

**Rajarshi Shahu Mahavidyalaya (Autonomous), Latur**

**Syllabus**

**(2018-19)**

**Soft Skills and Communication Skills -I &II**

**(Compulsory Course)**

**B. Voc. Second Year**

**(Semester Pattern)**

**(MCQ + Theory)**

**w.e.f. 2018-19**

## Semester Pattern

### Curriculum of Soft Skills and Communication Skills -I & II

| Class                | Semester | Course Code | Course Title                             | Lectures | Marks | Credits |
|----------------------|----------|-------------|--|----------|-------|---------|
| U G<br>First<br>Year | I        | U-SCS-426   | Soft Skills and Communication Skills -I  | 60       | 100   | 04      |
|                      | II       | U-SCS-524   | Soft Skills and Communication Skills -II | 60       | 100   | 04      |

### Rajarshi Shahu Mahavidyalaya, Latur

(Autonomous)

U G-B.VOC Second Year (Semester-III)

Course Title: Soft Skills and Communication Skills -I

Course Code- U-SCS-426

---

Marks: 100

Total Lectures: 60

Lectures: 50

Credits: 04

Practical: 10

#### Learning Objectives:

1. To enhance learners communication skills by giving adequate exposure in speaking and Writing skills and the related sub-skills.
2. To create learners' confidence in oral and interpersonal communication by reinforcing the basics of pronunciation.
3. To help learners to recognize and make use of sentence structures in English

#### Course Outcomes:

- i) By giving adequate exposure in speaking and writing skills and the related sub-skills the students enhanced the communication skills.
- ii) The learners increased their confidence in written and interpersonal communication.
- iii) The learners recognized and used the sentence structures in English in written communication.

#### UNIT-1: Speaking and Listening Skills (Activity Based)

- 1) Introduction (self, friends, guest and colleagues)
- 2) Making Request

- 3) Oral Presentation
- 4) Interviews practice

Listening- Interview, Radio Talk and Story

To be assessed through MCQ, short /long answer questions.

### **UNIT-2: Effective Writing Skill**

- 1) Workplace Instructions and guidelines (10 samples collection)
- 2) Notice, Agenda and Minutes (10 samples collection)
- 3) Business letter, Memo, Resume and Curriculum Vitae (10 samples)
- 4) Conducting Meeting

To be assessed through MCQ, short /long answer questions.

### **UNIT-3: Introduction to Soft Skills**

- 1) Definition of Soft skills
- 2) Need of soft skills
- 3) Nature and scope of soft skills
- 4) Acquiring and Advantages of soft skills.

To be assessed through MCQ, short /long answer questions.

### **UNIT-4: Soft Skills**

- 1) Critical, Creative and Positive thinking
- 2) Self-Management
- 3) Problem-solving Skills
- 4) Effective teamwork Skills

To be assessed through MCQ, short /long answer questions.

- Reference Books:**
1. English for Business Communication by Simon Sweeney.
  2. Effective Communications Skills by KulBhushan Kumar
  3. Communications Skills by Sanjay Kumar
  4. Soft Skills by Dr.AjayTengse.

**Question Paper pattern**  
**U G-B.VOC second Year (Semester-III)**  
**Course Title: Soft Skills and Communication Skills -I**  
**Course Code- U-SCS-426**

**Time: 3Hrs**

**Max Marks: 60**

---

**Note:**

- i. Attempt all Questions.**
- ii. All questions carry equal marks.**
- iii. Draw neat diagrams and sketches wherever necessary.**

Q. 1. Short Answer questions (Attempt Any Six out of Eight) 30 marks

Q.2. Long answer type questions (With internal choice) 10 marks

Q.3. Long answer type questions (With internal choice) 10 marks

Q.4. Long answer type questions (With internal choice) 10 marks

**Rajarshi Shahu Mahavidyalaya, Latur**  
(Autonomous)  
B.VOC Second Year (Semester-IV)

---

Course Title: **Soft Skills and Communication Skills –II**  
Course Code: **U-SCS-524**

**Marks :100**  
**Total Lectures: 60**

**Lectures: 50**

**Credits: 04**  
**Practical: 10**

---

**Learning Objective:** - This course helps students to select their professional career as per their inborn qualities and potential, and also this course develops many soft skills in students which are essential in all types of career.

---

**Course Outcomes:**

- i) By giving adequate exposure in soft skills and the related sub-skills the students enhanced the entrepreneur skills.
  - ii) The learners increased their confidence in written and interpersonal communication.
  - iii) The learners recognized and used the sentence structures in English in written communication.
  - iv) The learners understand and use good qualities in their life.
- 
- 

**Unit I:-**1. Skill of selection career 2. Finding out inborn qualities and interest. 3. Interest-attraction or love 4. Entrepreneurship: definition, definition of entrepreneur, qualities of entrepreneur, scope and limitations of entrepreneurship 5. Business: - definition of business, definition of businessman, qualities of businessman, scope and limitations of businessman. 6. Service: definition of service, service sectors in India and Abroad, scope and limitation of service

**Unit II Spoken English:** a) Vocabulary building \*Listening, \*Reading, \*Writing, \*Speaking  
b) Basic pattern of Sentence \*Present tense, \*Past tense, \*Future tense c) Art of asking questions \* Question starting with helping verb.

**Unit III: - Leadership and Team Management:** a) Definition of leader b) Qualities of leader c) Duties of leader d) Definition of team e) Importance of team f) Formation of team g) Management of team.

**Unit VI: -Personality Development:** a) Definition of personality b) External factors affecting personality c) Internal factors affecting personality d) Meditation e) Use of meditation as a tool to achieve health and wealth

**Reference Books:** -1. Seven habits of highly effective peoples – Stephen Covey 2. You can heal your life – Dr. Lueis Hey 3. How to win and influence people – Dell Karnogi 4. Granthawali- Swami Vivekananda 5. Rich Dad Poor Dad – Robert Kiwasoki 6. Marketing Management – Philip Kotler 7. You can win – Shiv khera 8. Body language – Dr. UjwalPatani

9. How I raised my self from failure to success – Frank Betgar 10. Agnipankh – Dr. A.P.J. Abdul Kalam. 11. Soft Skills- Ajay R.Tengse.

## **Question Paper pattern**

**B.VOC Second Year (Semester-IV)**

---

Course Title: **Soft Skills and Communication Skills –II**

Course Code: **U-SCS-524**

**Time: 3Hrs**

**Max Marks: 60**

---

**Note:**

- i. Attempt all Questions.**
- ii. All questions carry equal marks.**
- iii. Draw neat diagrams and sketches wherever necessary.**

- Q. 1. Short Answer questions (Attempt Any Five out of Seven) 20marks
- Q.2. Long answer type questions (With internal choice) 12 marks
- Q.3. Long answer type questions (With internal choice) 12 marks
- Q.4. Long answer type questions (Compulsory question) 16 marks