



# MAHENDRA ENGINEERING COLLEGE

Autonomous | Accredited by NAAC with 'A++' Grade (Cycle-2)  
Accredited by NBA Tier-I (WA) UG : CSE, ECE, EEE  
Mahendhirapuri, Mallasamudram (W), Namakkal (Dt) - 637 503, Tamil Nadu

04288-288 500 / 521 / 522 | www.mahendra.info



## DEPARTMENT OF ENGLISH

### REGULATION 2024 (CBCS)

#### SEMESTER - V

#### PRACTICAL

S. No.	Course Code	Course Title	L	T	P	C
01	24HS21003	INTERVIEW SKILLS AND SOFT SKILLS (Common to all B.E. / B.Tech Programmes)	0	1	2	2



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## Syllabus - Regulation 2024

Department English

### Semester – V

(Common to all B.E./ B.Tech. Programmes)

Course code	Course Name	Hours/week			Credit	Maximum marks
		L	T	P		
24HS21003	<b>INTERVIEW SKILLS AND SOFT SKILLS</b> (Common to all B.E./B.Tech. Degree Programmes)				<b>C</b>	<b>100</b>
		0	1	2	2	
<b>Objectives</b>	<ul style="list-style-type: none"> <li>➤ To improve the learners reading fluency skills through extensive reading</li> <li>➤ To help the learners obtain speaking skills in both formal and informal situation.</li> <li>➤ To make them acquire presentation skills and interview skills to face challenges in the career aspects</li> </ul>					
<b>Outcomes</b>	<p><b>At the end of the course, the learners will be able to :</b></p> <ul style="list-style-type: none"> <li>➤ Analyse the content and apply knowledge and skills efficiently wherever necessary.</li> <li>➤ Create profile and other essential documents.</li> <li>➤ Demonstrate soft skills effectively at the time of interview and workplace.</li> </ul>					

### LIST OF EXERCISES

1.	Employability Skills (Interpersonal, Intrapersonal, Leadership, Decision Making and Problem Solving)
2.	Building Vocabulary (Advanced level)
3.	Short Conversations (Situation Based Dialogues)
4.	Art of Storytelling
5.	Professional E-mail Writing
6.	Preparing One Page Resume
7.	Interview Skills (Mock Interview & Interview Etiquette)
8.	Professional Etiquette (Polite Expressions, Telephone Etiquette, Online Etiquette)
9.	Group Discussion
10.	Public Speaking

**Total Hrs : 30**

**Textbook:**

1	Joshi, Manmohan, <i>Soft Skills</i> , 1 <sup>st</sup> Edition. Bookboon, 2017
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**Reference Books:**

1	Raman, Meenakshi & Sangeeta Sharma, <i>Technical Communication: Principles and Practice</i> , Ed.III, Oxford University Press, New Delhi. 2015.
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2	Barun K. Mitra, <i>Personality Development and Soft Skills</i> , Oxford University Press, New Delhi, 2011
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**Online Websites:**

[https:// www.ted.com/talks](https://www.ted.com/talks)

<https://www.joshtalks.com>

<https://quizziz.com>

[www.pdfdrive.com](http://www.pdfdrive.com)

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