

## Syllabus for Skill development course

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|---|---|
| <b>Title of course- Personality Development &amp; Communication Skills</b>  |   |
| Nodal Department of HEI to run course   | Department Of English (All UG)                            |
| Broad Area/Sector-  | Basic Skills in English                                   |
| Sub Sector-   | Language Skills   |
| Nature of course - Independent / Progressive  | Independent   |
| Name of suggestive Sector Skill Council   |   |
| Aliened NSQF level  |   |
| Expected fees of the course –Free/Paid  | As Mutually Decided by College & PCE (Aptech)             |
| Stipend to student expected from industry   |   |
| Number of Seats-.....   | As suggested by college                                   |
| Course Code-.....   | Credits- 03 (1 Theory, 2 Practical)                       |
| Max Marks..... Minimum Marks.....   |   |
| Name of proposed skill Partner (Please specify, Name of industry, company, etc. for Practical /training/ internship/OJT   | Aptech Learning Center (Authorized Meerut Center as PCE)  |
| Job prospects-Expected Fields of Occupation where student will be able to get job after completing this course in (Please specify name/type of industry, company, etc.) | It leads to various academic and employment opportunities |

### Syllabus

| Unit       | Topics   | General/ Skill component   | Theory/ Practical/ OJT/ Internship/ Training | No of theory hours (Total-15 Hours=1 credit) | No of skill Hours (Total-60 Hours=2 credits) |
|------------|--|--|--|--|--|
| <b>I</b>   | Thinking Skills for Academic Purpose                                 | Developing Critical, Analytical and Imperative Thinking Skills, Enhancing Vocabulary, Grammar          | <b>Theory/ Practical</b>                     | 2  | 5  |
| <b>II</b>  | Reading for Academic Purpose   | Reading comprehension – Types of Texts – Persuasive, Argumentative, Narrative, Descriptive, Expository | <b>Theory / Practical</b>                    | 2  | 10   |
| <b>III</b> | Writing Skills (Content for Website / Literature / Business) Purpose | Basics of Writing, Types of Writing, Note Taking, Translation, CV, Resume                              | <b>Theory / Practical</b>                    | 3  | 15   |
| <b>IV</b>  | Speaking, Presentation Skills & Group Discussion                     | Importance of Communication Skills, Types of Conversations - Telephonic, Informal, Formal              | <b>Theory / Practical</b>                    | 4  | 15   |
| <b>V</b>   | Listening for Academic Purpose                                       | Comprehending Audio, Videos, Captioning  | <b>Theory/ Practical</b>                     | 4  | 15   |

Suggested Readings:

1. A Reading for Academic Purpose by Robyn Brinks & Kelly Sipped.
2. Academic Writing by Aptech Onlinevarsity
3. Pronunciation by Jonathan Smith & Annette Margobs.
4. English Grammar by Aptech Learning Center.
5. Oxford Online LSRW
6. Basic Knowledge of Computer by John Monyjok.
7. Objectives of Reading, Writing & Listening Skills by Aptech Academy.

Suggested Digital platforms/ web links for reading:

1. <https://www.smashmagazine.com>
2. <https://files.eric.ed.gov>
3. <https://site.nationalacademies.org>
4. [www.aptechmeerut.com](http://www.aptechmeerut.com)      [www.aptechlearning.com](http://www.aptechlearning.com)      [www.aptechaviationacademy.com](http://www.aptechaviationacademy.com)

Suggested OJT/ Internship/ Training/ Skill partner- Aptech Learning Center, Meerut

Suggested Continuous Evaluation Methods: **Total Marks: 25, House Examination/Test: 10 Marks**

**Written Assignment/Presentation/Project / Term Papers/Seminar: 10 Marks**

**Class performance/Participation: 5 Marks**

Course Pre-requisites:

- No pre-requisite required

Suggested equivalent online courses: Aptech Learning Center, Meerut

Any remarks/ suggestions:

Notes:

- Number of units in Theory/Practical may vary as per need
- Total credits/semester-3 (it can be more credits, but students will get only 3credit/ semester or 6credits/year
- Credits for Theory =01 (Teaching Hours = 15)
- Credits for Internship/OJT/Training/Practical = 02 (Training Hours = 60)