

Sardar Patel University
Programme : B.Com.
Semester : VI
Syllabus with effective from: Nov./Dec. - 2020

Course Code : UB06SCOM23	Total Credits : 3
Course Title : Soft Skills – II	

Unit	Description in detail	Weightage (%)
1	Developing the reading habit 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	25%
2	Writing speech and presentation skills 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 and outline; Researching; Organizing; Writing and revising drafts; Making quick notes; Using audio-visual aids; Rehearsal and delivery Making a good presentation	25%
3	The art of note-taking and better memorization 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	25%
4	Career Planning 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	25%

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.