

SARDAR PATEL UNIVERSITY
Vallabh Vidyanagar, Gujarat
(Reaccredited with 'A' Grade by NAAC (CGPA 3.11))
Programme: B.COM Semester: VI
Syllabus with effect from the Academic Year:

B.COM. SEMESTER-VI		
Paper Code	Title of the Paper	Total Credit
UB06SCOM73	Soft Skills– II	3

Course Objectives	To impart knowledge in the area of Soft Skill
--------------------------	---

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%

