

English Soft Skills Brochure

Overview

The Training & Placement Cell in Vignan Pharmacy College plays a pivotal role in counseling and guiding the students for their successful career placement which is a vital interface between the stages of completion of academic program of the students and their entry into suitable employment.

Training Program

A holistic Training module in English communication and soft skills is adapted to enable the students to meet the requirements of ever changing demands of the industry.

Objectives of the program

The English soft skills training program focuses on preparing “industry-ready professionals” by aligning and enhancing the students’ skills with the needs of the industry.

Soft skills or behavioral skills are those that are crucial to an employee’s ability to work “smarter”. The skills that are essential for entry level employees include: skills involved in using English effectively at workplace covering reading, writing, speaking, vocabulary and grammar; communication skills; personal management with assertiveness and initiative; interpersonal skills; adaptability to cross cultural environment through creative thinking and problem solving; the ability to work in teams and knowledge of the industry. Companies define the entrants to be Industry Ready when they possess these skills.

A survey of employers has revealed a list of specific “soft skills” that they believe as essential for employees. The skills most frequently mentioned for fresh entrant professionals are English communication, knowing how to learn; competence in reading, writing, effective listening and oral communication skills; grammar and vocabulary; adaptability through creative thinking and problem solving; personal management with strong self-esteem and initiative; interpersonal skills; the ability to work in teams, Knowledge of industry.

Courses

The Training and placement Cell offers two certified courses:

- English communication and Soft Skills Course for II B.Pharmacy/I PharmD
- English for Professional Communication course for III B.Pharmacy/ III Pharm D students.

A 70 hour Training is offered to I Pharm D students on English communication skills. The course for III Pharm D students is designed in such a way that it includes a 50 hour training session on personality development and 50 hour training towards enhancing the communication and employability skills.

Duration

Soft skills program duration would vary depending on college academic schedule. It will be conducted in the IInd and IIIrd year for B.Pharmacy students and in I year and III year for Pharma D. students. For B.Pharmacy course recommended semester for rolling out this program will be in IInd year IInd semester and in IIIrd year – IInd semester.

Certification

- Students will receive course completion certificates from the college subject to meeting the course completion criteria.
- Continuous evaluation is adopted after completion of each module and a final assessment test will be conducted.
- Students must attain 80 % attendance in the modules for accomplishment of the course.

At a Glance

The prime focus areas are namely:

- Business English technical writing
- Grammar
- Phonetics
- Communication and Team Work
- Business Communication

- Positive attitude
- Just a Minute
- Group discussions
- Debates
- Interviews
- Presentations

Program Description

English Communication and soft skills

I year Pharm. D

SYLLABUS

SESSION DURATION: - 2 HRS/week

Week 1 – Listening skills

Week 2 - Stages of communication

Week 3 – Basics of Phonetics

Week 4 – Consonants and vowels

Week 5 – JUST A MINUTE

Week 6 – Snap Talk

Week 7 – Group Discussion

Week 8 – Group Discussion Practice

Week 9 – Punctuation

Week 10 – Sentence correction

Week 11 – Prepositions

Week 12 – Pronouns

Week 13 – Phrasal verbs

Week 14 – Articles/ Board Game

Week 15 – Tenses/ Writing a story

Week 16 – Quantifiers/Crosswords

Week 18 - Verbs /Adverbs
Week 19 – Conjunction/Completing Sentences
Week 20 – Gerunds, Infinitives
Week21 – Structure of sentences
Week 22- Editing a passage
Week 23 – Role Play
Week 24 – Speech
Week 25 – Discussion on incidents
Week 26 – Vocabulary practice
Week 27 – Formal letter
Week 28 – Basics of Reading
Week 29 – crosswords, word quiz
Week 30 – writing an essay
Week 31 – Report writing
Week 32 – Debate
Week 33 – Making a presentation- Basics
Week 34 – Sample presentation
Week 35 – Conclusion Test

Reference Books : -

1. Step by Step (learning language and life skills), JNTU-K, Pearson
2. Strengthen your communication skills, Part B, Maruthi Publications
3. INFOTECH English, Maruthi Publications
4. Personality Development and soft skills, Oxford University Press, New Delhi
5. M.Ashraf Rizvi, Effective Technical Communication, Tata Mc Graw Hill Companies.
6. Nirupa Rani, Jayashree Mohanraj, Speak well, Orient Blackswan Ltd.
7. T. Balasubramanian, A Textbook of English Phonetics for Indian Students, Macmillan.
8. Geetha Nagaraj, A course in Grammar and composition, Foundation Books Pvt. Ltd.

9. Raymond Murphy, Murphy's English Grammar, Third Edition, Cambridge University Press
10. A.J Thomson, A.V. Martinet, A practical English Grammar- Fourth edition, Oxford University Press.
11. Grant Taylor, English Conversation Practice, Tata McGraw Hill Education Pvt. Ltd.

English Communication for Professionals

III year Pharm D

SYLLABUS

SESSION DURATION: - 2 HRS

Academic Year: 2015-2016

SESSION – 01:- Introduction and Diagnostic Test

SESSION – 02:- Listening Comprehension

- Introduction to Listening Skills

SESSION – 03:- Listening Comprehension

- Video lectures on self-motivation, team work, positive attitude etc.
- Classroom Exercise

SESSION – 04:- Speaking skills

- Role play

SESSION – 05:- Self Introduction

- Strengths
- Weakness
- Areas of improvements
- Hobbies School & College life Role Model
- Family etc...

SESSION -06:- Speaking Skills

- Just A Minute

SESSION -07:- Continuation of Speaking Skills

- Toast Master

SESSION -08:- Continuation of Speaking Skills

- Toast Master

SESSION -09:- Continuation of Speaking Skills

- Team Presentation

SESSION -10:- Continuation of Speaking Skills

- Team Presentation

SESSION -11:- Reading Comprehension

- Basic Introduction
- Techniques for Skimming and Reading with Purpose.
- Classroom Activity

SESSION -12:- Writing Skills

- Basic Introduction to technical Writing
- Letter Writing

SESSION -13:- Writing Skills

- Basic Format of a Business Letter
- Orders
- Classroom Activity

SESSION -14:- Basic English Grammar

- Sentence Structure
- Practice Test

SESSION -15:- Basic English Grammar

- Sentence Correction
- Practice Test

SESSION -16:- Basic English Grammar

- Antonyms & Synonyms
- Practice Test

SESSION -17:- Basic English Grammar

- Idioms & Phrases
- Practice Test

SESSION– 18:- E-Mail Etiquette

- Introduction to E-mail Writing
- Components of an E-Mail
- E-Mail Do's and Don'ts
- Classroom Activity

SESSION– 19:- Resume Writing:-

- Introduction to Resume Writing
- Components of a Resume
- Layout of a Resume

SESSION– 20:- Resume Writing:-

- Introduction to Covering Letter
- Job Description
- Job Specification

- Class room Practices for Students

SESSION-21:- Interview Skills

- What is an Interview
- Types of Interviews
- Etiquettes of Interviews

SESSION-22:- Interview Skills

- Telephonic interview
- Basic Interview Question Discussions

SESSION-23:- Speech arts

- Tips to deliver a speech effectively
- Classroom activity

SESSION-24:- Team Building

- Video lecture

SESSION –25:- Seminar presentation

- How to present a seminar
- Tips on Effective Presentation

SESSION –26:- Seminar presentation

- Presenting the seminar

SESSION -27:- Group Discussion

- Introduction to Group Discussion
- Types of Group Discussion Topics
- Tips for effective Participation

SESSION -28:- Group Discussion with Case Study

- Classroom Activity
- Feedback on individual Participants

SESSION -29:- Debate

- Tips for a debate
- Classroom activity

SESSION -30:- Think Creatively

- Advertisement making
- Narrating a story

SESSION -31:- Body Language and Corporate Etiquettes

- Grooming
- Acceptable body language in Social & Corporate Circles
- Different Kinds of Hand Shakes

- Identifying an Individual's Mind Set by His/her Body Language.

SESSION -32:- Essay writing

- Classroom practice

SESSION -33:- Report writing

- Practice Test

SESSION -34:- General Quiz

SESSION -35:- Conclusion Test

Reference Books :-

1. M.Ashraf Rizvi, Effective Technical Communication, Tata McGraw Hill Publishing Company
2. Orient Longman English Skills for Technical Students, WBSCTE with British Council
3. P. Eliah, A Handbook of English for Professionals, Pharma Book Syndicate
4. Andrea J Rutherford, Basic Communication Skills for Technology, Pearson Education Asia
5. Dr. Shalini Verma, Body Language- Your Success Mantra, S. Chand and Company Ltd.
6. Robert J Dixson, Everyday Dialogues in English, Prentice Hall of India Pvt. Ltd.
7. Steve Mandal, Effective Presentation Skills, Third Edition, Viva Books Pvt. Ltd.
8. Bill Mascull, Business Vocabulary in use, Cambridge University Press
9. John Seely, Oxford Guide to effective writing and speaking, Oxford University press
10. Michael Mc Carthy, Felicity O' Dell, English Vocabulary in use (Advanced), Cambridge University Press
11. R C Sharma, Krishna Mohan, Business correspondence and report writing- third edition, Tata McGraw Hill Publishing company Ltd
12. Bhaskaran and Horsburgh, Strengthen Your English, Oxford University Press

English Communication and soft skills

II year B.Pharmacy

SYLLABUS

SESSION DURATION: - 2 HRS/week

Academic Year: 2015-2016

Week 1: Self introduction

Week 2: Talking about individual strengths and weakness

Week 3: Basic Grammar

- Sentence correction
- Preposition

Week 4: Think creatively

- Advertisement making
- Advertisement Presentation

Week 5: Speaking skills

- Just A Minute

Week 6: Speaking skills

- Snap Talks
- Presenting the day's news

Week 7: Grammar Booster

- Verbs, Phrasal verbs
- Nouns, Pronouns

Week 8: Writing skills

- Basics -Letter writing (purpose, types, formats etc.)
- Difference between formal and informal letters

Week 9: Vocabulary Building

- One word substitutes
- Crosswords/ Quiz corner

Week 10: communication skills

- Dumb Charades (theme –Describe incidents)

- Circulars/ Notices – practice session

Week 11: Reading skills

- Techniques of basic reading
- Reading comprehension practice

Week 12: Role Play

- Tips for effective communication
- Practice session

Week 13: Debate

- Guidelines for debate
- Practice session

Week 14: Conclusion test

Reference Books : -

1. Strengthen your communication skills, Part B, Maruthi Publications
2. M.Ashraf Rizvi, Effective Technical Communication, Tata Mc Graw Hill Companies.
3. Personality Development and soft skills, Oxford University Press, New Delhi
4. Nirupa Rani, Jayashree Mohanraj, Speak well, Orient Blackswan Ltd.
5. Geetha Nagaraj, A course in Grammar and composition, Foundation Books Pvt. Ltd.
6. Raymond Murphy, Murphy's English Grammar, Third Edition, Cambridge University Press
7. A.J Thomson, A.V. Martinet, A practical English Grammar- Fourth edition, Oxford University Press.
8. Grant Taylor, English Conversation Practice, Tata McGraw Hill Education Pvt. Ltd.

English Communication for Professionals
III year B.Pharmacy
SYLLABUS

SESSION DURATION: - 3 HRS
Academic Year: 2015-2016

SESSION – 01:- Introduction and Diagnostic Test

SESSION – 02:- Listening Comprehension

- Introduction to Listening Skills
- Video lectures
- Classroom Exercise

SESSION – 03:- Self Introduction

- Strengths
- Weakness
- Areas of improvements
- Hobbies School & College life Role Model
- Family etc...

SESSION -04:- Speaking Skills

- Just A Minute
- Toast Master
- Team Presentation

SESSION -05:- Continuation of Speaking Skills

- Classroom Activities

SESSION -06:- Reading Comprehension

- Basic Introduction
- Techniques for Skimming and Reading with Purpose.
- Classroom Activity

SESSION -07:- Writing Skills

- Basic Introduction to technical Writing
- Business Correspondence
 - Basic Format of a Business Letter
 - Orders
 - Claim & Adjustment Letters
- Classroom Activity

SESSION -08:- Basic English Grammar

- Sentence Structure

- Sentence Correction
- Antonyms & Synonyms
- Idioms & Phrases

SESSION– 09:- E-Mail Etiquette

- Introduction to E-mail Writing
- Components of an E-Mail
- E-Mail Do's and Don'ts
- Classroom Activity

SESSION– 10:- Resume Writing:-

- Introduction to Resume Writing
- Introduction to Covering Letter
- Components of a Resume
- Layout of a Resume
- Job Description
- Job Specification
- Class room Practices for Students

SESSION-11:- Interview Skills

- What is an Interview
- Types of Interviews
- Etiquettes of Interviews
- Basic Interview Question Discussions

SESSION –12:- Seminar presentation

- Presenting Your seminar
- Tips on Effective Presentation

SESSION -13:- Group Discussion with Case Study

- Introduction to Group Discussion
- Types of Group Discussion Topics
- Tips for effective Participation
- Classroom Activity
- Feedback on individual Participants

SESSION -14:- Body Language and Corporate Etiquettes

- Grooming
- Acceptable body language in Social & Corporate Circles
- Different Kinds of Hand Shakes
- Identifying an Individual's Mind Set by His/her Body Language.

SESSION -15:- Conclusion Test

Reference Books : -

1. M.Ashraf Rizvi, Effective Technical Communication, Tata McGraw Hill Publishing Company
2. Orient Longman English Skills for Technical Students, WBSCTE with British Council
3. P. Eliah, A Handbook of English for Professionals, Pharma Book Syndicate
4. Andrea J Rutherford, Basic Communication Skills for Technology, Pearson Education Asia
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8. Bill Mascull, Business Vocabulary in use, Cambridge University Press
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