



C. U. SHAH UNIVERSITY

FACULTY OF SCIENCES DEPARTMENT OF ENGLISH

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

SUBJECT NAME: Professional Etiquettes-II

SUBJECT CODE: 4SC06PET2

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
Section: A: Career Advancement Program 2				
01	Positive Attitude Introduction Importance of positive attitude Ways to develop positive attitude External and internal factors in bulging positive attitude	03	02	05
02	Self Esteem Definition Theory of Maslow Advantages of High Self Esteem Causes of Low Self Esteem How to Improve Self Esteem	03	03	06



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