

# DINABANDHU MAHAVIDYALAYA

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Bongaon, North 24 Parganas  
West Bengal, Pin- 743235  
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NAAC ACCREDITED-2016(2<sup>nd</sup> cycle)  
Affiliated to West Bengal State University & Formerly under University of Calcutta  
Registered under 2(f) & 12(B) of U.G.C. Act 1956  
ESTD: 1947

Dinabandhu Mahavidyalaya

## Department of English

Value added Course

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**Learning Interview Skills**

### Programme objectives:

- Impart confidence to face interviews
- Brass tacks of facing interviews
- Art and skill of making effective presentations
- Manners and etiquettes essential for facing an interview board

### Course content

#### Module1

1. Realising strong and weak points and potentials
2. Learning the basics of flawless language skills

#### Module2

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3. Self-grooming

4. Learning manners and etiquette

Module3

5. Learning to create effective resume/ CV

6. Evolving one's own personality

Module4

7. Gearing up to face the interview

8. Modes and phases of an interview

9. Group discussions

10. Mastering presentation skills

Module5

11. Questions commonly asked in an interview

12. Verbal communication

13. Mock interview

**Methodology**

Offline classes comprising ppts, videos, lectures, and hands-on training

**Duration**

Total 30 hrs. of classes. Duration of each class: 2 hours, 4 days per week.

**Mode of assessment**

Students to be assessed on their ability to face interviews and their speaking and writing skills

Practical examination based on interview questions and presentations

Short questions to test language skills

**Date of commencement:** August 23, 2021

➤ **Course curriculum**

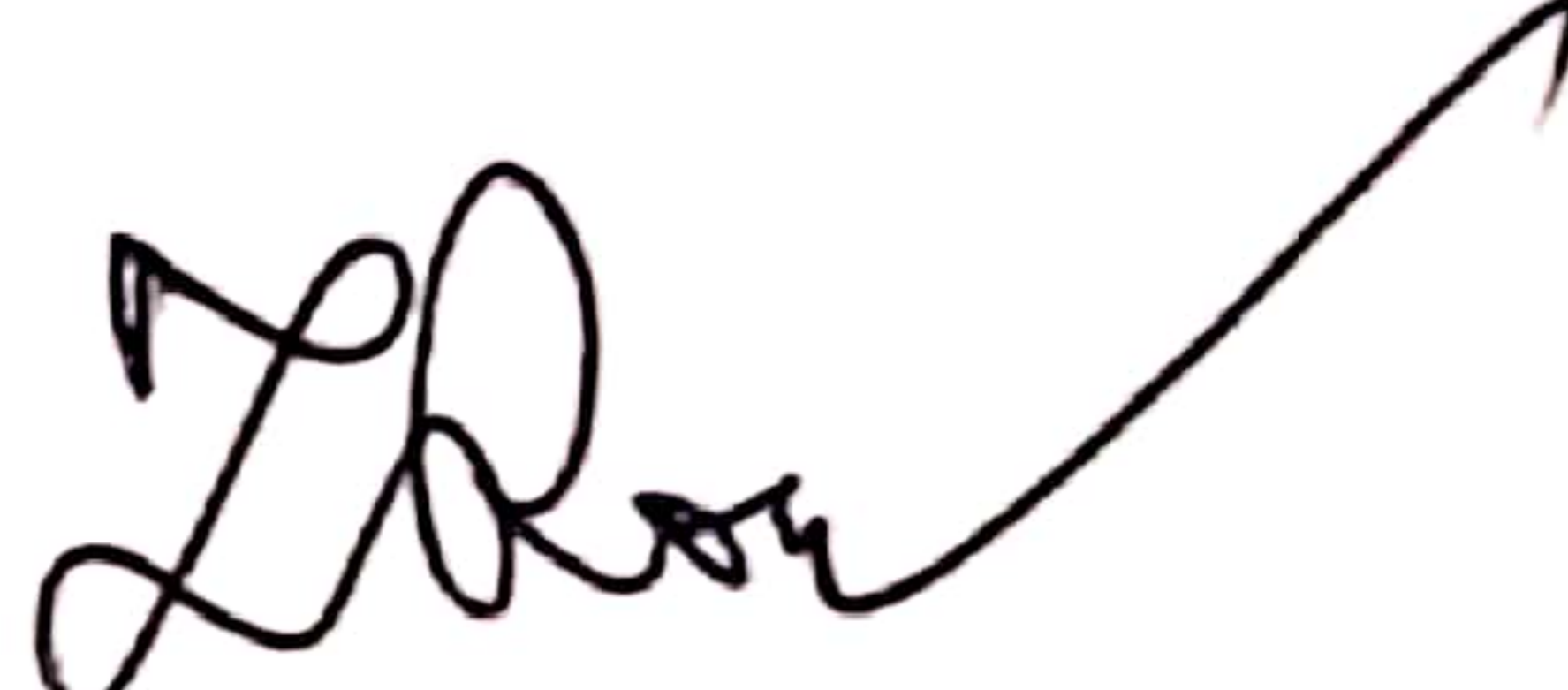
Topic	Number of classes	Hours
<b><u>Module1</u></b> 1. Realising strong and weak points and potentials 2. Learning the basics of flawless language skills	2	4
<b><u>Module2</u></b> 3. Self-grooming 4. Learning manners and etiquette	3	6

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<b><u>Module3</u></b> 5.Learning to create effective resume/ CV 6.Evolving one's own personality	2	4
<b><u>Module4</u></b> 7.Gearing up to face the interview 8.Modes and phases of an interview 9.Group discussions 10. Mastering presentation skills	3	6
<b><u>Module5</u></b> 11. Questions commonly asked in an interview 12. Verbal communication 13. Mock interview	2	4
<b>Practical examination</b>	3	6



Dr. Biswajit Ghosh  
Principal / Secretary  
DINABANDHU MAHAVIDYALAYA  
Bongaon, 24 Pgs.(N)



Dr. Zenith Roy  
IQAC Coordinator  
Co-ordinator, IQAC  
Dinabandhu Mahavidyalaya

Interested students are requested to contact the Course Coordinator for enrolment to the Course.

**Course Coordinator:**

Ms. Suchismita Sarkar (Phone No.: 70013 19852)