



SOURASHTRA COLLEGE, MADURAI – 625004

(An Autonomous Institution Re-accredited with 'B+' grade by NAAC)

PG AND RESEARCH DEPARTMENT OF ENGLISH

CERTIFICATE COURSE IN PROFESSIONAL ENGLISH

– SYLLABUS

(Under CBCS based on OBE) (For those admitted during 2024 – 2025 and after)

1

COURSE CODE	COURSE TITLE	CATEGORY	T	P	CREDITS
24CEHC11	CAREER SKILLS	CERTIFICATE COURSE	20 Hrs.	-	-

YEAR	SEMESTER	INTERNAL	EXTERNAL	TOTAL
II	-	-	100	100

NATURE OF COURSE	Employability <input checked="" type="checkbox"/>	Skill Oriented <input checked="" type="checkbox"/>	Entrepreneurship <input checked="" type="checkbox"/>
------------------	---	--	--

COURSE DESCRIPTION:

The course will develop life-long skills students can use to seek jobs, internships and apply for post graduate programme.

COURSE OBJECTIVE:

To facilitate students in developing their knowledge and acquiring skills in their career path

COURSE OUTCOMES (COs):

After the completion of the course, the students will be able to

No.	Course Outcomes	Knowledge Level (According to Bloom's Taxonomy)
CO 1	improve their vocabulary skills	Upto K3
CO 2	read and interpret different writings	Upto K3
CO 3	understand the structure of phrase ,clause and sentence	Upto K3
CO 4	develop their presentation skills	Upto K3
CO 5	acquire the career skills	Upto K3

K1-KNOWLEDGE (REMEMBERING), K2-UNDERSTANDING, K3-APPLY



SOURASHTRA COLLEGE, MADURAI – 625004

(An Autonomous Institution Re-accredited with 'B+' grade by NAAC)

PG AND RESEARCH DEPARTMENT OF ENGLISH

CERTIFICATE COURSE IN PROFESSIONAL ENGLISH

– SYLLABUS

(Under CBCS based on OBE) (For those admitted during 2024 – 2025 and after)

2

CAREER SKILLS

UNIT – I: VOCABULARY

Portmanteau Words (Blending)

Clipped Words

Compound Words

British English and American English

UNIT- II: READING AND WRITING

Graph and Chart Interpretation

Advertisement Comprehension

Expansion of Newspaper Headlines

Review of Newspaper Articles

UNIT- III: GRAMMAR

Types of Phrases

Phrase to Clause Conversion

Sentence to Phrase Conversion

Use of Proper Punctuation

UNIT- IV: PRESENTATION SKILLS

Preparing Power point Presentation

Presenting a Paper

Preparing for and Facing Job Interviews

Speaking in an Official Occasion

UNIT- V: SOFT SKILLS

Leadership and Team Management

Decision Making

Problem Solving

Professional Ethics

TEXT BOOK:

Gupta, Seema. *Softskills: Interpersonal and Intrapersonal Skills Development*, New Delhi: V&S Publishers, 2020. Print.

Mapping of CO with PSO

	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	2	3	2	1	2	3
CO2	1	2	3	2	3	2
CO3	2	1	2	2	2	2
CO4	2	2	3	3	2	2
CO5	2	1	2	3	3	3

3. Advanced Application

2. Intermediate Development

1. Introductory Level

COURSE DESIGNER: Dr. S. M. NANDINI

Passed in the BoS Meeting held on 09/03/2024

Signature of the Chairman



SOURASHTRA COLLEGE, MADURAI – 625004

(An Autonomous Institution Re-accredited with 'B+' grade by NAAC)

PG AND RESEARCH DEPARTMENT OF ENGLISH CERTIFICATE COURSE IN PROFESSIONAL ENGLISH – SYLLABUS

(Under CBCS based on OBE) (For those admitted during 2024 – 2025 and after)

3

COURSE CODE	COURSE TITLE	CATEGORY	T	P	CREDITS
24CEHC12	PROFESSIONAL WRITING	CERTIFICATE COURSE	20 Hrs.	-	-

YEAR	SEMESTER	INTERNAL	EXTERNAL	TOTAL
II	-	-	100	100

NATURE OF COURSE	Employability <input checked="" type="checkbox"/>	Skill Oriented <input checked="" type="checkbox"/>	Entrepreneurship <input checked="" type="checkbox"/>
------------------	---	--	--

COURSE DESCRIPTION:

This course introduces the basics of writing process and its nuances to the students.

COURSE OBJECTIVES:

This course aims to cater to the needs of the students in writing essays and other assignments in their professional endeavours.

COURSE OUTCOMES (COs):

After the completion of the course, the students will be able to

No.	Course Outcomes	Knowledge Level (According to Bloom's Taxonomy)
CO 1	understand how to quickly and clearly process and comprehend a text	Upto K3
CO 2	organise a text at different stages	Upto K3
CO 3	understand the various elements of writing and enhance the clarity of the text	Upto K3
CO 4	enrich the written text and enhance the accuracy in writing	Upto K3
CO 5	write various assignments in their professional life	Upto K3

K1– KNOWLEDGE (REMEMBERING), K2–UNDERSTANDING, K3–APPLY



SOURASHTRA COLLEGE, MADURAI – 625004

(An Autonomous Institution Re-accredited with 'B+' grade by NAAC)

PG AND RESEARCH DEPARTMENT OF ENGLISH

CERTIFICATE COURSE IN PROFESSIONAL ENGLISH

– SYLLABUS

(Under CBCS based on OBE) (For those admitted during 2024 – 2025 and after)

4

PROFESSIONAL WRITING

UNIT- I: WRITING PROCESS

Evaluating a Text

Selecting Key Points & Note-making

Paraphrasing

Summary Writing

UNIT- II: WRITING STAGES

Planning a Text

Organising Paragraphs

Reading and Re-reading

Proof Reading

UNIT- III: ELEMENTS OF WRITING

Synonyms

Antonyms

Words often confusing

Same word used as different parts of speech

UNIT- IV: ACCURACY IN WRITING

Abbreviations

Prefix

Suffix

Formality in Style

UNIT- V: WRITING MODELS

Formal Letters

Resume Writing

Essay Writing

Dialogue Writing

TEXT BOOKS:

Bailey, Stephen. *Academic Writing: A Practical Guide for Students*. London:

RoutledgeFalmer, 2004. Print.

Mapping of CO with PSO

	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	2	3	2	1	2	3
CO2	1	2	3	2	3	2
CO3	2	1	2	2	2	2
CO4	2	2	3	3	2	2
CO5	2	1	2	3	3	3

3. Advanced Application

2. Intermediate Development

1. Introductory Level

COURSE DESIGNER: Dr. R. S. VIGNESH