



PURBASTHALI COLLEGE

ESTD: 2009

Vill + P.O:-Parulia, Dist: - Purba Bardhaman, Pin No-713513

Affiliated to the University of Burdwan

SUMMARY REPORT OF ADD-ON COURSE ENGLISH FOR CAREER DEVELOPMENT



by

DEPARTMENT OF ENGLISH

PURBASTHALI COLLEGE

NAME OF THE COURSE

Add-on Course on “English for Career Development”

DURATION

Thirty (30) hours. The course commenced on 06.11.2019 and completed on 29.11.2019.

TOTAL NO. OF FACULTY MEMBERS TAKEN CLASSES

Dr. Soumya Mohan Ghosh and Mr. Biswanath Bhattacharyya took all the modules/ units of the course.

ADMITTED STUDENTS

47 (forty seven) students were admitted to the course after admission.

ADMISSION PROCEDURE

Interested students applied for the course to the course coordinator. Following a verification process, eligible individuals were granted permission to participate.

MODE OF EVALUATION

The personal interview served as a pivotal component of the assessment process for the add-on course on “English for Career Development”. It provided a platform to gauge the participants’ understanding, application, and proficiency in academic writing skills beyond mere theoretical knowledge. It served to understand the following:

1. Depth of Understanding:

The interview allowed instructor to assess the depth of participants' understanding of the academic writing process, essay structure, clarity, coherence, and plagiarism avoidance.

2. Practical Application:

Participants were expected to demonstrate their ability to apply the learned academic writing skills in real-world scenarios.

3. Communication Skills:

Effective communication is essential in academic writing. During the interview, participants were evaluated on their verbal communication skills, including clarity, coherence, and articulation.

4. Critical Thinking:

The interview also served as a platform to assess participants' critical thinking.

5. Feedback and Improvement:

Additionally, the interview provided a valuable opportunity for instructor to provide personalized feedback to participants. Constructive feedback on strengths, areas for improvement, and specific strategies for enhancing their academic writing skills could be communicated, facilitating continuous learning and growth.

Overall, the personal interview as a mode of evaluation enriched the assessment process by offering a dynamic and interactive platform to evaluate participants' academic writing skills, communication abilities, and critical thinking.

CERTIFICATION

All the students attended classes regularly and sat for the examination and qualified. Accordingly, 47 (forty seven) certificates were issued to the successful candidates duly signed by the Principal and the course coordinator.

List of students got certified:

Sl no.	Registration No	Student Name
1	201901018599	AJMIRA KHATUN
2	201901018607	AMIT GHOSH
3	201901018614	AMRITO PAL
4	201901018616	ANANNA DAS
5	201901018617	ANISUR RAHAMAN SEIKH
6	201901018618	ANITA HAZRA
7	201901018619	ANJU MAHATO
8	201901018635	ASIM GHOSH
9	201901018651	BIPRADAS GHOSH
10	201901018674	GOLAM MORTEZA SK
11	201901018675	HAPIJUR SEKH
12	201901018677	HASIBA KHATUN
13	201901018678	HASNAHARA KHATUN
14	201901018679	HASNAHARA KHATUN
15	201901018680	IMAN ALI SEKH
16	201901018681	INJAMAMUL SEKH
17	201901018682	ISMAIL MONDAL
18	201901018683	ITI PRAMANIK
19	201901018703	KALYANI MONDAL
20	201901018722	MANDIRA GHOSH
21	201901018742	MRINMAYEE GHOSH
22	201901018762	PARITOSH DUTTA
23	201901018780	PUJA DUTTA
24	201901018799	RESHMI KHATUN
25	201901018816	RUPSONA KHATUN
26	201901018818	SABIBA KHATUN
27	201901018819	SABINA KHATUN
28	201901018853	SHIBU DAS
29	201901018855	SHILPA GHOSH
30	201901018856	SHIPRA DAS

31	201901018857	SHRABANI MONDAL
32	201901018858	SHYAMALI KHATUN
33	201901018859	SIMONTO SAREN
34	201901018879	SUBRATA PATRA
35	201901018880	SUDIP BAIRAGYA
36	201901018881	SUDIP GHOSH
37	201901018882	SUDIP PAL
38	201901018883	SUDIPTA GHOSH
39	201901018884	SUDIPTA SARDAR
40	201901018885	SUHANA KHATUN
41	201901018887	SUJATA DAS
42	201901018889	SUJATA SARKAR
43	201901018891	SUJAY BAIN
44	201901018892	SUJAY MONDAL
45	201901018893	SUJOY DAS
46	201901018922	TITHI DAS
47	201901018927	TUMPA DAS

COURSE OBJECTIVES

The objective of the course is to empower participants to navigate career opportunities with fluency and confidence in the global job market. The course aims to:

- Equip participants with advanced English language skills tailored for professional contexts.
- Enhance participants' ability to communicate effectively in various business settings, including meetings, presentations, and negotiations.
- Provide guidance on crafting professional documents such as resumes, cover letters, and emails with clarity and precision.
- Develop participants' confidence in participating in job interviews and networking events in English.

LEARNING OUTCOME

Upon completion of the course, participants achieved the following:

- **Advanced English Language Proficiency:** Participants demonstrated advanced English language skills tailored for professional contexts, enabling them to communicate fluently and confidently in diverse environments.
 - **Professional Document Writing:** Participants developed the ability to craft polished resumes, cover letters, and professional emails with clarity, precision, and adherence to industry standards, enhancing their professional communication skills.
 - **Compelling Presentation Skills:** Participants acquired the skills to plan and deliver compelling presentations, engaging audiences and overcoming public speaking challenges with confidence and professionalism.
 - **Improved Verbal Communication:** The communication of the participants improved a bit after completing the course.
- Interview Preparation Mastery:** Participants learned about job interviews, having engaged in mock interviews and received constructive feedback to enhance their interview performance and confidence.

COURSE SUMMARY

The add-on course on “English for Career Development” provided college students with a comprehensive journey towards mastering essential skills for success in the global job market. Through a dynamic curriculum spanning advanced English language proficiency, effective communication strategies, and professional document writing, participants learned ways to communicate with clarity, and precision in diverse professional contexts. Moreover, the course equipped participants with the confidence and skills needed to excel in crucial

aspects of career development, including delivering compelling presentations, mastering fluent verbal communication, preparing for job interviews, and navigating the job search process with confidence. By blending theoretical learning with practical exercises and interactive sessions, the course fostered a supportive learning environment where participants could not only acquire new skills but also apply them confidently to real-world scenarios.

The assessment process culminated in a personal interview, wherein participants demonstrated their understanding, application, and proficiency in academic writing skills. Through this dynamic evaluation method, instructors assessed participants' depth of understanding, practical application of learned skills, communication abilities, and critical thinking prowess. The interview not only provided a platform for personalized feedback but also facilitated continuous learning and improvement. Overall, the "English for Career Development" add-on course equipped participants with the knowledge, skills, and confidence.

CONCLUSION

In conclusion, the "English for Career Development" add-on course was a transformative experience for participants, equipping them with essential skills and knowledge necessary for success in their career. Through engaging instruction, participants gained a comprehensive understanding of the topics. Moreover, the course fostered a supportive learning environment, enabling participants to not only acquire essential skills but also apply them confidently in real-world scenarios. With a newfound sense of confidence and competence, participants are well-equipped to pursue their career aspirations with vigor and impact.

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Sample Photograph



Fig. Class of English for Career Development on 06.11.2019


ADD-ON COURSE COORDINATOR
Department of English
Purbasthali College
Parulia, Purba Bardhaman.


Principal
Purbasthali College
VII. & P.O.-Parulia, Dt.-Burdwan

DEPARTMENT OF ENGLISH