

FACULTY OF LANGUAGES

SYLLABUS of Soft Skills and Communication for

**B. Voc. (Nutrition, Exercise and Health) (Semester III-VI)
(Under Credit Based Continuous Evaluation Grading System)**

(12+3 System of Education)

Session: 2021-22



**The Heritage Institution
KANYA MAHA VIDYALAYA
JALANDHAR
(Autonomous)**

FACULTY OF LANGUAGES

SYLLABUS

of

Soft Skills and Communication

for

B. Voc. (Nutrition, Exercise and Health) (Semester III)

(Under Credit Based Continuous Evaluation Grading System)

(12+3 System of Education)

Session: 2021-22



**The Heritage Institution
KANYA MAHA VIDYALAYA
JALANDHAR
(Autonomous)**

**SCHEME OF STUDY AND EXAMINATION OF THREE YEAR DEGREE PROGRAMME
BACHELOR OF VOCATION (NUTRITION, EXERCISE AND HEALTH)**

Session: 2021-22

Soft Skills and Communication

Semester III

Course Name	Programme Name	Course Code	Course Type	Hours/week	Credits L-T-P	Marks			Examination time (in Hours)	
						Total	Ext.			CA
							L	P		
Soft Skills and Communication	B.Voc. (Nutrition, Exercise and Health)	BVNL- 3102	C	4	4-0-0	50	40	-	10	3 (Theory)

C - Compulsory

BACHELOR OF VOCATION (NUTRITION, EXERCISE AND HEALTH)

(Semester III)

Session: 2021-22

**SOFT SKILLS AND COMMUNICATION
(THEORY)**

COURSE CODE: BVNL-3102

COURSE OUTCOMES

At the end of this course, students will be able to:

CO1: improve their communication skills

CO2: learn techniques to organise ideas for paragraph writing

CO3: get better insight into the usage of Standard English, grammar and effective sentence skills

CO4: enrich their vocabulary, and usage of new words

CO5: develop the ability to write notices and memos

BACHELOR OF VOCATION (NUTRITION, EXERCISE AND HEALTH)

(Semester III)

Session: 2021-22

**SOFT SKILLS AND COMMUNICATION
(THEORY)**

COURSE CODE: BVNL-3102

Course Code: BVNL-3102

Time: 3 Hours

6 Lectures/per week

Max. Marks: 50

Theory: 40

Continuous Assessment: 10

Instructions for the paper setter and distribution of marks:

The question paper will consist of four sections. The candidate will have to attempt five questions in all selecting one from each section and the fifth question from any of the four sections. Each question will carry 8 marks.

Section-A: Two questions will be set from Unit I.

Section-B: Two questions will be set from Unit II

Section-C: Two questions will be given from Unit III.

Section-D: Two questions will be set from Unit IV.

(8 x 5 = 40)

BACHELOR OF VOCATION (NUTRITION, EXERCISE AND HEALTH)

(Semester III)

Session: 2021-22

**SOFT SKILLS AND COMMUNICATION
(THEORY)**

COURSE CODE: BVNL-3102

Unit I

1. Basic reading skills
2. Reading comprehension

Unit II

3. Basic sentence formation
4. Vocabulary building

Unit III

5. Basic writing skills
6. Basic composition:
 - a) Paragraph writing
 - b) Letter writing
 - (i) Formal
 - (ii) Informal
 - c) Notice/ Memo

Unit IV

7. Goal setting, team building, team work, time management thinking and reasoning and communication with others.

BACHELOR OF VOCATION (NUTRITION, EXERCISE AND HEALTH)

(Semester III)

Session: 2021-22

**SOFT SKILLS AND COMMUNICATION
(THEORY)**

COURSE CODE: BVNL-3102

Recommended Books:

1. *The Student's Companion* by Wilfred D. Best.
2. *Business Communication*, by Sinha, K.K. Galgotia Publishers, 2003.

FACULTY OF LANGUAGES

SYLLABUS of Soft Skills and Communication for

BACHELOR OF VOCATION (NUTRITION, EXERCISE & HEALTH)

(Semester IV)

(Under Credit Based Continuous Evaluation Grading System)

(12+3 System of Education)

Session: 2021-22



**The Heritage Institution
KANYA MAHA VIDYALAYA
JALANDHAR
(Autonomous)**

Kanya Maha Vidyalaya, Jalandhar (Autonomous)
SCHEME AND CURRICULUM OF EXAMINATIONS OF THREE YEAR DEGREE PROGRAMME
BACHELOR OF VOCATION (NUTRITION, EXERCISE & HEALTH)

Session-2021-22

Soft Skills and Communication

BACHELOR OF VOCATION (NUTRITION, EXERCISE & HEALTH)										
Semester IV										
Course Title	Programme Name	Course Code	Course Type	Hours/ week	Credits L-T-P	Marks				Examination time (in Hours)
						Total	Ext.		CA	
							L	P		
Soft Skills and Communication	Bachelor of Vocation (Nutrition, Exercise and Health)	BVNL- 4102	C	4	4-0-0	50	40	-	10	3 (Theory)

C - Compulsory

SEMESTER-IV

**SOFT SKILLS AND COMMUNICATION
(THEORY)**

COURSE CODE: BVNL-4102

COURSE OUTCOMES

At the end of this course, students will be able to:

CO1: improve their communication skills

CO2: identify problems and be equipped with problem solving skills

CO3: learn techniques to write reports and take notes

CO4: imbibe and practise conversational skills

CO5: develop work ethics

CO6: imbibe and practise presentation skills and public speaking

BACHELOR OF VOCATION (NUTRITION, EXERCISE & HEALTH)
(Semester-IV)
Session-2021-22
SOFT SKILLS AND COMMUNICATION
Course Code: BVNL 4102

Examination Time: 3 Hrs

Max. Marks: 50
Theory: 40
CA: 10

Instructions for the Examiner:

The question paper will consist of four sections and distribution of marks will be as under:

Section-A: One question will be set from Unit I of the syllabus with internal choice and it will carry **10 marks**. The questions may have sub-parts.

Section-B: One question will be set from Unit II of the syllabus with internal choice and it will carry **10 marks**. The questions may have sub-parts.

Section-C: Two questions with internal choice will be given based on the topics in Unit III. Each question will carry five marks. **(2x5=10 marks)**

Section-D: Two questions with internal choice will be given based on the topics in Unit IV. Each question will carry five marks. **(2x5=10 marks)**

Unit I

1. Problem solving
2. Report Writing and Note Taking

Unit II

3. Constructive feedback
4. Project Management

Unit III

5. Conversational Skills
6. Work ethics

Unit IV

7. Presentation Skills (Team presentations and Individual presentations)
8. Etiquettes for public speaking

BACHELOR OF VOCATION (NUTRITION, EXERCISE & HEALTH)
(Semester-IV)
Session-2021-22
SOFT SKILLS AND COMMUNICATION
Course Code: BVNL 4102

Recommended Books:

1. *Business Communication*, by Sinha, K.K. Galgotia Publishers, 2003.

FACULTY OF LANGUAGES

SYLLABUS

of

Soft Skills and Communication

for

BACHELOR OF VOCATION (NUTRITION, EXERCISE AND HEALTH)

Semester V

(Under Credit Based Continuous Evaluation Grading System)

(12+3 System of Education)

Session: 2021-22



**The Heritage Institution
KANYA MAHA VIDYALAYA
JALANDHAR
(Autonomous)**

Kanya Maha Vidyalaya, Jalandhar (Autonomous)

SCHEME OF STUDY AND EXAMINATION OF THREE YEAR DEGREE PROGRAMME

BACHELOR OF VOCATION (NUTRITION, EXERCISE AND HEALTH)

Session: 2021-22

Soft Skills and Communication

Semester V

Course Name	Programme Name	Course Code	Course Type	Hours/ week	Credits L-T-P	Marks			Examination time (in Hours)	
						Total	Ext.			CA
							L	P		
Soft Skills and Communication	B.Voc. (Nutrition, Exercise and Health)	BVNL- 5102	C	4	4-0-0	50	40	-	10	3 (Theory)

C - Compulsory

BACHELOR OF VOCATION (NUTRITION, EXERCISE AND HEALTH)

(Semester V)

Session: 2021-22

**SOFT SKILLS AND COMMUNICATION
(THEORY)**

COURSE CODE: BVTL-5102

COURSE OUTCOMES

At the end of this course, students will be able to:

CO1: enhance their communication skills

CO2: learn techniques to organise ideas for email writing and handling responses

CO3: identify problems and be equipped with problem solving skills

CO4: imbibe and practice leadership skills

CO5: develop the ability to communicate through situational dialogues and telephonic conversations

BACHELOR OF VOCATION (NUTRITION, EXERCISE AND HEALTH)

(Semester V)

Session: 2021-22

**SOFT SKILLS AND COMMUNICATION
(THEORY)**

COURSE CODE: BVNL-5102

Time: 3 Hours

Max. Marks: 50

Theory: 40

Continuous Assessment: 10

Instructions for the paper setter and distribution of marks:

The question paper will consist of four sections. The candidate will have to attempt five questions in all selecting one from each section and the fifth question from any of the four sections. Each question will carry 8 marks.

Section-A: Two questions will be set from Unit I.

Section-B: Two questions will be given to the students based on Unit II.

Section-C: Two questions will be given from Unit III.

Section-D: Two questions will be set from Unit IV.

(8 x 5 = 40)

BACHELOR OF VOCATION (NUTRITION, EXERCISE AND HEALTH)

(Semester V)

Session: 2021-22

**SOFT SKILLS AND COMMUNICATION
(THEORY)**

COURSE CODE: BVNL-5102

Unit I

1. Telephone etiquette
2. E-mail etiquette

Unit II

3. Overcoming barriers in communication
4. Situational dialogues

Unit III

5. Body language: Non-verbal communication
6. Leadership and Communication

Unit IV

7. Handling Social Media
8. Evaluate and apply communication to gain efficiency

Prescribed readings:

1. *Business Communication*, by Sinha, K.K. Galgotia Publishers, 2003.

FACULTY OF LANGUAGES

SYLLABUS of Soft Skills and Communication for

BACHELOR OF VOCATION (NUTRITION, EXERCISE & HEALTH)

(Semester VI)

(Under Credit Based Continuous Evaluation Grading System)

(12+3 System of Education)

Session: 2021-22



**The Heritage Institution
KANYA MAHA VIDYALAYA
JALANDHAR
(Autonomous)**

Kanya Maha Vidyalaya, Jalandhar (Autonomous)

SCHEME AND CURRICULUM OF EXAMINATIONS OF THREE YEAR DEGREE PROGRAMME BACHELOR OF VOCATION (NUTRITION, EXERCISE & HEALTH)

Session-2021-22

Soft Skills and Communication

BACHELOR OF VOCATION (NUTRITION, EXERCISE & HEALTH)										
Semester VI										
Course Title	Programme Name	Course Code	Course Type	Hours/week	Credits L-T-P	Marks				Examination time (in Hours)
						Total	Ext.		CA	
							L	P		
Soft Skills and Communication	Bachelor of Vocation (Nutrition, Exercise and Health)	BVNM-6102	C	4	4-0-0	50	25	15	10	3 (Theory) + 3 (Practical)

C - Compulsory

BACHELOR OF VOCATION (NUTRITION, EXERCISE & HEALTH)

(Semester-VI)

Session-2021-22

SOFT SKILLS AND COMMUNICATION

Course Code: BVNM-6102

COURSE OUTCOMES

At the end of this course, students will be able to:

CO1: enhance interpersonal skills

CO2: learn the technique of video conferencing

CO3: develop the ability to write job application and resume

CO4: practise group discussion and develop interview skills

CO5: develop the ability to provide good customer service

BACHELOR OF VOCATION (NUTRITION, EXERCISE & HEALTH)

(Semester-VI)

Session-2021-22

SOFT SKILLS AND COMMUNICATION

Course Code: BVNM-6102

**Time: 3 hours (Theory)
3 hours (Practical)**

**Max. Marks: 50
Theory: 25**

Practical: 15

CA: 10

Instructions for the paper setters and distribution of marks:

The question paper will consist of four sections and distribution of marks will be as under:

Section-A: Two questions will be set from Unit I of the syllabus and the candidates will have to attempt one carrying 5 marks.

Section-B: Two questions will be set from Unit II of the syllabus. Candidates will have to attempt one carrying 5 marks.

Section-C: Two questions will be set from Unit III of the syllabus. Candidates will have to attempt one carrying 5 marks.

Section-D: Two questions will be set from Unit IV of the syllabus. Candidates will have to attempt one carrying 5 marks.

Important Note:

**The candidate will have to attempt five questions in all selecting one from each section of the question paper and the fifth question from any of the four sections.
(5 x 5 = 25)**

Unit I

1. Interpersonal Skills

Unit II

2. Service excellence in medical setup
3. Job application and Resume Writing

(1/2)

BACHELOR OF VOCATION (NUTRITION, EXERCISE & HEALTH)

(Semester-VI)

Session-2021-22

SOFT SKILLS AND COMMUNICATION

Course Code: BVNM-6102

Unit III

4. Video Conferencing

Unit IV

5. Group Discussion

6. Interview Skills

Recommended Books:

2. *Business Communication*, by Sinha, K.K. Galgotia Publishers, 2003.

BACHELOR OF VOCATION (NUTRITION, EXERCISE & HEALTH)

(Semester-VI)

Session-2021-22

SOFT SKILLS AND COMMUNICATION

Course Code: BVNM-6102

PRACTICAL EXAMINATION

Examination Time: 3 hours

Marks: 15

Course Contents:

1. Interview Skills
2. Group Discussion
3. Public speaking