

Reference/Readings:

1. Business and Professional Communication by Kelly M. Quintanilla and Shawn T. Wahl, latest South Asia Edition, Sage Publications India Pvt. Ltd, Mathura Road, New Delhi, India, 110044.
2. Effective Business Communication by Anjanee Sethi, Bhavna Adhikari, Tata MacGraw Hill Education, India.
3. How to be a Great Communicator in Person, On Paper, and on Podium by Nido Qubein, Viva Books, India.

**Code: MBCS002 Interview Facing Skills and Mock Interviews      2 credits**

Objective:

To enable students to be ready for the industry, obtain feedback from industry / employers on the extent of competence development and improve their employability in the industry.

Content:

Resume Writing, Writing effective Cover letters and emails to organizations, Group Discussion Skills, Different types of interviews

Mock interviews by executives from industry to assess conceptual clarity, domain knowledge, soft skills, and perspectives held, etc.

Pedagogy:

Discussions, experience sharing, exercises, Mock interviews by executives from industry

Reading:

1. How to prepare for Group Discussion and Interview by Prasad, Hari Mohan, Tata Mac Graw Hill, Publications
2. Group Discussion and Interview Skills by Patnaik, Priyadarshini, Cambridge University Press.

## **Optional Non-Business Courses (ONBC)**

**Code: MBON001 German Language A1 level      4 credits**

**Code: MBON002 German Language A1 level      2 credits**