

**Syllabus for Written Examination for Recruitment of Vocational
Instructor.**

Trade:- Employability Skills.

Syllabus:-

English Grammar-

- Part of Speech, Sentences, Articles, Prepositions, Tenses (simple present, present continuous, simple past, past continuous, future and perfect tenses), Modal verbs, Clauses, Conditional clause, Subject, Verb agreement, Conjunctions, Active and passive voice, reported speech (Direct & Indirect speech), Error correction, Combining sentences using connectives, Cause and Effect expressions (because, so, due to, on account of etc.), Framing questions (converting statements into questions).

Vocabulary-

- Synonyms and Antonyms, Prefixes, Suffixes & Intensifying prefixes, Phrasal verbs, idioms, Fixed expressions, One word substitution, Collocation, Expansion of compound

Composition-

- Paragraph Writing, Essay Writing, Precis Writing, Letter Writing, Application writing, Notice and Circulars writing, Comprehension Passage, Report Writing,

Personality Development-

- Personal Grooming- meaning, need for grooming, process involving personal grooming.

Communication Skills-

- Definition of Communication Skills
- **Types of Communication Skills-**
 - Verbal Communication Skills, Non-Verbal Communication Skills
 - Interpersonal Communication Skills, Intra-personal Communication Skills
 - Focused Interactions, Unfocused Interactions

Fundamental Components of Communication-

- Reading, Writing, Listening, Speaking

Presentation Skills-

- Meaning of presentation skills-
- Parts of a Presentation- Introduction, Body, Conclusion
- Four important factors of presentation- Purpose, Preparation, Plan, Present.