UNIVERSITY OF MADRAS

M.A. DEGREE PROGRAMME IN ENGLISH

SYLLABUS WITH EFFECT FROM 2023-2024

[SEC] **I (a)– EMPLOYABILITY SKILLS**

Course Code	Course Name	Category	L	T	P	O	Credits	Inst. Hours	Marks		
									C I A	External	Total
402S2A	**EMPLOYABILITY SKILLS**	skill	Y	Y	-	-	2	4	25	75	100

Learning Objectives	
LO1	To provide the students with an ability to build and enrich their communication skills.
LO2	To outline the importance of Employability Skills for the current job market and future of work
LO3	To facilitate the learners to learn personal and professional development
LO4	To highlight the importance of Self-Awareness and Behavioral Skills
LO5	To help them think and speak imaginatively and critically

Course Outcomes		
Course Outcomes	On completion of this course, students will;	
CO1	Analyze the various types of communication	PO2,PO3
CO2	Learn about the four skills of language and get familiarized with them.	PO1, P04
CO3	Enhance their personal and professional development	PO5, PO6
CO4	Gain employability Skills for the current job market and future of work	PO7, PO8, PO9
CO5	Acquire self-confidence and behavioral Skills	PO10

Text Books (Latest Editions)	
1.	Michael Mccarthy and Felicity O'Dell, English Vocabulary in use(Advanced)
2.	Dr. M. Sen Gupta, Skills for Employability: A Handbook
3	Brent C. Oberg. Interpersonal Communication
4	John Seely. The Oxford Guide to Writing and Speaking

References Books (Latest editions, and the style as given below must be strictly adhered to)	
1.	Understanding Body Language by Alan Pease.
2.	Bill Mascull, Business Vocabulary in Use
3	Asha Kaul. Effective Business Communication
4	S.K. Mandel. Effective Communication and Public Speaking

Web sources	
1.	www.researchgate.net
2.	https://business.tutsplus.com/tutorials/effective-public-speaking-skills-techniques-c ms- 308048
3.	https://wikieducator.org/INTRODUCTION_TO_COMMUNICATION
4.	https://akpsi.org/what-is-oral-communication/
5.	https://www.northeastern.edu/graduate/blog/what-is-corporate-communications/

Mapping with Programme Outcomes:

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO10
CO 1	S	S	S	S	S	S	S	M	S	M
CO 2	M	S	S	S	M	S	S	M	M	M
CO 3	S	S	S	M	S	S	S	M	S	M
CO 4	S	S	S	S	S	S	S	M	M	M
CO 5	S	M	S	S	S	S	S	M	M	S

Mapping with Programme Specific Outcomes:

CO /PO	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO1	3	3	3	3	3
CO2	3	3	3	3	3
CO3	3	3	3	2	3
CO4	3	3	3	3	3
CO5	3	3	3	3	3
Weightage	15	15	15	14	15
Weighted percentage of Course Contribution to Pos	3.0	3.0	3.0	2.8	3.0