

SYLLABUS OF ENGLISH FOR B.B.A.(SEM-1) FOR THE  
ACADEMIC YEARS 2017-18, 2018-19 & 2019-20.

B.B.A-Sem-I Soft Skills - 1

**Objectives :**

1. To enable the learners to develop an understanding towards the other.
2. To harness their communicative strengths and facilitate and implement greater group ethics.
3. To enhance their employability through their personality development and positive attitude.
4. To enable them to acquire the soft skills through thorough self-assessment.
5. To enjoy literary pieces and side by side understanding and acquiring soft skills.

**\*Text Prescribed :**

1.English and Soft Skills Ed. S.P.Dhanavel (Orient Blackswan)

**Chapters Prescribed :**

1. Listening Skills
2. Teamwork Skills
3. Emotional Intelligence Skills
4. Assertive Skills
5. Learning Skills

*Note: The teachers are supposed to help the students in solving  
all the exercises and tasks following the Text.*

**Distribution of Marks for the University Exams**

**MARKS**

1.Comprehension questions from ' <u>Understanding the Story</u> ' ( 4/6)	12
2.Short answer type Questions from ' <b>Thinking about Soft Skills</b> ' and ' <b>Soft Skills at Work Place</b> ' (4/6)	12
3. An essay on ' <b>Real Life Experience</b> ' with reference to a soft -skill.	10
4. (a) Expand the proverb 1 out of 3. 06 (To be asked from the proverbs on soft Skills)	16
(b)Vocabulary and Grammar (from the Text) 10	
Total Marks	50