ENGLISH FOR EMPLOYABILITY SKILLS
SUBJECT CODE : 23UEN4GE2
## COURSE LEVEL : UG
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Unit I: Employability Skills & Entrepreneurship

1. What Are Employability Skills?

Employability skills are the essential abilities that help a person get a job, keep it, and grow in their career. These are not job-specific technical skills, but general qualities and behavior employers value in the workplace.

 Examples :

- **Communication Skills:** Expressing ideas clearly (spoken & written)
- **Teamwork:** Working well with others
- **Problem-Solving:** Handling challenges effectively
- **Time Management:** Meeting deadlines and organizing tasks efficiently
- **Adaptability:** Adjusting to changes quickly
- **Leadership & Initiative:** Taking responsibility and guiding others
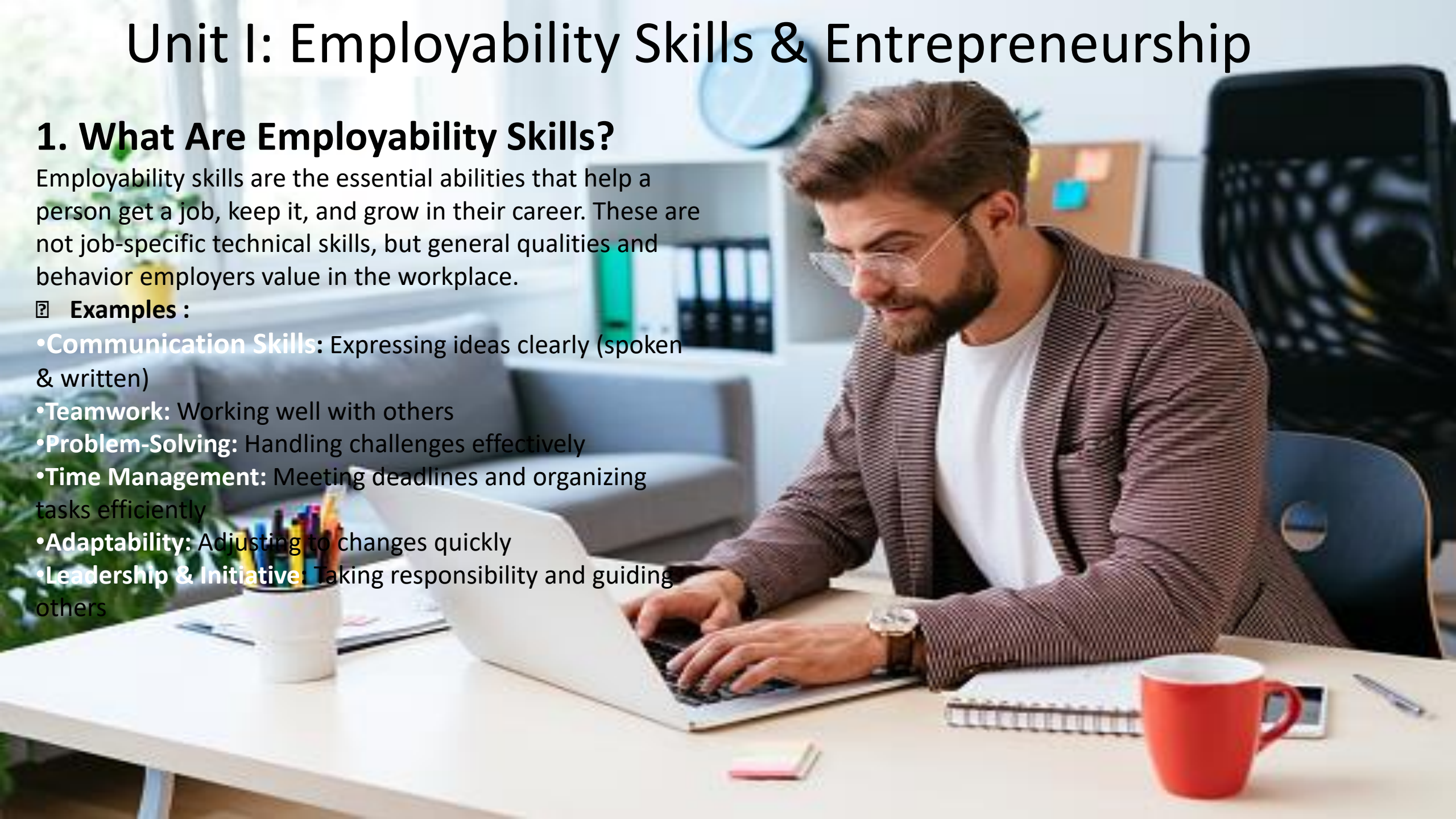
2. Why Are Employability Skills Important?

Employability skills are important because they are **universal**—needed in every job, industry, or career path.

✴ **Here's why they matter:**

- ☑ **Increase Chances of Getting Hired:** Employers often choose candidates who show strong soft skills over those who only have technical knowledge.
- ☑ **Career Growth:** These skills help you perform better and grow into leadership roles.
- ☑ **Better Work Relationships:** Good communication and collaboration reduce conflicts and increase productivity.
- ☑ **Stay Relevant:** In a fast-changing world, employers look for people who can learn, adapt, and handle multiple roles.

"Hard skills may get your foot in the door, but soft skills open the rest of the building."

Definition & Importance

Entrepreneurship is the ability and readiness to develop, organize, and run a business enterprise along with any of its uncertainties to make a profit.

Importance:

•Drives innovation and economic growth

•Creates employment opportunities

•Solves real-world problems through creative solutions

◆ Characteristics of Entrepreneurs

☑ **Innovative** – Thinks outside the box

☑ **Risk-taker** – Takes calculated risks

☑ **Visionary** – Has clear goals and long-term plans

☑ **Persistent** – Never gives up easily

☑ **Confident & Self-motivated** – Believes in their ideas and takes initiative

Social Entrepreneurship & Startups

What is Social Entrepreneurship?

Social Entrepreneurship is the process of building solutions to **social, environmental, or cultural problems** while also maintaining a sustainable business model.
✓ Focus is on **impact first**, profit later.
✓ Uses creativity and business principles to improve society.

◆ **Examples of Social Enterprises**
• 🌱 **SELCO India** – Provides solar energy solutions to rural areas
• 🗑 **Goonj** – Turns urban waste into valuable rural resources
• 🌍 **Barefoot College** – Trains rural women to become solar engineers

"Social entrepreneurs don't just make money — they make a difference."

UNIT II: Soft Skills & Presentation Skills

Definition

Soft Skills are personal qualities, behaviors, and social abilities that help people communicate, collaborate, and succeed in the workplace.

They include:

✓ Communication
✓ Teamwork
✓ Adaptability
✓ Problem-solving
✓ Time management
✓ Leadership

Soft Skills vs. Hard Skills

Soft Skills

People-oriented

Includes communication, empathy

Difficult to measure

Needed in all professions

Hard Skills

Task-oriented

Includes technical or job-specific skills

Easy to test or quantify

Varies by job or role

"Your degree gets your foot in the door. Your soft skills open it further."

Resume & Cover Letter

Resume vs. CV

Resume

Short (1–2 pages)

Focuses on skills and work experience

Used for jobs

CV (Curriculum Vitae)

Long and detailed

Includes academic achievements, research

Used for academic or research roles

✓ Use a **resume** when applying for most jobs.
📚 Use a **CV** for academic, research, or fellowship applications.

◆ **Resume Formats**
1. **Chronological** – Lists work experience **by date** (most recent first).
Best for: People with strong job history.
2. **Functional** – Focuses on **skills** rather than job history.
Best for: Freshers or those with career gaps.
3. **Combination** – Mix of both; highlights skills + timeline.
Best for: People changing fields or with diverse experience.

Covering Letter – What to Include

A **cover letter** is your **introduction to the employer** – it must be short, formal, and customized.

Structure:

1. Greeting (e.g., Dear Hiring Manager)
2. **Why you're applying** for the job
3. **Highlight your skills/qualifications**
4. **Express interest** in the company
5. Thank the reader & request an interview

✉️ *Tone: Professional, polite, and confident*

🔧**Tip Box:** Top **3 Resume Mistakes to Avoid**
1. ✖ **Spelling or grammar errors** – Always proofread!
2. ✖ **Too much or irrelevant info** – Keep it focused.
3. ✖ **No customization** – Tailor it to the job!

Digital & Presentation Skills

How to Plan, Prepare & Deliver Presentations

✓ **PLAN**
- Know your audience (age, purpose, interest)
- Choose your topic wisely
- Define your objective (to inform, persuade, etc.)

✓ **PREPARE**
- Use slides: keep text minimal, add visuals
- Practice your speech
- Time your presentation (not too long!)

✓ **DELIVER**
- Speak clearly & confidently
- Maintain eye contact
- Use gestures & voice modulation
- End with a summary or quote

Digital Literacy

⬜ **Basic Computer Skills**
- MS Office (Word, PowerPoint, Excel)
- Email & file management

🌐 **Creating Profiles**
- LinkedIn, job portals (like Naukri.com, Indeed)
- Keep bios professional & updated

🔐 **Internet Safety Tips**
- Use strong passwords
- Don't click unknown links
- Avoid oversharing personal info online
- Enable two-factor authentication

🔐 *Be smart. Be secure. Be digital-wise.*

🎤 ***"Great presentations inform, inspire, and involve the audience."***

Unit III: Grammar and Comprehension

Mastering Language

✍ **English Sentences and Phrases**

•A **sentence** expresses a complete thought and contains a subject and a verb.

Example: *She is reading a book.*

•A **phrase** is a group of words that adds meaning but doesn't have both subject and verb.

Example: *In the morning, under the table.*

🔍 **Complex Sentence Analysis**

•A **complex** sentence has **one main clause** and **one or more subordinate clauses**.

Example: *Although she was tired, she completed her homework.*

Structure:

[Subordinate Clause] + [Main Clause]

OR

[Main Clause] + [Subordinate Clause]

🔄 **Transformations**

1.Active to Passive Voice

☞ *She writes a letter. → A letter is written by her.*

2.Direct to Indirect Speech

☞ *He said, "I am busy." → He said that he was busy.*

"Mastering grammar is mastering communication."

Writing Skills

📝 **Paragraph & Story Writing**

•**Paragraph Writing**: A group of sentences that focus on a **single idea**.

⇕ Structure: *Topic sentence + Supporting sentences + Concluding sentence*

👉🏻 *Example topic:* "Importance of Time Management"

•**Story Writing**: Narrative writing that includes **characters, setting, plot, conflict, and resolution**.

✨ Tip: Use a **beginning–middle–end** structure.

🎯 *Starter line:* "It was a rainy evening when the unexpected call came…"

🔍 **Précis Writing vs. Paraphrasing**

	Précis Writing	Paraphrasing
Meaning	Summarizing the passage	Rewriting in your own words
Length	Much shorter than original	Almost same length
Style	Formal, objective, clear	Flexible, uses your own expressions
Tip	Include only key ideas	Keep the original meaning intact

✉ Formal Writing: Letters & Emails

- **Formal Letter**: Used for official communication
- 📌 Structure: *Sender's Address → Date → Receiver's Address → Subject → Salutation → Body → Closing*
- **Email Writing Tips**:
  - Clear **subject line**
  - Polite greeting and closing
  - Use **professional tone**
  - Keep it **short and to the point**

✉@ Email Writing Tips

Emails are **fast, formal, and digital**. They must be polite, clear, and straight to the point.

✓ **Effective Email Checklist**:

- 📌 **Subject Line**: Be specific (e.g., *"Request for Internship – B.Sc. Student"*)
- ✋ **Greeting**: Use "Dear [Name/Sir/Madam]"
- ✍ **Opening Line**: State your purpose right away
- ▯ **Body**: One or two short paragraphs
- 🙇 **Closing Line**: Thank them or express expectation
- ✍ **Sign-off**: "Yours sincerely / Regards"
- 💁 **Signature**: Your full name, designation (if applicable)

💡 *Maintain proper grammar, avoid abbreviations (like "u" for "you"), and always proofread before sending.*

✓ Structure of a Formal Letter:

1. **Sender's Address**
2. **Date**
3. **Receiver's Address**
4. **Subject** *(one-line summary of the purpose)*
5. **Salutation** *(Dear Sir/Madam)*
6. **Body**
   1. **Intro**: Purpose of the letter
   2. **Main Content**: Details of request/information
   3. **Conclusion**: Gratitude or next steps
7. **Closing** *(Yours sincerely/faithfully)*
8. **Name & Signature**

UNIT IV: Skills for Interviews

Interview Readiness

🎯 **Types of Interviews**

1. **Face-to-Face Interview** – Traditional one-on-one.
2. **Telephonic Interview** – First-level screening.
3. **Panel Interview** – Multiple interviewers.
4. **Online/Video Interview** – Done via Zoom/Google Meet.
5. **Group Interview** – Several candidates together.

🎭 **Mock Interview Tips**
💬 Practice with a friend or teacher
📷 Record yourself to observe body language
🎯 Focus on **eye contact**, **confident tone**, **clear answers**
🔁 Get feedback and improve

☑ **Preparatory Steps**
◈ **Research the Company** – Know their services/products.
◈ **Know the Job Role** – Read the job description carefully.
◈ **Practice Common Questions** – Like "Tell me about yourself."
◈ **Dress Professionally** – Formal, neat, and appropriate.
◈ **Carry Essentials** – Resume, certificates, ID.
◈ **Be on Time** – Arrive at least 10–15 minutes early.

Group Discussion & Body Language

GD vs. Debate

Group Discussion (GD)

Focus on **collaboration and consensus**

Everyone's opinion matters

Aim: To assess communication & teamwork skills

Encourages active listening

Debate

Focus on **winning the argument**

Opposing teams present contrasting views

Aim: To assess persuasive skills and logic

Encourages rebuttal and defending points

💡 **Tips to Stand Out in GD**
- Listen carefully before speaking
- Speak clearly and confidently
- Stay relevant to the topic
- Use facts and examples to support your points
- Respect others' opinions; avoid interrupting
- Summarize your ideas towards the end (if possible)

🗆 Non-Verbal Communication

- **Posture**: Sit straight, lean slightly forward to show interest
- **Gestures**: Use hand movements moderately to emphasize points
- **Eye Contact**: Maintain it with group members and moderator
- **Appearance**: Dress neatly and professionally
- **Facial Expressions**: Smile and show positive expressions to appear approachable

★ **Quick Tip Box: "What Your Posture Says About You!"**

Posture	Message You Send
Upright & Open	Confident and engaged
Slouched or Leaning Back	Disinterest or lack of confidence
Arms Crossed	Defensive or closed-off
Nodding Occasionally	Active listener and understanding
Fidgeting or Looking Away	Nervousness or distraction

Office Manners & Communication

Gender-Neutral Behavior
- Treat everyone with respect, regardless of gender.
- Use inclusive language (e.g., "team," "everyone," not "guys" or "ladies").
- Avoid stereotypes or assumptions based on gender.

Communication Etiquette
- Speak clearly and politely.
- Listen actively without interrupting.
- Use formal greetings in emails and face-to-face conversations.
- Avoid slang or casual language in professional settings.
- Be mindful of tone and body language.

Etiquette Do's & Don'ts

✓ Do's

Greet colleagues warmly

Listen when others are speaking

Use "please" and "thank you"

Dress appropriately for the office

Respond promptly to emails/messages

Respect personal space

Be punctual for meetings

✗ Don'ts

Ignore or avoid saying hello

Interrupt or talk over others

Use rude or demanding language

Wear overly casual or inappropriate clothes

Delay replies or ignore communication

Invade privacy or personal space

Arrive late or unprepared

Decision Making & Financial Literacy

🔍 Problem-Solving Steps

1. **Identify the problem:** Understand what needs to be solved.
2. **Gather information:** Collect facts and data related to the problem.
3. **Consider options:** Think of possible solutions.
4. **Evaluate options:** Weigh pros and cons of each choice.
5. **Make a decision:** Choose the best solution.
6. **Take action:** Implement your decision.
7. **Review results:** Check if the problem is resolved and learn from the experience.

📖 Importance of Legal & Financial Literacy

- Understand your rights and responsibilities.
- Make informed decisions about money.
- Avoid common financial mistakes.
- Plan for your future confidently.

💰 Mini Box: Why Every Teen Should Know About PF, Tax, Loans

Term	Why It Matters
PF (Provident Fund)	A savings scheme for retirement; teaches the importance of saving early.
Tax	Helps you understand deductions, budgeting, and civic responsibility.
Loans	Knowing interest, repayment, and borrowing smartly prevents debt problems.

Summary Slide

◆ **Key Highlights of All 5 Units**

•**Unit I:** Employability skills and entrepreneurship empower career growth and innovation.

•**Unit II:** Soft skills and presentation skills enhance your professional image and digital literacy.

•**Unit III:** Master grammar, comprehension, and formal writing for clear communication.

•**Unit IV:** Prepare effectively for interviews, group discussions, and use confident body language.

•**Unit V:** Practice workplace etiquette and develop decision-making & financial literacy skills.

"Communication + Skills = Career Wings"