

2016 - 17

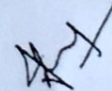
Additional Skill Acquisition Programme (ASAP)

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

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

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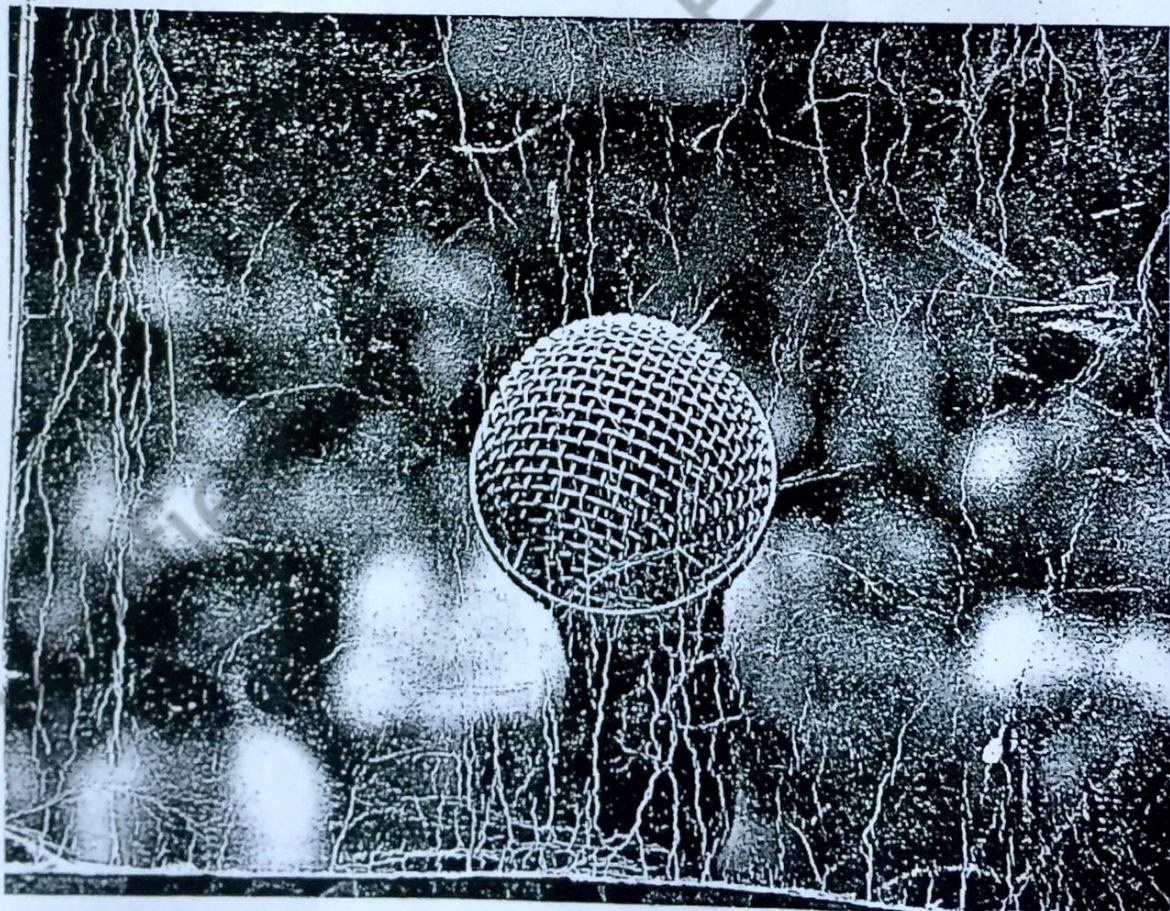


Additional Skill Acquisition Programme
Government of Kerala



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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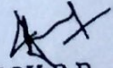
FOUNDATION MODULE (100 Hours)

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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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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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)

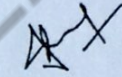

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Gathering Information: Session 2(1:0)
Writing Good Paragraphs(1:0)
Writing Good Paragraphs(1:0)
Compiling and Analyzing Information(2:0)
Compiling and Analyzing Information: Session 1(1:0)
Compiling and Analyzing Information: Session 2(1:0)
Revising 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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