

B: Writing Skills

Letters-Formal letter, Informal letter – Resume and covering letter – emails – note making

Module 4: Communication Skills and Presentation Skills **15 hours**

A: Communication Skills

How to introduce oneself - how to introduce a partner – making requests – asking for and giving permission – giving instructions and directions - role play – narrating a story – speaking about a real incident, trip, movie or any current issues – simulation: giving the students a situation and developing conversation

B: Presentation Skills

Soft skills- Interview Skills- Group Discussion

Bibliography

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Prasad, Hari Mohan. *How to Prepare for Group Discussion and Interview*. Tata McGraw Hill Education Pvt. Ltd, 2009.

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