

# MULTANI MAL MODI COLLEGE, PATIALA

## FINISHING SCHOOL PROGRAMME

Sr No.	Name of Program	Mode		Duration
1	<b>Career Opportunities</b>			30 Hrs
	<b>(a) Job Awareness</b>	Seminar/ Interaction	5 Hrs	
	<b>(b) Job Training</b>			
	<b>(i) Mental Ability, Reasoning and Aptitude Guidance and Mock Test</b>	Workshop	12 Hrs	
	<b>(ii) Resume Writing</b>	Workshop	5 Hrs	
	<b>(iii) Mock Interview</b>	Workshop	8 Hrs	
2	<b>Communication Skills</b>			40 Hrs
	<b>(a) Listening</b>			
	<b>(i) Listening to Conversations/ Interview</b>	Workshop	2 Hrs	
	<b>(ii) Homophones</b>		2 Hrs	
	<b>(iii) Silent letters</b>		2 Hrs	
	<b>(iv) Spellings</b>		2 Hrs	
	<b>(b) Speaking</b>			
	<b>(i) Pronunciation - Transcription</b>			
	• Monophthongs - Diphthongs - Consonants	Workshop	12 Hrs	
	• Connected Speech		4 Hrs	
	<b>(ii) Oral Fluency</b>			
	• Common Errors - Words often confused	Seminar	2 Hrs	
	• Situational Role play - Group Discussion	Workshop	2 Hrs	
	<b>(c) Reading</b>			
	<b>(i) Comprehension Passage</b>	Seminar/ Workshop	3 Hrs	
	<b>(ii) Stress - Intonation</b>		5 Hrs	
<b>(d) Writing</b>				
<b>(i) Comprehension passage</b>	Seminar	2 Hrs		
<b>(ii) Paragraph writing - Précis writing</b>		2 Hrs		
3	<b>Personality Development</b>			10 Hrs
	<b>(i) Business Manners</b>	Seminar	2 Hrs	
	<b>(ii) Personality Analysis</b>		1 Hrs	
	<b>(iii) Tips for Personality Development</b>	Workshop		
	<b>(a) Dimension of Personality</b>	Seminar		
	<b>(b) Personality Types- Testing &amp; Scoring</b>		2 Hrs	
		5 Hrs		