

**SARDAR PATEL UNIVERSITY**  
**Programme: BCOM**  
**Semester: VI**  
**Syllabus with effect from: DECEMBER 2013**

<b>Course Code:</b> UB06SCOM05	<b>Total Credits: 3</b>
<b>Course Title:</b> Soft Skills – II	

Unit	Description in detail	Weightage (%)
<b>1</b>	<b>Developing the reading habit</b> The importance of reading How to read faster and better The importance of a good vocabulary and how to gain it Using the dictionary Practicing comprehension How to identify the core ideas of reading material The pleasure of reading Preparing a blueprint to develop the reading habit	<b>25 %</b>
<b>2</b>	<b>Writing speech and presentation skills</b> Importance of writing effectively The importance of public communication The power of language Methods of better written and spoken skills: Selecting a topic; Knowing your audience; Writing an outline; Researching; Organizing; Writing and revising drafts; Making quick notes; Using audio-visual aids; Rehearsal and delivery Making a good presentation	<b>25 %</b>
<b>3</b>	<b>The art of note-taking and better memorization</b> The importance of making notes Effective note taking The Outline technique of making notes Preparing a blueprint for better note taking How to memorize better and why? What helps your memory What are the barriers for a better memorization	<b>25 %</b>
<b>4</b>	<b>Career Planning</b> Understanding the difference between jobs and careers Anticipating and planning for a career Importance of being flexible How to reach a decision Understanding the importance of mentors and networking Conducting a job search; job search tactics and strategies Writing your resume and covering letter	<b>25 %</b>

**Basic Text & Reference Books:**

- Shalini Verma, Enhancing Employability @ Soft Skills, Pearson, India.
- Dr. K. Alex, Soft Skills, S.Chand & Sons, India.
- Asha Kaul, Business Communication, Prentice Hall of India Private Limited, New Delhi, 2002.

