



KONGU ARTS AND SCIENCE COLLEGE

(AUTONOMOUS)

NANJANAPURAM, ERODE - 638 107

KASC ACADEMY OF EXCELLENCE

Academic Year 2020- 2021

VALUE ADDED COURSE ON

ENGLISH FOR EMPLOYABILITY



Course Duration

Theory : 40 Hours



For whom:

All the UG Students



COURSE CONTENT

1. Introduction to Employability Skills
2. Basics of Writing - Formal Letters, E Mails
3. Resume Writing with Cover Letter
4. Group Discussion - Narrating an Incident - Minding the Language - Formal Speech
5. Corporate Etiquette - Telephone Etiquette - Emotional Intelligence

COURSE OUTCOME

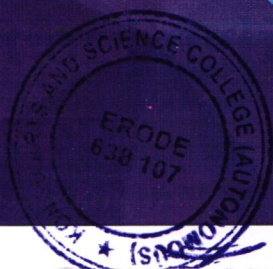
1. Students will be able to gain knowledge about the corporate and Telephone Etiquette.
2. Improve their skills interlinked with business correspondence.

COURSE COORDINATOR

Ms. V. KANCHANA
Assistant Professor
Department of English

Organized by

Department of English



Dr. N. RAMAN
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