



# C. U. SHAH UNIVERSITY

## FACULTY OF SCIENCES DEPARTMENT OF ENGLISH

### COURSE: B.Sc. SEMESTER-VI (All Sciences)

SUBJECT NAME: Professional Etiquettes-II

SUBJECT CODE: 4SC06PET1

#### Teaching & Evaluation Scheme:

Teaching hours/week				Credit	Evaluation Scheme/semester								
Th	Tu	Pr	Total		Theory				Practical				Total Marks
					Sessional Exam		University Exam		Internal		University		
					Marks	Hrs	Marks	Hrs	Pr	TW			
2	0	2	4	3	30	1.5	70	3	--	--	--	100	
* 2 hours practical is considered as one credit					* theory is for teaching purpose and practical is for drill work								

#### Objectives:

- 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 situations: networking events, business meetings, business meals, and more.
- Review the essentials of online and offline business networking.
- Develop an action plan to improve personal professionalism.

#### Prerequisites:

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

#### Course outline:

Unit No.	Content In Details Including Its Sub Topics	Minimum Number of Hours		
		Theory	Practical	Total
<b>Section: A: Career Advancement Program 2</b>				
01	<b>Positive Attitude</b> Introduction Importance of positive attitude Ways to develop positive attitude External and internal factors in bulging positive attitude	03	02	05
02	<b>Self Esteem</b> Definition Theory of Maslow Advantages of High Self Esteem Causes of Low Self Esteem How to Improve Self Esteem	03	03	06



## C. U. SHAH UNIVERSITY

03	<b>Leadership</b> Who is Leader? Characteristics of Leader Types of Leader Importance of Leadership in Professional life Case study of established leaders.	04	04	08
04	<b>Soft Skills</b> Introduction to soft skills Importance of soft skills Intelligence quotient, Emotional quotient, Spiritual quotient Classification of soft skills: <b>Thinking Skills:</b> Self Awareness, Problem-Solving, Decision Making, Critical Thinking, Creative Thinking <b>Social Skills:</b> Interpersonal Relationships, Effective Communication, Empathy <b>Emotional Skills:</b> Managing Feelings/emotions, Stress Management	05	05	10
05	<b>Goal Setting</b> Introduction Importance 5 D's of Goal Setting: Direction, Dedication, Determination, Discipline, Deadline Steps of Goal Action Plan	04	04	08
06	<b>Notice, Agendas of Meeting, Minutes of Meeting</b> Preparing notice Preparing a list of agendas for meeting Drafting minutes of conducted meeting	03	02	05
07	<b>Section-B: Literature</b> <i>La Belle Dame Sans Merci</i> – John Keats <i>Byzantium</i> – W. B. Yeats	08	10	18

### Resources:

1. *Personality Development and Soft Skills*, Mitra Barun, Oxford University Press.
2. *Managing Soft Skills for Personality Development*, B.N. Ghosh, Tata McGraw-Hill.
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.
6. *William Butler Yeats: The Byzantium Poems, The Merrill literary casebook series*, Ed. Richard J. Finneran, Merrill Publishing Company, Chicago.
7. *JOHN KEATS: Selected Poems*, Edited and with an Introduction and Notes, John Barnard, Penguin Books New Delhi.
8. *Selected College Poems*, Ambika Sengupta, Orient Longman Private Limited, New Delhi.