

VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT

SYLLABUS FOR B.A./ B.COM. /B.SC./B.SC. COMP.SC ./OTHER FACULTIES WHICH MAY OPT FOR THIS COURSE BACHELOR OF ARTS SEMESTER-II

Program Name	B.A./ B.Com. /B.Sc./B.Sc. Comp. Sc ./Other faculties which may opt for this course																																													
Semester	II																																													
NCrF Credit Level	4.5																																													
Course Type	Ability Enhancement Course (AEC)																																													
Course Subtype	Nil																																													
Subject Type	Employability generative																																													
Course Code																																														
Course Level	100																																													
Course Title	AEC: English Proficiency and Life Skills II																																													
Credit	Theory:	02	Practical:	00	Total:	02																																								
Effective From	AcademicYear:2026-27																																													
Course Outcomes	After completing the course, the students would have CO1: Understood the concept of soft skills. CO2: Understood the significance of Soft Skills in the working environment. CO3: Developed their abilities through soft skills.																																													
Mapping between Cos and PSOs	<table><tr><td></td><td colspan="7">AEC: English Proficiency and Life Skills II</td></tr><tr><td></td><td>PSO1</td><td>PSO2</td><td>PSO3</td><td>PSO4</td><td>PSO5</td><td>PSO6</td><td>PSO7</td></tr><tr><td>CO1</td><td></td><td>3</td><td></td><td></td><td></td><td>2</td><td></td></tr><tr><td>CO2</td><td></td><td>3</td><td></td><td></td><td></td><td>2</td><td></td></tr><tr><td>CO3</td><td></td><td>2</td><td></td><td></td><td></td><td>3</td><td></td></tr></table>							AEC: English Proficiency and Life Skills II								PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7	CO1		3				2		CO2		3				2		CO3		2				3	
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CO3		2				3																																								
Course Content	Text: <i>Connecting Cords</i> (OB) Unit-1 A. Leadership Skills B. Cross-cultural Communication Skills																																													

	C. Presentation Skills D. Interview Skills E. Review Writing Unit–2 Correction of Errors <u>Distribution of Marks for the University Examination</u> <table> <tr> <td>Q.1. 10 MCQS from Unit 1 A & B – 5) and Unit 2 (Correction of Errors – 5)</td><td>10 Marks</td></tr> <tr> <td>Q.2.A. Skill based question in about 100 words(1/2) Interpretive/Personal Response/Situation Based (Questions to be asked from Unit 1 A & B, as given in exercise B, C, &D)</td><td>05 Marks</td></tr> <tr> <td>B. Presentation with the help of slides OR (1/2) Transcript of an interview</td><td>05 Marks</td></tr> <tr> <td>C. Review Writing(1/2) (Products/Services)</td><td>05 Marks</td></tr> <tr> <td colspan="2" style="text-align: right;">Total 25 Marks</td></tr> </table>	Q.1. 10 MCQS from Unit 1 A & B – 5) and Unit 2 (Correction of Errors – 5)	10 Marks	Q.2.A. Skill based question in about 100 words(1/2) Interpretive/Personal Response/Situation Based (Questions to be asked from Unit 1 A & B, as given in exercise B, C, &D)	05 Marks	B. Presentation with the help of slides OR (1/2) Transcript of an interview	05 Marks	C. Review Writing(1/2) (Products/Services)	05 Marks	Total 25 Marks	
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C. Review Writing(1/2) (Products/Services)	05 Marks										
Total 25 Marks											
Reference Books	1. <i>Communication Skills</i>: Sanjay Kumar and Pushp Lata (Oxford University Press) 2. <i>Business Communication</i>: Meenakshi Ramanand Prakash Singh (Oxford University Press) 3. <i>Soft Skills</i>: S.P. Dhanavel (Orient Black Swan) 4. <i>Personality Development and Soft Skills</i>: Barun K. Mitra (Oxford University Press) 5. <i>Cross-Cultural Communication: Theory and Practice</i>: D.Ray Heisey (Sage Publications) 6. <i>Presentation Skills for Students</i>: Joanvan Emden and Lucinda Becker (Palgrave Macmillan) 7. <i>The Interview Skills Handbook</i> : Richard Mc Munn (How 2 Become Publications) 8. <i>High School English Grammar and Composition</i>: Wren and Martin (S. Chand & Company Ltd.) 9. <i>English Grammar in Use</i>: Raymond Murphy (Cambridge University Press) 10. <i>Common Errors in English</i>: T.J. Fitikides (Pearson Education)										
Teaching Methodology	Class work, Discussion, Self-Study, Assignment, Homework, Activity, Self-Assessment etc.										
Evaluation Method	Internal Assessment : 25 Marks External Assessment : 25 Marks										