

2015-16

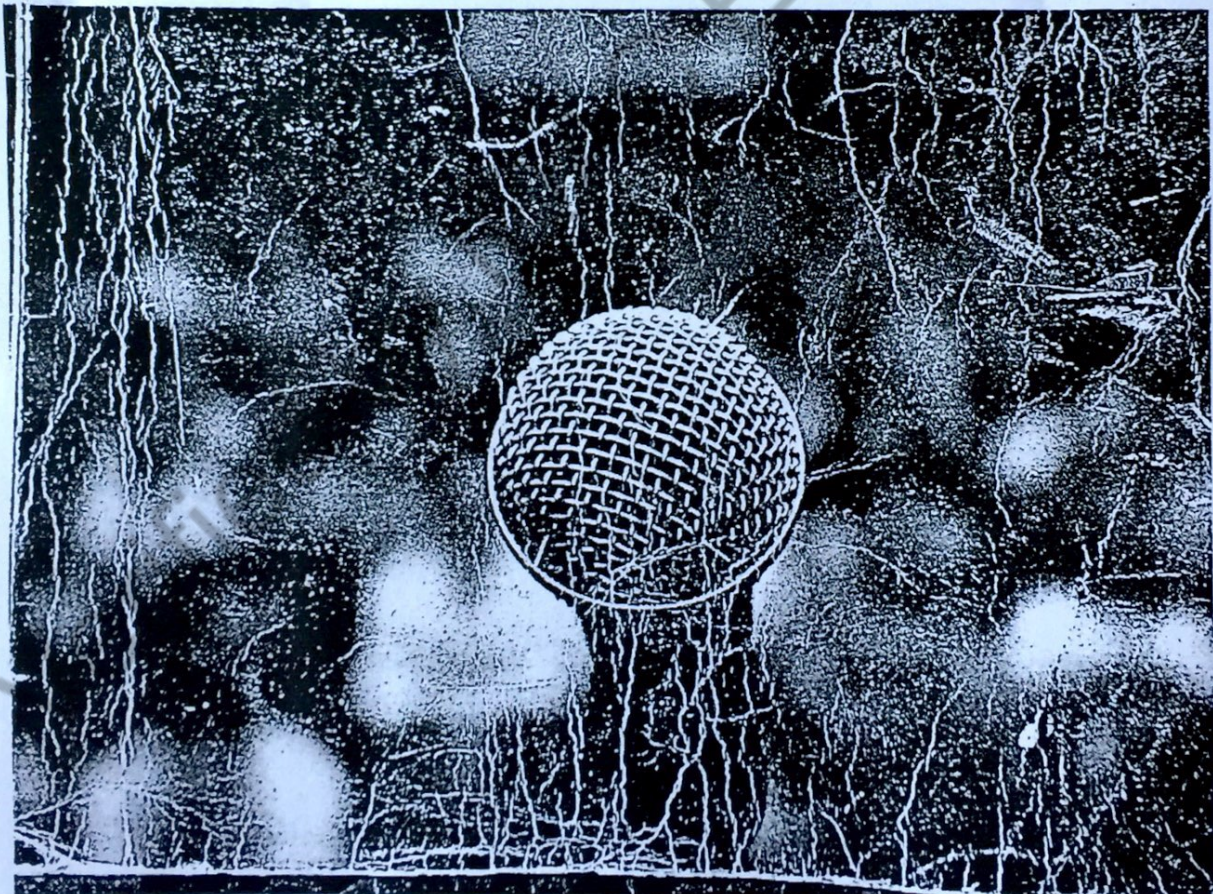


Additional Skill Acquisition Programme  
Government of Kerala



# COMMUNICATION SKILLS IN ENGLISH

ADDITIONAL  
SKILL ACQUISITION  
PROGRAMME



Assistant Professor & Head  
Department of English  
EMEA College of Arts & Science  
Kondotty, Malappuram. Dt- 673 638

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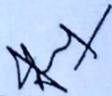
## Additional Skill Acquisition Programme (ASAP)

Additional Skill Acquisition Programme (ASAP) , a joint initiative of General and Higher Education Departments, was launched with an objective to impart quality skill education to the higher secondary / undergraduate students alongside their regular curriculum. Owing to the success of the program, attained over the years, the target group is widened to professional colleges and is now set to kick off community skilling through the Community Skill Parks.

ASAP's inclusive skilling approach has paved way to innovative initiatives in the skilling arena. Funded by ADB, ASAP has now spread out its contour to 1210 educational institutions across the state. Since its inception, ASAP trained 1,63,944 students in more than 100 courses from different sectors.

The very philosophy of ASAP as a skill development agency is to accentuate the employability of the youth. ASAP gives special edge to those students who are in need of immediate employment. For the needy, ASAP lays out a way to fend a living by ideally placing them in an organisation.

1. Train and develop a highly competent pool of expert personnel and skill trainers.
2. Design and develop NSQF aligned skill courses.
3. Standardize the Assessment and Certification protocols for skill training programmes.
4. Offer consultancy services for skill training and course development.
5. Establish a highly potential Quality Assurance mechanism for skill training.

  
ROY.P.P

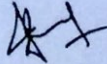
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Post Graduate Dept. of English  
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From The Dais(1:0)  
Speaking Confidently(1:0)  
Types of Speeches(1:0)  
Speaking- Different Occasions(1:0)  
Speaking to influence(1:0)  
Language Practise(4:0)  
What we read (1:0)  
Addictions(1:0)  
Master Chef(1:0)  
Managing emergencies(1:0)  
Review : Module 2(1:0)  
Module 2: End Review(1:0)  
Language Test(1:0)  
Module 2: Language Test 1(1:0)

### MODULE -3

#### Organizational Skills(20:0)

Planning(6:0)  
Prioritizing(1:0)  
Sharing Responsibility(1:0)  
Assigning Specific Duties(1:0)  
Setting Goals(1:0)  
Scheduling Appointments(1:0)  
Organizing Meetings(1:0)  
Team Work(3:0)  
Shared Vision(1:0)  
Right Attitude(1:0)  
Participation(1:0)  
Coordination(4:0)  
Team spirit(1:0)  
Riddles and Tales(1:0)  
Crosswords & Collage(1:0)  
Problem Solving(1:0)  
Language Practice(3:0)  
Module 3 : Language Practice Session 1(1:0)  
Module 3 : Language Practice Session 2(1:0)  
Module 3 : Language Practice Session 3(1:0)  
Module Review(1:0)  
Module 3: End Review(1:0)  
Language Test(3:0)  
Module 3: Language Test 1(1:0)  
Module 3 : Language Test 2(1:0)  
Module 3 : Language Test 3(1:0)

  
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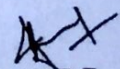
# FOUNDATION MODULE (100 Hours)

## MODULE -1 PERSONAL SKILLS(15:0)

- Knowing Oneself(1:0)
- Confidence Building(2:0)
- Defining Strengths(1:0)
- Thinking Creatively(2:0)
- Personal Values(2:0)
- Time and Stress Management(1:0)
- Language Practise(3:0)
- Review : Module 1(1:0)
- Language Test (2:0)

## MODULE -2 SOCIAL SKILLS(30:0)

- Appropriate and Contextual Use of Language(6:0)
- Appropriate Expressions(1:0)
- Understanding and Building Relationships(1:0)
- Positive Thinking(1:0)
- Formal VS. Informal Interactions(1:0)
- Emotional Intelligence Session 1(1:0)
- Emotional Intelligence Session 2(1:0)
- Nonverbal Communication(3:0)
- Body Language(1:0)
- Tableau(1:0)
- The Clay and The Sculptor(1:0)
- INTERPERSONAL SKILLS(6:0)
- Working Together(1:0)
- Taking Roles(1:0)
- Being Cheerful and Assertive(1:0)
- Being Tolerant and Flexible(1:0)
- Negotiating Skills(1:0)
- Good Relationships and Togetherness(1:0)
- Understanding Media(4:0)
- Newspaper Headlines(1:0)
- Reading Newspaper(1:0)
- Writing A Review Session 1(1:0)
- Writing A Review Session 2(1:0)
- Public Speaking(5:0)

  
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## MODULE- 4

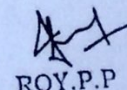
### Professional Skills(20:0)

- Job Oriented Skills(7:0)
- Dream Job(1:0)
- Searching for the Ideal Job(1:0)
- Securing the Job : Session 1(1:0)
- Securing the Job : Session 2(1:0)
- At the Interview(1:0)
- On the job : Session 1(1:0)
- On the job : Session 2(1:0)
- Professional Etiquette(2:0)
- Professional Etiquette: Session 1(1:0)
- Professional Etiquette: Session 2(1:0)
- Business Communication(5:0)
- Telephoning(1:0)
- E-mail(1:0)
- Letters -1(1:0)
- Letters -2(1:0)
- Memos and Certificates(1:0)
- Language Practice(3:0)
- Venturing on a New Learning Programme: Session 1(1:0)
- Venturing on a New Learning Programme: Session 2(1:0)
- The World Tomorrow(1:0)
- Module 4: Review(1:0)
- Module 4: End Review(1:0)
- Language Test(2:0)
- Module 4: Language Test 1(1:0)
- Module 4: Language Test 2(1:0)

## MODULE -5

### Preparing and Presenting a Project(15:0)

- Agreeing on a Theme and Setting up a Timeline(1:0)
- Agreeing on a Theme and Setting up a Timeline(1:0)
- Brainstorming and Doing Effective Internet Searches(2:0)
- Brainstorming and Doing Effective Internet Searches: Session 1(1:0)
- Brainstorming and Doing Effective Internet Searches: Session 2(1:0)
- Gathering Information(2:0)
- Gathering Information: Session 1(1:0)



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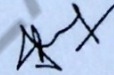


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- Gathering Information: Session 2(1:0)
- Writing Good Paragraphs(1:0)
- Writing Good Paragraphs(1:0)
- Compiling and Analyzing Information(2:0)
- Compiling and Analyzing Information: Session 1(1:0)
- Compiling and Analyzing Information: Session 2(1:0)
- Revising and Editing(1:0)
- Revising and Editing(1:0)
- Preparing and Designing a PowerPoint Presentation(2:0)
- Preparing and Designing a PowerPoint Presentation: Session 1(1:0)
- Preparing and Designing a PowerPoint Presentation: Session 2(1:0)
- Delivering Presentations and Review(4:0)
- Delivering Presentations and Review: Session 1(1:0)
- Delivering Presentations and Review: Session 2(1:0)
- Delivering Presentations and Review: Session 3(1:0)
- Delivering Presentations and Review: Session 4(1:0)



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## IT MODULE

### MODULE 1: Introduction to Internet, Word processing tools and Email

- Introduction to Internet and Search engine(2:0)
- Introduction to word processing (8:0)
- Email(3:0)
- Project and Evaluation(3:0)

### MODULE 2: Operating System, Image Editing Presentation Internet(Social Tools)Malayalam in computer(24:0)

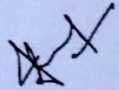
- Operating Systems(5:0)
- Editing images(3:0)
- Presentation(2:0)
- Internet Security, Chat and Social Networking(7:0)
- Using Malayalam in Computer(4:0)
- Module Project and Assessment(3:0)

### MODULE 3: Spreadsheet Tools Internet Transaction Services (25:0)

- Computer Networks(5:0)
- Spreadsheet(5:0)
- Online services(5:0)
- Interoperability(4:0)
- Module Project and Assessment(6:0)

### MODULE 4: Final Project and Evaluation (16:0)

- Introduction and problem statement(1:0)
- Initial design and project plan(1:0)
- Implementation(10:0)
- Review and correction based on the guidelines given by the teacher(1:0)
- Presentation of the project(1:0)
- Review and feedback to the teams by the teacher and the peers(1:0)

  
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# Aptis

Forward thinking English testing



A joint initiative of General and Higher Education Departments, Government of Kerala

## Candidate Report

45433

Candidate Name: **SEENATH A P**  
Organization: **ASAP - Kerala**

Test Date: **29/05/2017**  
Test Package: **Four Skills Package**

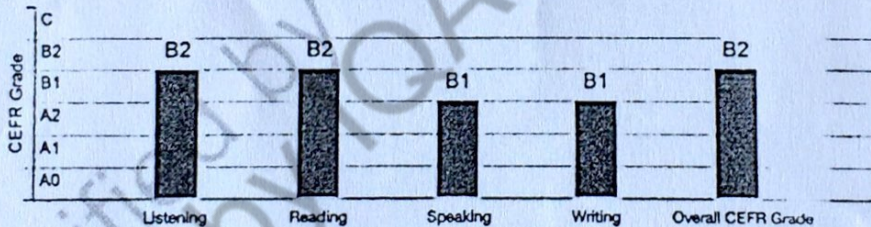
### Scale Score

Skill Name	Skill Score
Listening	38/50
Reading	38/50
Speaking	40/50
Writing	38/50
Final Scale Score	154/200
Grammar and Vocabulary	23/50

*[Signature]*  
Mei-kwei Barker  
Director South India  
British Council

*[Signature]*  
Dr. Reju M.T. IAS  
Chief Executive Officer  
Additional Skill Acquisition Programme

### CEFR Skill Profile



Please turn over for CEFR Skill Descriptors

*[Signature]*  
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*[Signature]*  
Principal  
EMEA COLLEGE OF ARTS AND SCIENCE  
KUMMINIPARAMBIL PO, KONDOTTY  
MALAPPURAM Dt. - 673 638

This is to certify that the candidate has taken the British Council's Aptis test that was conducted under the auspices of the Government of Kerala.

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