

**Type:** Core  
**Course Code:** ENGL E3025  
**Title:** English Skills for Employment  
**Pre-requisites:** Pass in any ENGL E course unit

**Aim and Objectives:**

The aim of this course is to ensure students are employable in terms of English skills.

**Learning Outcomes;**

By the end of this course, students will be able to

- write their curriculum vitae in a contemporary format
- write cover letters for job applications
- write memos according to the appropriate format
- write emails and letters for official purposes
- apply telephone etiquette for official and social purposes
- conduct meetings
- write minutes of meetings according to a contemporary format
- make small talk in professional contexts

**Content:**

Application procedure  
Cover letters  
Letters  
Memos  
Emails  
Telephone Etiquette  
Meetings and Minutes  
Small talk

**Method of teaching and learning:**

Lectures, discussions, and workshops

**Assessment / Evaluation:**

Assessment and evaluation of this course unit may be either by an end of semester examination and assignments or by one or the other.

**Recommended Reading:**

Hacker, D. (2000). *Rules for Writers: A Brief Hand book*. New York: St Martin's Press.

Sorenson, R., Kennedy, G., & Ramirez, I. (1997). *Business and Management Communication: A Guide Book*, New Jersey. Prentice Hall.

Truss, L. (2003). *Eats, Shoots & Leaves: A Zero Tolerance Approach to Punctuation*. New York: Gotham Books.

Wong, I. F. H. Connor, M. D. & Murfett, U.M. (2006). *Business Communication: Asian Perspectives, Global Focus*. Singapore: Pearson Prentice Hall.