

## Course Curriculum for QEEE

### MODULE: English for Employability

---

The objective of this module is to make learners understand how to communicate effectively with their prospective employers and never fall short of confidence and ideas. To reach this end, this program begins with an introduction to the process of communication, highlighting its importance and best techniques to be followed. This process is followed with sessions in developing speech skills and then highlighting the functional aspects while at an interview.

S. No.	Session Name	Key Concepts
1	Orientation & Introduction to Communication	Programme sessions and schedule  Understand the process of communication Identify the components of communication Differentiate between verbal and non-verbal communication Identify the barriers to communication Importance of feedback Effective Communicate
2	Syllables and Syllable Stress	Introduction to syllables Syllable break-up Activity to practise up to 4 syllable words What is syllable stress Syllable stress with suffixes Difference in syllable stress between the Noun and Verb form
3	Word Stress and Modulation	What is word stress? Understanding word stress Understanding Modulation Practicing word stress and modulation
4	Enhancing Vocabulary	Significance of a good vocabulary bank Homonyms Homographs Various techniques to enhance vocabulary
5	SVA Agreement	Subject -Verb Agreement Person – first, second, and third Number – plural and singular

<b>6</b>	Telephone Etiquette	How to conduct effective telephonic conversations Politeness How to avoid misunderstandings How to refuse taking a call
<b>7</b>	Mid programme review	Free speech activity-quiz, debate
<b>8</b>	Why You Should be Hired	Talk about how qualifications, personality traits, and enthusiasm match the job requirements.
<b>9</b>	Talking about the Future	Be Ambitious Be Specific and Realistic Development Plan
<b>10</b>	Discussing Salary	Be firm yet polite Be flexible Negotiate Case Studies Research Industry Standards as per job profile and individual experience.
<b>11</b>	Strength and Weakness	Honest Relevant Your weaknesses should not seem to go against the job Limited Don't sound boastful
<b>12</b>	Body Language	Body Language as communication Facial Expressions Gestures Gait Case Studies
<b>13</b>	Post programme discussion	Free speech activity-Q & A, discussion.