

## SEMESTER-V

**Prescribed Text- *Aspirations: English for Careers* (Board of Editors-  
Orient Black Swan)****Unit-I- Exploring Careers (12 Clock Hours)**

1. Creative Writing
2. Translation
3. Mass Communication and Journalism
4. Academia and Other Careers

**Unit-II- Basic Preparation for Jobs (08 Clock Hours)**

1. Application Letter and Résumé Writing
2. GDPI
3. Writing Notices and Agendas
4. Writing Minutes

**Unit-III- English for Employability Skills (13 Clock Hours)**

1. Style and Techniques for Effective Communication
2. Description, Narration and Demonstration in English
3. Soft Skills for Employers
4. Soft Skills for Employees

**Unit-IV- English for Corporate Field (12 Clock Hours)**

1. English for Sales Services
2. English for Customer Services
3. Presentation Skills
4. Writing a Project Report

**Prescribed Text- Aspirations: English for Careers (Board of Editors-  
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**Unit-I- English for Competitive Examinations (09 Clock Hours)**

1. Vocabulary
2. Tenses
3. Prepositions
4. Précis Writing

**Unit-II- English for Research Purposes (12 Clock Hours)**

1. Impersonal and Objective Style
2. Writing a Research Proposal
3. Writing a Research Paper
4. Writing a Short Dissertation

**Unit-III- Content Writing (12 Clock Hours)**

1. Introduction to Content Writing
2. Writing Blog Posts and Articles
3. Writing for Websites
4. Writing for Social Media Platforms

**Unit-IV- English for Digital Marketing (12 Clock Hours)**

1. Introduction to Advertisements
2. Newspaper Advertisements
3. Advertisements on Television and Radio Channels
4. Advertisements on Internet