

Skills for Corporate Language Acquisition and Training **(S-CLAT)**

PROGRAMME	
COURSE : Skills for Corporate Language and Acquisition Training (S-CLAT)	ANNUAL
COURSE CODE : AOCDL02	COURSE TYPE : Add-On
COURSE AREA/DOMAIN : LANGUAGE	

Introduction:

The course on Skills for Corporate Language Acquisition and Training (CLAT) will help students understand, master and apply the principles of communication for effective management of personal and professional life.

Programme Outcomes:

This Programme aims to provide a strong platform for students in the areas of corporate communication, interview preparatory methods, and organizational work methods employed around the world.

Course Objectives:

- 1) To help students understand the fundamentals of communication and its application in their profession.
- 2) To enhance the competency and efficiency of the students in professional circles.
- 3) To enable students to make informed decisions about their career and professional life.
- 4) To empower the students to meet the demands of the profession they choose to pursue.
- 5) To groom the students to be industry-ready.

Attainment of Learning (AoL):

1. PLO2a: Our graduates will demonstrate proficiency in **oral communication**
2. PLO2b: Our graduates will demonstrate proficiency in **written communication**

Instructional Methodology:

Multiple methods of instruction will be followed with preference given to hands-on activities to drive in the concepts. Inference games, listening and comprehension activities, speaking and writing activities based on given situations and scenarios will be part of the methodology. Apart from these, short video presentations, role-plays and skits will also be used to teach effective communication.

II Year M. Lib. I. Sc.

Sessions	Topic	Methodology
1 - 4	Interviews – types and manners	Video-mediated lecture - Activity
5 - 10	Letter writing – formal & informal – Cover letters – emails	Video-mediated lecture - Activity
11		Minor Evaluation
12 - 18	Resume	Lecture – templates - activity
19 - 22	Effective Group Discussion	Video-mediated lecture - Activity
23		Minor Evaluation
24	Interview Skills – Physical Grooming	Video-Mediated lecture and Activity
25	Reports	Video-Mediated lecture and Activity
26		Minor Evaluation
27-29	Business Correspondence	Video-Mediated lecture and Activity
30		Minor Evaluation I
	Final Evaluation	

Course Assessment

Assessment Components	Weight (%)
Viva Voce	70
Minor Evaluation - I	20
Minor Evaluation – II	10
Grand Total	100

Distribution of Letter Grades

Grading Scheme	
Points	Grade
90-100	A
80-89	B
70-79	C
60-69	D
50-59	E
0-50	F

NB: Certificates will be issued to all who successfully complete the Program. However, only A Grade will be entered in the Certificate.