



Total Marks: 50
Total Credit: 3
Total Lectures: 25

B.A. Semester-IV
Paper-V
VOCATIONAL/SDC- Soft Skills

Unit-I: Development of Proficiency in English

10 Lectures

- a) Oral/Spoken Communication
- b) Development of Etiquette and Manners
- c) Non Verbal Communication
- d) Objectiveness in Argument

Unit-II: Written Communication Skills

05 Lectures

- a) Correction of errors
- b) Making of sentences
- c) Paragraph writing
- d) Formal and Informal Letter writing

Unit-III-Presentation Skills

05 Lectures

- a) Presentation: Preparation and Introduction
- b) Delivery of Presentation
- c) Conclusion, feedback and communication with audience

Unit-IV-Self Management and Interpersonal Skill Development

05 Lectures

- a) Self Evaluation
- b) Positive Relationship
- c) Handling Situation
- d) Stress Management.

143/ 71