



C.U.SHAH UNIVERSITY

**VBt's Institute of Commerce,
Wadhwan city
W.e.f.- June 2018**

FACULTY OF: - COMMERCE

DEPARTMENT OF: - Bachelor of Commerce (B.Com)

SEMESTER: - VI

CODE: - 4CO06ENG1

NAME: – English II

Teaching & Evaluation Scheme:

Sr. No	Subject Code	Name of the Subject	Teaching Hours / Week				Credits	Evaluation Scheme							
			Th	Tu	Pr	Total		Theory				Practical			Total Marks
								Sessional Exam		University Exam		Internal		Uni vers ity	
								Marks	Hr/s	Marks	Hr/s	Pr / Viva	TW	Pr	
1	4CO06ENG1	English II	3	--	--	3	3	30	1 ¹ / ₂	70	3	--	--	--	100

Objective :-

- To define before the students professional behavior and suggest standards for appearance, actions, and attitude in a business environment.
- To explain them different communication styles and how to adjust to each.
- Prepare Participants to handle a variety of social and business situation: networking Events, business meetings and more.
- Review the essentials of online and offline business networking.
- Develop an action plan to improve personal professionalism.

Perquisites:-

- I. Students should have basic knowledge of English Language and grammar.
- II. Students should have ability to speak and write correct sentences in their day to day language.
- III. Student should be familiar with correct usage of language.

Course Outline

Units	Contents	No. of Hours
	Section A : Reading and Writing Skills	
1	Positive Attitude <ul style="list-style-type: none"> • Introduction • Importance of positive attitude • Ways to develop positive attitude • External and Internal factors in bulging positive attitude 	04
2	Self Esteem <ul style="list-style-type: none"> • Definition • Theory of Maslow • Advantages of High Self Esteem • Causes of Low Self Esteem • How to Improve Self Esteem 	05
3	Leadership <ul style="list-style-type: none"> • Who is Leader? • Characteristics of Leader • Types of Leader • Importance of Leadership in Professional life • Case study of established leaders. 	06
4	Soft Skills <ul style="list-style-type: none"> • Introduction to soft skills • Importance of soft skills • Intelligence quotient, Emotional quotient, Spiritual quotient <p style="text-align: center;"><u>Classification of soft skills :-</u></p> <p>Thanking Skills: Self Awareness, Problem-Solving, Decision Making, Critical Thinking, Creative Thinking</p> <p>Social Skills: Interpersonal Relationships, Effective Communication, Empathy</p> <p>Emotional Skills: Managing Feelings/emotions, Stress Managemen</p>	08
5	Goal Setting <ul style="list-style-type: none"> • Introduction • Importance • 5 D's of Goal Setting: Direction, Dedication, Determination, Discipline, • Deadline • Steps of Goal • Action Plan 	06
6	Notice, Agendas of Meeting, Minutes of Meeting <ul style="list-style-type: none"> • Preparing notice • Preparing a list of agendas for meeting • Drafting minutes of conducting meeting 	04
	Section : B Literature	
	<ul style="list-style-type: none"> • La Belle Dame Sans Merci – John Keats 	12

	<ul style="list-style-type: none"> • Byzantium – W. B. Yeats 	
	Total Hours	45

Learning Outcomes:-

Theoretical Outcome: - Students can learn Theoretical aspect of English.

Teaching and Learning methodology: - The following pedagogical tools will be Used to teach this course:

(A) Lectures

(B) Assignments / Class participation / Quiz etc.

Suggested Readings and Reference Books:

1. Personality Development and Soft Skills Mitra Barun OUP
2. Managing Soft Skills for Personality Development B.N. Ghosh Tata Mc Grawhill
3. You can Win Shiv Khera
4. The Monk Who sold His Ferrari Robin Sharma Harper Collins
5. Effective Personal Communication Skills for Public Relations Green Andy Kogan age Limited