



DESHABANDHU MAHAVIDYALAYA, CHITTARANJAN

NAAC Accredited B + College

(Affiliated to Kazi Nazrul University)

Recognised Under Section 2(f) & 12(B) of UGC

P.O. – Chittaranjan, District – Paschim Bardhaman, West Bengal,
India, PIN – 713 331

1. **Title of the Practice:** English for Employment: A Language Training Certificate Course

2. Objectives of the Practice:

This course attempts to:

- Furnish the students with the necessary vocabulary for workplace
- Train the students to locate job opportunities specific to their interest and expertise
- Write application letters and emails
- Draft job specific CVs and resumes
- Prepare students for Group Discussions
- Prepare students for Interviews

3. The Context

Following repeated requests from Students, and observing difficulties of students, especially first-time learners and students from the underprivileged section of the society, the administration had instructed The Department of English to offer a 30 hour intensive Certificate course on career based English training. This course was intended to bridge the difficulties post-lockdown and to bring fresh graduates or final year undergraduates to prepare themselves for the job market.

4. The Practice

This course is proposed to benefit the final year Undergraduates, seeking placement or internships soon after Graduation. This course is specifically designed to train the students in identifying job or internship opportunities specific to their expertise and interest, for successfully applying for the said job and appearing for the interview and/ or group discussion and the other necessary selection procedure. Though focusing on English communication, the course is meant to be focused on English specific to the purpose of finding and landing a job.

5. Evidence of Success

Immediately after the completion of the course, it was observed that most students have acquired the necessary communication skills for workplace and

- Know the rudiments of career advancements and self-presentations
- Know the differences between the rhetoric of an email and letters
- Have an edge over other candidates for written and spoken English.

6. Problems Encountered and Resources Required

Since there were both in house and outside student participating in this course, and with the phobia of the outside world looming after the lockdown, the course had to be conducted in the blended mode. Thus, considering the ever present digital divide of the region surrounding our Institution, students had difficulty with technical support during the online classes, and there were transport problems during the offline classes. Thus, attendance was not always satisfactory, and many things had to be repeated thus hampering the course flow. But scrupulous efforts and student enthusiasm took care of the problem. No external resources were required.

7. Notes (Optional)