

VEER NARMAD SOUTH GUJARAT UNIVERSITY
NEP – 2020 GUIDED



SYLLABUS FOR ABILITY ENHANCEMENT COURSE (AEC)

ENGLISH PROFICIENCY AND LIFE SKILLS- IV

FOR B.A/ B.COM. /B.SC./B.SC.COMP.SC. (REGULAR)

SEMESTER IV

FOR THE ACADEMIC YEARS 2024-25 TO 2026-27

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B.A./ B.COM. /B.SC. /B.Sc. Comp. Sc. SEM 4 : TEXT : **English and Soft Skills (Vol. 2) by S P Dhanavel (OB)**

Course Code							
Course Title	ENGLISH PROFICIENCY AND LIFE SKILLS- IV						
Credit	2						
Teaching per Week	2 hours						
Minimum weeks per Semester	15 (including class work, examination, preparation, holidays etc.)						
Effective From	June 2024						
Purpose of Course	To prepare the young graduates for the job market today by boosting their linguistic competency and soft skills .						
Course Objective	CO1: To encourage the all round development of students by focusing on Soft Skills . CO2 : To develop and nurture the Soft Skills of the students through individual and group activities. CO3 : To expose students to write attitudinal and behavioral aspects and build the same through various tasks and activities.						
Course Outcomes	After completing the course the students would have : CO1: understood of what Soft Skills is . CO2: understood the significance of Soft Skills in the working environment. CO3: developed levels in their ability through soft skills.						
Mapping between COs with PSOs		PSO1	PSO2	PSO3	PSO4	PSO5	
	CO1						
	CO2						
	CO3						
Pre-requisite	Acquaintance with basic grammar and language skills						

Course Content	TEXTBOOK: <i>English and Soft Skills</i> by S P Dhanavel (Orient Blackswan) • Ch. 1. Self Esteem Skills • Ch. 3. Customer Relations Skills • Ch. 5. Cross -cultural Communication Skills • Ch. 10. Holistic and Visionary Skills Note 1. Understanding the Story ,Vocabulary and Grammar ,Thinking about Soft Skills, Soft Skills from the Story, Proverbs on the Skills ,Soft Skills at workplace, Real life experiences – these sections from the exercises are to be prepared for the Internal and University Exams. 2. Understanding People , Places and events , Activity ,Self Assessment – these sections may be used for homework/ Assignments for the holistic development of students.
Reference Books	5. <i>Building Soft Skills for Employability</i> by Tran Le Huu Nghia (Routledge) 6. <i>Soft Skills</i> by M. S. Rao (Motivational Press) 7. <i>Personality Development and Soft Skills</i> by Sikha Kapoor (Dreamtech Press) 8. <i>Soft Skills for Success</i> by G.R.K. Murty (Viva)
Teaching Methodology	Class work, Discussion, Self-Study, Assignment, Homework, Activity , Self- Assessment etc.
Evaluation Method	This course has 02 credits during the semester. The internal evaluation will be out of 25 marks, based on Unit Test marks, class and home assignments and attendance marks; while the external evaluation will be out of 25 marks at the university examination

