





## **Career Guidance**

## DEGREE

BA(Bachelor of Arts)-3years BA(Hons.) (Bachelor of Arts(Hons.))-3years BRS(Bachelor of Rural Studies)-3years

## **CAREER PROSPECTS**

Prepare for Civil Service Exams Start own Venture Research and Academics Corporate/Private Job Join Government Organizations Consulting Go for Higher Studies in Humanities, Management, Communication or Social Work

## SPECIALISATIONS

Applied PsychologyISociologyIPolitical ScienceIPsychologyIPhilosophySPublic AdministrationArchaeology and Museology

History Economics Journalism Geography Social Work

## Indian Language (Urdu, Bengali, Hindi, Punjabi, Sanskrit,) Foreign Language

(Italian, Spanish, French, German)

The skills you gain through studying an English degree are marketable in most career areas.

# Jobs directly related to your degree include:

- \* TV Jobs (Anchors, Editors)
- \* Publishing jobs in Print Media (Newspaper, Magazine)
- \* Manager in Corporate Communication
- \* Teacher and lecturer in Schools and Colleges
- \* Lawyer

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- Digital copywriter
- \* Editorial assistant
- \* English as a foreign language teacher
- \* Lexicographer
- \* Magazine journalist
- \* Newspaper journalist
- \* Publishing copy-editor/proofreader
- \* Web content manager
- \* Writer

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# Jobs where your degree would be useful include:

- \* Academic librarian
- \* Advertising account executive
- \* Advertising copywriter
- \* Arts administrator
- \* Film director
- \* Information officer
- \* Marketing executive
- \* PPC specialist
- \* Primary school teacher
- \* Private tutor
- Public relations officer
- \* Records manager
- \* Secondary school teacher
- \* Social media manager

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# **Interview** Skills

An interview is a conversation between an employer and a prospective applicant. Interviews are of different types. Now a days, interviews are also conducted through video conferencing, through skype or over telephone.

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The job interview is one of the several stages in the process of selecting the potential applicants. Listening and speaking skills play a vital role. Generally questions are asked in connection with the candidate's qualification, work experience, vision, interests, personality, physical health and general background. Apart from these, there are a number of things to remember and follow before, after and during the interview.

### Before the interview

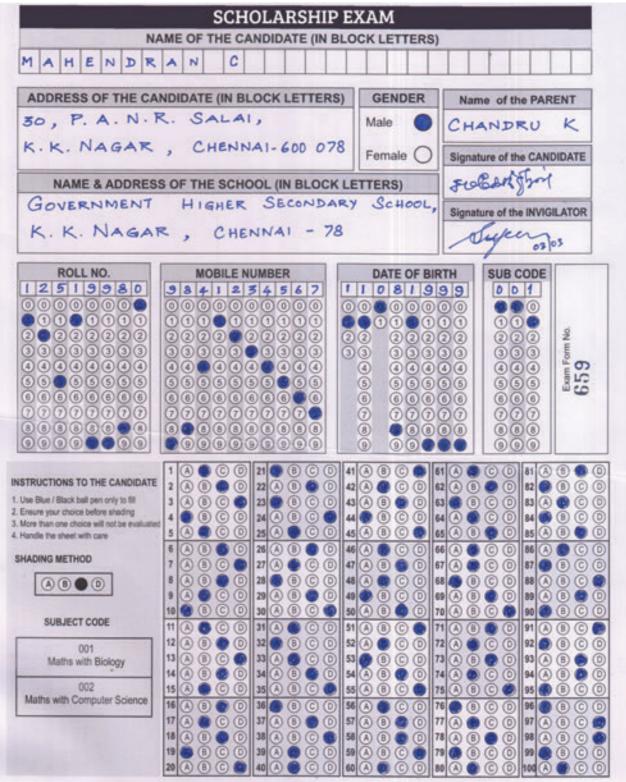
- Gather information about the organisation.
- Find out why you are interested in the organisation and the job you have applied for
- Prepare answers for standard interview questions.

Do's and Don'ts on the day of the	21 <sup>st</sup> century Skills
Interview	To be successful in today's competitive
<ul> <li>Interview</li> <li>Do's</li> <li>Be punctual. Arrive in time.</li> <li>Dress appropriately</li> <li>Act appropriately. Extend social courtesies. (Greet as you enter and thank when you leave.)</li> <li>Be positive. Stay focused.</li> <li>Maintain a confident posture.</li> <li>Maintain eye contact when you speak.</li> <li>Listen attentively. Smile pleasantly.</li> <li>Talk about your strengths.</li> </ul>	To be successful in today's competitive world, you need to acquire necessary skills and competencies based on the field where you wish to pursue a career. Core academic knowledge and technology skills are mandatory requirements. In addition to these, regardless of the career you choose, job readiness in the 21 <sup>st</sup> century requires competence in the following skill area:
<ul> <li>Ask only relevant questions.</li> <li>Don'ts</li> </ul>	<ul> <li>Creativity</li> </ul>
<ul> <li>Don't be fidgety.</li> <li>Avoid sharing unnecessary information.</li> <li>Don't talk when not needed.</li> </ul>	<ul> <li>Collaboration and teamwork</li> <li>Initiative and leadership</li> <li>While learning processes in school provide ample opportunities for holistic development, the learners need to focus on upgrading and enhancing their skills and talents through conscious continuous self driven learning.</li> </ul>
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Filling up OMR(Optical Mark Recognition) sheet is an important part of objective exams like the JEE, UPSC, TNPSC. Filling up OMR sheet is also a skill. There are two important aspects to be kept in mind while filling an OMR sheet-Fill it quickly and fill it correctly. The following is the sample filled in OMR sheet for a Scholarship Exam.

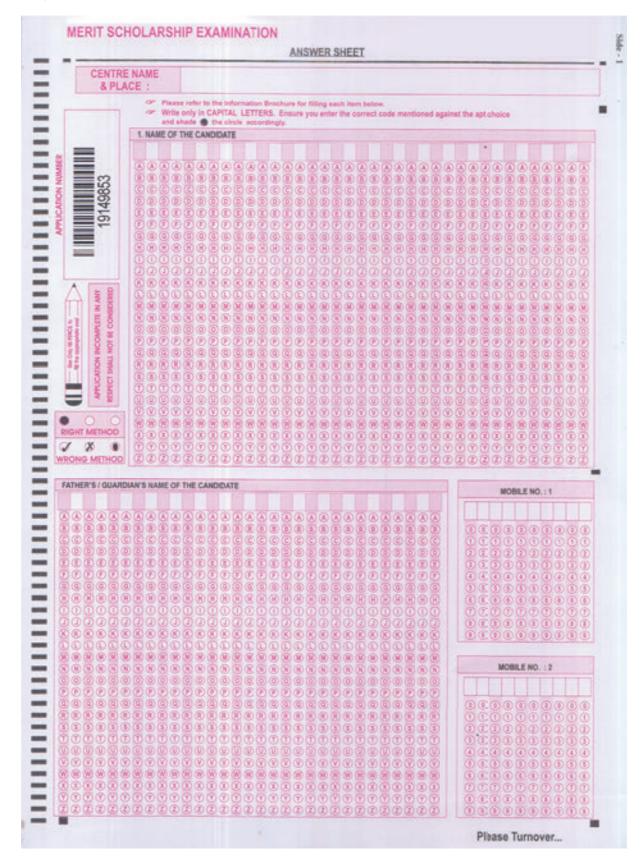
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OUTCOMES

#### Students will be able to

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- Listen to passages, announcements and answer short questions, based on their comprehension.
- Listen to poems and identify missing words, rhyming words and other words associated with sounds or themes.
- Identify and refer the pronunciation of words.

## Speaking

Listening

- Participate in activities like role-play, debates, discussions, etc.
- Describe process, express views on social issues and personal experiences
- ✤ Orate and elocute with clarity and expression.
- Learn to paraphrase poems, make notes, Writing take notes and summarise passages comprehending the theme and topic.
- Write letters, paragraphs, essays and develop hints into stories
- Acquire the ability to interpret non-verbal representations like pie-charts, histograms, bar-diagrams etc.

## Vocabulary

- Understand the meaning of words and learn to pronounce them correctly.
- ✤ Identify synonyms and antonyms.
- Use homophones and same word in different parts of speech and solve cross word puzzles.
- Use idioms in sentences of their own, words with appropriate prefixes and suffixes.

## Grammar

- Identify the different kinds of sentences and use the sentences appropriately in contexts.
- Identify active and passive voice and transform the sentences from one form to another.
- Learn to use tense forms, modal verbs and question tags.
- Differentiate direct and indirect speech, report
- conversations, write dialogues and to frame questions.

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EARNING

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## Acknowledgement

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We express our gratitude to the writers and publishers whose contributions have been included in this book. Copyright permission for use of these materials have been applied for, however information on copyright permission for some of the material could not be found. We would be grateful for information for the same.

## Prose

- **\*** Two Gentlemen of Verona A.J. Cronin
- \* A Nice Cup of Tea George Orwell
- In Celebration of Being Alive Dr. Chriistian Barnard
- The Summit Edmund Hillary
- \* The Status of Tamil as a Classical Language George L. Hart
- **\*** On the Rule of the Road A.G Gardiner

## Poem

- **\*** The Castle Edwin Muir
- Our Casuarina Tree Toru Dutt
- All the World's a Stage William Shakespeare
- Ulysses Alfred Tennyson
- A Father to his Son Carl August Sandburg
- Incident of the French Camp Robert Browning

## Supplementary

- God Sees the Truth but Waits Leo Tolstoy
- Life of Pi Yann Martel
- The Hour of Truth (Play)- Percival Wilde
- The Midnight Visitor Robert Arthur
- All Summer in a Day Ray Bradbury
- Remember Caesar (Play) Gordon David

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