

# **FACULTY OF LANGUAGES**

## **SYLLABUS**

**of**

**Soft Skills and Communication**

**for**

**BACHELOR OF VOCATION (TEXTILE DESIGN & APPAREL TECHNOLOGY)  
(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**

**BACHELOR OF VOCATION (TEXTILE DESIGN & APPAREL TECHNOLOGY)**

**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 (TEXTILE DESIGN & APPAREL TECHNOLOGY)**

**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. (Textile Design and Apparel Technology)	BVTL- 3102	C	4	4-0-0	50	40	-	10	3 (Theory)

**C - Compulsory**

**BACHELOR OF VOCATION (TEXTILE DESIGN & APPAREL TECHNOLOGY)**

**(Semester III)**

**Session: 2021-22**

**SOFT SKILLS AND COMMUNICATION  
(THEORY)**

**COURSE CODE: BVTL-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 (TEXTILE DESIGN & APPAREL  
TECHNOLOGY)**

**(Semester III)**

**Session: 2021-22**

**SOFT SKILLS AND COMMUNICATION  
(THEORY)**

**COURSE CODE: BVTL-3102**

**Course Code: BVTL-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 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 (TEXTILE DESIGN & APPAREL TECHNOLOGY)**

**(Semester III)**

**Session: 2021-22**

**SOFT SKILLS AND COMMUNICATION  
(THEORY)**

**COURSE CODE: BVTL-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 (TEXTILE DESIGN & APPAREL TECHNOLOGY)**

**(Semester III)**

**Session: 2021-22**

**SOFT SKILLS AND COMMUNICATION  
(THEORY)**

**COURSE CODE: BVTL-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 (TEXTILE DESIGN & APPAREL TECHNOLOGY)**

**(Semester IV)**

**(Under Credit Based Continuous Evaluation Grading System)**

**(12+3 System of Education)**

**Session: 2021-22**



**The Heritage Institution  
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## Kanya Maha Vidyalaya, Jalandhar(Autonomous)

### SCHEME AND CURRICULUM OF EXAMINATIONS OF THREE YEAR DEGREE PROGRAMME BACHELOR OF VOCATION (TEXTILE DESIGN & APPAREL TECHNOLOGY) Session-2021-22

#### Soft Skills and Communication

BACHELOR OF VOCATION (TEXTILE DESIGN & APPAREL TECHNOLOGY) 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 (Textile Design & Apparel Technology)	BVTL-4102	C	4	4-0-0	50	40	-	10	3 (Theory)

**C - Compulsory**

**SEMESTER-IV**

**SOFT SKILLS AND COMMUNICATION  
(THEORY)**

**COURSE CODE: BVTL-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 (TEXTILE DESIGN & APPAREL TECHNOLOGY) (Semester-IV)**  
**Session-2021-22**  
**SOFT SKILLS AND COMMUNICATION**  
**Course Code: BVTL-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 (TEXTILE DESIGN & APPAREL TECHNOLOGY) (Semester-IV)**

**Session-2021-22**

**SOFT SKILLS AND COMMUNICATION**

**Course Code: BVTL-4102**

**Recommended Books:**

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

# **FACULTY OF LANGUAGES**

## **SYLLABUS**

**of**

**Soft Skills and Communication**

**for**

**BACHELOR OF VOCATION (TEXTILE DESIGN & APPAREL TECHNOLOGY)**

**Semester V**

**(Under Credit Based Continuous Evaluation Grading System)**

**(12+3 System of Education)**

**Session: 2021-22**



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# Kanya Maha Vidyalaya, Jalandhar (Autonomous)

## SCHEME OF STUDY AND EXAMINATION OF THREE YEAR DEGREE PROGRAMME BACHELOR OF VOCATION (TEXTILE DESIGN & APPAREL TECHNOLOGY)

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. (Textile Design and Apparel Technology)	BVTL- 5102	C	4	4-0-0	50	40	-	10	3 (Theory)

**C - Compulsory**

**BACHELOR OF VOCATION (TEXTILE DESIGN & APPAREL TECHNOLOGY)**

**(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:** improve their communication skills

**CO2:** learn techniques to organise ideas for email writing

**CO3:** get better insight into various obstacles regarding communication

**CO4:** enrich their vocabulary in fashion terminology and make the right use of it

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

**BACHELOR OF VOCATION (TEXTILE DESIGN & APPAREL TECHNOLOGY)**

**(Semester V)**

**Session: 2021-22**

**SOFT SKILLS AND COMMUNICATION  
(THEORY)**

**COURSE CODE: BVTL-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 and distribution of marks will be as under:**

**Section-A:** Two questions of theoretical nature will be set from Unit I of the syllabus and the candidates will have to attempt one carrying 8 marks.

**Section-B:** Two questions will be given to the students from Unit II and the candidates will have to attempt one carrying 8 marks.

**Section-C:** Two questions will be given based on the topics given in Unit III and the candidates will have to attempt one carrying 8 marks.

**Section-D:** One out of the two questions will have to be attempted by the candidates based on the topics given in Unit IV of the syllabus. It will carry 8 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 may be attempted from any of the four sections. (8 x 5 = 40)**



**BACHELOR OF VOCATION (TEXTILE DESIGN & APPAREL TECHNOLOGY)**

**(Semester V)**

**Session: 2021-22**

**SOFT SKILLS AND COMMUNICATION  
(THEORY)**

**COURSE CODE: BVTL-5102**

**Unit I**

1. Telephone etiquette
2. E-mail etiquette

**Unit II**

3. Overcoming Barriers in communication
4. Situational dialogues

**Unit III**

5. Fashion terms : Silhouette, Haute Couture, Label, Ensemble, Hemline
6. Promotion of fashion 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 (TEXTILE DESIGN & APPAREL TECHNOLOGY)**

**(Semester VI)**

**(Under Credit Based Continuous Evaluation Grading System)**

**(12+3 System of Education)**

**Session: 2021-22**



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## Kanya Maha Vidyalaya, Jalandhar (Autonomous)

### SCHEME AND CURRICULUM OF EXAMINATIONS OF THREE YEAR DEGREE PROGRAMME BACHELOR OF VOCATION (TEXTILE DESIGN & APPAREL TECHNOLOGY) Session-2021-22

#### Soft Skills and Communication

BACHELOR OF VOCATION (TEXTILE DESIGN & APPAREL TECHNOLOGY) 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 (Textile Design & Apparel Technology)	BVTM-6102	C	4	4-0-0	50	25	15	10	3 (Theory) + 3 (Practical)

**C - Compulsory**

**BACHELOR OF VOCATION (TEXTILE DESIGN & APPAREL TECHNOLOGY) (Semester-VI)**  
**Session-2021-22**

**SOFT SKILLS AND COMMUNICATION**  
**COURSE CODE: BVTM-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 (TEXTILE DESIGN & APPAREL TECHNOLOGY) (Semester-VI)**

**Session-2021-22**

**SOFT SKILLS AND COMMUNICATION**

**Course Code: BVTM-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 of theoretical nature 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. Customer service in apparel industry
3. Job application and Resume Writing

**BACHELOR OF VOCATION (TEXTILE DESIGN & APPAREL TECHNOLOGY) (Semester-VI)**

**Session-2021-22**

**SOFT SKILLS AND COMMUNICATION**

**Course Code: BVTM-6102**

**Unit III**

4. Video Conferencing

**Unit IV**

5. Group Discussion

6. Interview Skills

**Recommended Books:**

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

**BACHELOR OF VOCATION (TEXTILE DESIGN & APPAREL TECHNOLOGY) (Semester-VI)**

**Session-2021-22**

**SOFT SKILLS AND COMMUNICATION**

**Course Code: BVTM-6102**

**PRACTICAL EXAMINATION**

**Examination Time: 3 hours**

**Marks: 15**

**Course Contents:**

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