

UNIVERSITY OF GOUR BANGA



SYLLABUS for 3-Year Degree / 4-Year Honours in

ENGLISH
(Semester III MDC)

Under

Curriculum and Credit Framework for Undergraduate

Programmes (CCFUP) as per NEP, 2020

with effect from 2024-25

MULTIDISCIPLINARY COURSE

MDC-3: Soft Skills

[4 Credits, Full Marks: 50 (Theory: 40 + IA: 10), LH: 60 hrs]

Module 1:

Conceptual Overview

Difference between Hard Skills and Soft Skills; Emotional Intelligence; IQ and EQ; Adaptability; Time Management; Goal Setting; Disruptive Technologies and Soft Skills; Negotiation Skills

Module-2:

Soft Skills in Career Prospects

Exploring the Role of Soft Skills in Career Success; Implications and Benefits of Incorporating Soft Skills; Coordinating Conceptual and Practical Aspects of Soft Skill Development; Human Values and Work Ethics as Integral Soft Skills

Module-3:

Applying Soft Skills

SWOT for personal development; Leadership; Managing Social Media Image; Team Building; Dealing with Conflicts

Instructions:

Students shall answer 5 multiple choice questions out of 12. The 12 MCQ-s shall be set by taking 4 from each of the three modules (2x5=10)

For Module1: Students shall answer 2 short-type questions, out of 4, in about 150 words each, carrying 5 marks each(5x2=10).

For Module2: Students shall answer 2 short- type questions, out of 4, in about 150 words each, carrying 5marks each (5x2=10).

For Module3: Students shall analyse and record their response to given situations (2 out of 4),carrying 5 marks each (5x2=10).

Recommended Reading:

1. *English and Soft Skills* by S.P. Dhanavel. Orient BlackSwan 2013
2. *The Ace of Soft Skills: Attitude, Communication and Etiquette for Success* by Gopaldaswamy Ramesh,Pearson, 2013
3. *Personality Development and Soft Skills* by BarunMitra, 2nd ed, Oxford University Press, 2016
4. *Communication Skills* by Sanjay Kumar and PushpLata, Oxford University Press, 2015
5. *Leadership + Teamwork = Success* by Aarti Gaurav, Buzzingstock Publishing House, 2014
6. *Early Poems of Ralph Waldo Emerson*. New York, Boston, Thomas Y. Crowell & Company: 1899.
7. *Malgudi Days* by R.K. Narayan, Penguin Classics, 2006.
8. *Adventures of Tom Sawyer* by Mark Twain, OUP, 2007

