- · Practical Sections in Language Lab
- Industry Oriented Course Design
- Hands On Training

Course Coordinator

Dr. Anusha Mathew

Instructors

Asst. Prof. Bibin Thomas Dr. Stenza Augustine



ENGLISH FOR PLACEMENT AND PROFESSIONAL SUCCESS - CPCC49

Contact Hrs/Week	Credit
3 Hr/Week	3

Course Objectives:

- To equip students to face placement interviews confidently.
- To provide optimal focus on the communication skills required for placements as well as in future professions.
- To enable the students to draft official correspondences and presentations professionally.
- To make the students aware of the need for grooming and proper body language in a profession

Learning outcomes:

- The students will have better communication skills and confidence to face the placement interviews.
- The students will improve their professional etiquettes along with the mastery in linguistic skills.
- The students will learn to prepare resume, draft official mails and make presentations in a professional manner.

Course Outline

Module I: Writing Skills

Job application: CV/Resume – Covering Letter – Job Enquiry – Online and Offline; Letters:

Acceptance Letter – Leave letter – Letter for Appraisal – Resignation

Module II: Interview and Presentation Skills

PPT: Preparation and Presentation – Public Speaking: Opening, Style and Closing – Introduction to Interview Skills – Interview Techniques – Interview Etiquettes – Group Discussion – Common Interview Questions.

Module III: Practical

Mock Interviews – GD Sessions – Career Lab – Mock tests

A report on the Certificate course English for Placement and Professional Success

The Department of English at Christ College (Autonomous), Irinjalakuda, recently concluded a successful certificate course titled "English for Placement and Professional Success." This initiative aimed to enhance students' communication skills crucial for their professional growth. With 47 participants, the course was designed to equip students with both linguistic and soft skills.

Over several weeks, students engaged in interactive sessions focusing on improving spoken and written English. They received practical guidance on crafting compelling resumes and cover letters, and learned essential interview etiquette and presentation techniques. The program's goal was to bridge the gap between academic learning and the professional world, preparing students to excel in job interviews and thrive in their careers. Through this course, participants gained valuable skills to boost their employability and professional success.



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Geotag pictures



Certificate filled sample photo



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