

SOFT SKILL DEVELOPMENT

There is a tiny difference of soft skill and hard skill in practice; however, both are interdependent with each other. Hard skill in its term applicable to what to do, on the other hand soft skills tell us how to apply our hard skills in a social environment. Under multifaceted progressive aim of the institution, it has started **Communicative English Course (Certificate Course)** for the students to make them competent in the job market. This course is framed with the recent trend in job market.

Course Name: Certificate Course in Communicative English



Course Co-ordinator : Dr. Bidhan Chandra Samanta, M.Sc, Ph.D

Course Instructor: Bhabani Malakar

Course Instructor: Sudip Giri

Syllabus

Syllabus of Business Management (For Career Oriented Programme)

1. E-Commerce 100 Marks
 - a) Taxation 25 Marks
 - Income Tax
 - Computation of Taxable Income and Income Tax for different Assessees.
 - Income Tax Planning for salaried employees.
 - Filling of Income Tax Return Forms – ITR 1, ITR 2, ITR 4, ITR 4S Sales Tax
 - Filing of Sales Tax forms – Form 1, Form 14, Form 15. P.Tax
 - Filing of P.Tax Return Forms.
 - b) Accounting 25Marks
 - Tally 9.2 Recording of Accounting transactions in Financial Accounting Software
 - Cash Transactions, Sales, Purchase etc.
 - Final Account Preparation
 - Interpretation of Accounting Data.
2. Management Principles 25 Marks
 - Nature of Management – Definition and characteristics of Management, Management Vs Administration, Scope of Management, Management, Management as a profession, Prinoples of Management, Universality of Manageemnt, Functions of Management, Leves of Management
 - Motivation – Contents and Theories of Motivation, Morale and Productivity.
 - Functions of Leaders and Leadership styles.
3. Building Communication Skills and Personality Development 25 Marks
 - Group discussion, Practice to Face Assessing Officers of Income Tax, Sales Tax etc. Practice of face Interview. Drafting – Notice, Circulars, Minute Resolution, Report, Letter writing – Letter of offer, Quotations, Order confirmation, execution, refusal and cancellation of order, status enquiry, recommendation and credit collection, claims.

COMMUNICATIVE ENGLISH

The syllabus of communicative English for the career oriental programme of Mugberia Gangadhar Mahavidyalaya, Purba Medinipur of Vidyasagar University.

The syllabi is designed to meet the requirements and interests of learners who want to perform effectively in both personal and professional life through a practical, learner centrad activity oriented, skill – based and functional approach to English in the oral as well as the written model.

Syllabus :-

The syllabus is subject to change from time to time and flexible according to requirements.

Section–A : Orientation

1. Notions of communication
2. Functions of communication
3. Types of communication
4. Channels of communication
5. Basic skills of communication – integration of communicated skills
6. Context, mood and purpose of communication
7. Hierarchy of communication needs
8. Principles of effective communication
9. Barriers to communication
10. Steps in developing effective communication

Section–B : Essentials of practical English phonetics

(Specially designed for perfect pronunciation)

[Only practical aspects of the core concepts of English phonetics, no theoretical discussion – both receptive and productive practice with the aid of cassettes / CDs]

1. Consonants.
2. Vowels – monophthongs, diphthongs and triphthong
3. Syllable
4. Word-stress

5. Sentence - stress
6. Intonation
7. Strong and weak forms
8. Features of connected speech – Assimilation and Elision
9. Problematic areas of Indian speakers of English and their remedial measures.

Section-C :: Conversational skills

This section is aimed at developing the () conversational skills by exposing them to a variety of ‘functions’ most common to professional contexts. It focuses on the use of formulaic expressions and structures / set patterns needed for performing various functions. The functions relate to several sets of categories like socializing, presenting, negotiating, persuading, telephoning, imparting and seeking factual information, expressing and finding out emotional reactions, moral attitudes, intellectual attitudes, etc. These functions will, in turn, be related to more challenging communicative situations / context.

Section-D : Professional communication skills (oral)

(Focus on preparation and structure, use of language techniques)

1. Presentation skills in public speaking
2. Conference techniques
3. Interview skills
4. Group discussion

Section-E : Reading skills

1. Practice in efficient reading skills
2. Special Reading situations – scanning and skimming, critical reading, Drawing inferences, Reading technical report

Section-F : Writing Skills

(Focus on format and structure, coherence)

1. Paragraph writing
2. Descriptions
3. Summarizing & Abstracting
4. Note – making
5. Report writing

6. Correspondence Techniques
7. Messages through Fax & E-mail.
8. Filling up forms
9. Curriculum vitae
10. Notices, Agenda, minutes
11. Circulars
12. Advertisements.

Section-G : Use of English Grammar

1. Sentence – different types, Nuclear & Extra – Nuclear components, Structural patterns.
2. Major word classes – Form classes & Function classes
3. Parts of speech — acute classification
4. Verbs — classification
5. Tense
6. Question – tag
7. Infinitive & Gerund (with detailed classification)
8. Passive structure (with proper conception of ‘object’ ‘complement and adjunct’)
9. Concord
10. Conditionals
11. Discourse organizers
12. Foreign Expressions in common use

Evaluation Procedure :

- On going assessment
- Mid-term assessment
- speaking
- listening
- Reading and writing

N.B. – The syllabi is designed for the career oriented programme, meant for the students of the under graduate section, Vidyasagar University with an aim to use English for effective communication.