

VEER NARMAD SOUTH GUJARAT UNIVERSITY

NEP – 2020 GUIDED



SYLLABUS FOR ABILITY ENHANCEMENT COURSE
(AEC)

ENGLISH PROFICIENCY AND LIFE SKILLS- V

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

FOR THE ACADEMIC YEARS 2025-26 TO 2027-28


Dr. G .K.Nanda

B.A./ B.COM. /B.SC. /B.Sc. Comp.Sc. SEM 6 : TEXT : *Aspirations :English for Careers(OB)*

Course Code							
Course Title	ENGLISH PROFICIENCY AND LIFE SKILLS - V						
Credit	2						
Teaching per Week	2 hours						
Minimum weeks per Semester	15 (including class work, examination, preparation, holidays etc.)						
Effective From	June 2025						
Purpose of Course	To prepare the young graduates for the job market today by boosting their linguistic competency and professional skills .						
Course Objectives	To equip the students with the necessary language skills for effective communication and success in the global professional environment, enabling them to navigate international business, access information, and advance their career.						
Course Outcomes	After completing the course the students will be able to : CO1: enhance communication skills. CO2: go for career advancement through job opportunities and higher earning potential. CO3: achieve professional development through professional networking and improved professional image.						
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>Aspirations :English for Careers(OB)</i> Unit 1 Exploring Careers • Creative Writing • Translation • Journalism • English for Academia and other careers • English in the Tourism Industry • English for Science & technology Unit 2 A. Basic preparation for Jobs • Writing job application/Cover letter • Writing Resumes • Group Discussions • Personal Interviews B. English for the Corporate Field • English for sales & customer services • Telephonic sales & customer services • Digital Sales & customer services • Presentation Skills
Reference Books	1. Anderson, Linda. <i>Creative Writing: A Workbook with Readings</i>. Taylor and Francis ,2014 2. Bell, Julia, ed. <i>The Creative Writing Coursebook</i>.Macmillan,2001. 3. Cole, John G. ‘7 Careers for Translation Students’. Keystone Bachelor studies.27 Sep.2019. 4. Basturkmen , Helen .<i>Ideas and Options in English for specific purposes</i>. Routledge ,2005. 5. Hutchinson, T. and A . Francisco. <i>English for Specific Purposes: A Learning -centered Approach</i>. CUP 6. Kaul, Asha. Business Communication. Prentice Hall of India ,2002. 7. Hindle ,T.M. <i>Making Presentations</i>. Dorling Kindersley(DK),2013 8. Skills You Need. Presentation Skills .2021 https://www.skillsyouneed.com/presentation-skill.html

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 Testmarks, class and home assignments and attendance marks; while the external evaluation will be out of 25 marks at the university examination.

Distribution of Marks for the University Examination as per NEP SOP

Q 1. MCQs from Unit 1 only (10/10)	10 Marks
Q 2. A Group Discussion or Interview from Unit 2 A (1/ 2)	05 Marks
B. Resume Writing from Unit 2 A (1/2)	05 Marks
C. Letter / Telephonic Conversation from Unit 2 A	05 Marks

OR

Presentation through Powerpoint slides on a given topic
(at least 5 slides required) from Unit 2 B

Total 25 Marks

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