

**VEER NARMAD SOUTH GUJARAT UNIVERSITY**  
**NEP – 2020 GUIDED**

**SYLLABUS FOR ABILITY ENHANCEMENT COURSE (AEC)**


**ENGLISH PROFICIENCY AND LIFE SKILLS- I**

FOR B.A/ B.COM. /B.SC/B.SC Comp Sc. (REGULAR) SEMESTER I  
FOR THE ACADEMIC YEARS 2023-24 TO 2025-26

B.A./ B.COM. /B.SC./B.SC Comp.Sc .SEM 1 : TEXT : *English and Soft Skills* by S P Dhanavel (OB)

Course Code						
Course Title	ENGLISH PROFICIENCY AND LIFE SKILLS - I					
Credit	2					
Teaching per Week	2 hours					
Minimum weeks per Semester	15 (including class work, examination, preparation, holidays etc.)					
Effective From	July 2023					
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	<p><b>TEXTBOOK: <i>English and Soft Skills</i> by S P Dhanavel (Orient Blackswan)</b></p> <ul style="list-style-type: none"> <li>• Ch. 1.Listening Skills</li> <li>• Ch. 2.Teamwork Skills</li> <li>• Ch. 3.Emotional Intelligence Skills</li> <li>• Ch. 6.Problem – Solving Skills</li> </ul> <p><b>Note 1.</b> 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.</p> <p><b>2.</b> Understanding People , Places and events , Activity ,Self Assessment – these sections may be used for homework/ Assignments for the holistic development of students.</p>
Reference Books	<ol style="list-style-type: none"> <li>1. <i>Building Soft Skills for Employability</i> by Tran Le Huu Nghia (Routledge)</li> <li>2. <i>Soft Skills</i> by M. S. Rao (Motivational Press)</li> <li>3. <i>Personality Development and Soft Skills</i> by Sikha Kapoor (Dreamtech Press)</li> <li>4. <i>Soft Skills for Success</i> by G.R.K. Murty (Viva)</li> </ol>
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, Library assignments and Attendance marks; while the external evaluation will be out of 25 marks at the university examination.

  
DR.G.K.NANDA

**Distribution of Marks for the University Examination as per NEP SOP**

Q 1. MCQs from Understanding the Story and from Grammar and Vocabulary-5 to be asked from each section (Student can attempt Any 10/10)	<b>10 Marks</b>
Q 2. A. Short answer type questions (2/4) (To be asked from 'Thinking about Soft Skills 'and 'Soft Skills at the Work Place')	<b>04 Marks</b>
B. Expansion of an idea/ Proverb relating to soft skills-word limit-75 words (1/2)	<b>04 Marks</b>
C. Case Study or Real Life Experience-word limit 150 words (1/2)	<b>07 Marks</b>
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<b>Total 25 Marks</b>	

  
Dr. G.K. NANDA

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**SYLLABUS FOR ABILITY ENHANCEMENT COURSE (AEC)**

**ENGLISH PROFICIENCY AND LIFE SKILLS- II**


**B.A./B.Com ./B.Sc. /B.Sc. Comp. Sc. REGULAR SEMESTER 2**

**FOR THE ACADEMIC YEARS 2023-24 TO 2025-26**

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

Course Code						
Course Title	ENGLISH PROFICIENCY AND LIFE SKILLS- II					
Credit	2					
Teaching per Week	2 hours					
Minimum weeks per Semester	15 (including class work, examination, preparation, holidays etc.)					
Effective From	July 2023					
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	<p><b>TEXTBOOK: <i>English and Soft Skills</i> by S P Dhanavel (Orient Blackswan)</b></p> <ul style="list-style-type: none"> <li>• Ch. 4. Assertive Skills</li> <li>• Ch. 5. Learning Skills</li> <li>• Ch. 8. Adaptability Skills</li> <li>• Ch. 9. Non – Verbal Communication Skills</li> </ul> <p><b>Note 1.</b> 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.</p> <p><b>2.</b> Understanding People , Places and events , Activity ,Self Assessment – these sections may be used for homework/ Assignments for the holistic development of students.</p>
Reference Books	<p>5. <i>Building Soft Skills for Employability</i> by Tran Le Huu Nghia (Routledge)</p> <p>6. <i>Soft Skills</i> by M. S. Rao (Motivational Press)</p> <p>7. <i>Personality Development and Soft Skills</i> by Sikha Kapoor (Dreamtech Press)</p> <p>8. <i>Soft Skills for Success</i> by G.R.K. Murty (Viva)</p>
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Dr. G.K. NANDA

### **Distribution of Marks for the University Examination as per NEP SOP**

Q 1. MCQs from Understanding the Story and from Grammar and Vocabulary-5      **10 Marks**  
to be asked from each section (Student can attempt Any 10/10)


Q 2. A. Short answer type questions (2/4)      **04 Marks**  
(To be asked from 'Thinking about Soft Skills 'and 'Soft Skills at the Work Place')

B. Expansion of an idea/ Proverb relating to soft skills-word limit-75 words (1/2)      **04 Marks**

C. Case Study or Real Life Experience-word limit 150 words (1/2)      **07 Marks**

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**Total 25 Marks**

  
Dr. G.K. NANDA