

**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: 2022-23**



**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 (TEXTILE DESIGN & APPAREL TECHNOLOGY)**

**Session: 2022-23**

**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: 2022-23**

**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 basic reading skills

**CO2:** enrich their vocabulary, and usage of new words

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

**CO4:** learn techniques to organise ideas for paragraph writing/letter writing and develop the ability to write notices and memos

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

**(Semester III)**

**Session: 2022-23**

**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**

**CA: 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. Two questions from each unit will be set in each section. Each question will carry 8 marks.**

**(8 x 5 = 40)**

**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

**(1/2)**

## Unit IV

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

### **Recommended Books:**

1. *The Student's Companion* by Wilfred D. Best.
2. *Business Communication*, by Sinha, K.K. Galgotia Publishers, 2003.
3. *English Grammar in use*, a self study reference and practice.

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**TECHNOLOGY)**  
**(Semester IV)**

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

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

**Session: 2022-23**



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**BACHELOR OF VOCATION (TEXTILE DESIGN & APPAREL TECHNOLOGY)**  
**Session-2022-23**

**Soft Skills and Communication**

<b>BACHELOR OF VOCATION (TEXTILE DESIGN &amp; APPAREL TECHNOLOGY) Semester IV</b>										
<b>Course Title</b>	<b>Programme Name</b>	<b>Course Code</b>	<b>Course Type</b>	<b>Hours/week</b>	<b>Credits L-T-P</b>	<b>Marks</b>				<b>Examination time (in Hours)</b>
						<b>Total</b>	<b>Ext.</b>		<b>CA</b>	
							<b>L</b>	<b>P</b>		
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:** identify problems and be equipped with problem solving skills and learn techniques to write reports/notes

**CO2:** imbibe skills of constructive feedback

**CO3:** develop conversational skills and work ethics

**CO4:** imbibe and practise presentation skills and public speaking



**BACHELOR OF VOCATION (TEXTILE DESIGN & APPAREL TECHNOLOGY) (Semester-IV)**  
**Session-2022-23**  
**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

**Recommended Books:**

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

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

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

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

**Session: 2022-23**



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**SCHEME OF STUDY AND EXAMINATION OF THREE YEAR DEGREE  
PROGRAMME**

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

**Session: 2022-23**

**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: 2022-23**

**SOFT SKILLS AND COMMUNICATION  
(THEORY)**

**COURSE CODE: BVTL-5102**

**COURSE OUTCOMES**

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

**CO1:** learn techniques to organise ideas for email writing and telephonic conversations

**CO2:** get better insight into various obstacles regarding communication and develop the ability to communicate through situational dialogues

**CO3:** enrich their vocabulary in fashion terminology and make the right use of it and promoting the brands

**CO4:** getting better insights on handling social media platforms and application of effective communication

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

**(Semester V)**

**Session: 2022-23**

**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. 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. Two questions from each unit will be set in each section. Each question will carry 8 marks.**

**(8 x 5 = 40)**

**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

**(1/2)**

## 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.

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**BACHELOR OF VOCATION (TEXTILE DESIGN & APPAREL**  
**TECHNOLOGY)**  
  
**(Semester VI)**  
**(Under Credit Based Continuous Evaluation Grading System)**

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

**Session: 2022-23**



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**PROGRAMME**  
**BACHELOR OF VOCATION (TEXTILE DESIGN & APPAREL TECHNOLOGY)**  
**Session-2022-23**

**Soft Skills and Communication**

<b>BACHELOR OF VOCATION (TEXTILE DESIGN &amp; APPAREL TECHNOLOGY) Semester VI</b>										
<b>Course Title</b>	<b>Programme Name</b>	<b>Course Code</b>	<b>Course Type</b>	<b>Hours/ week</b>	<b>Credits L-T-P</b>	<b>Marks</b>				<b>Examination time (in Hours)</b>
						<b>Total</b>	<b>Ext.</b>		<b>CA</b>	
							<b>L</b>	<b>P</b>		
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-2022-23**

**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:** develop the ability to write job application and resume as well as develop the ability to provide good customer service

**CO3:** learn the technique of video conferencing

**CO4:** practise group discussion and develop interview skills

**BACHELOR OF VOCATION (TEXTILE DESIGN & APPAREL TECHNOLOGY) (Semester-VI)**  
**Session-2022-23**  
**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

**Unit III**

4. Video Conferencing

**Unit IV**

5. Group Discussion  
6. Interview Skills

**Recommended Books:**

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

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

**Session-2022-23**

**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