

# Sant Gadge Baba Amravati University, Amravati

Faculty of Humanities

Subject: English.

Skill Enhancement Course (SEC) (Level 4.5)

BA Part I Semester - II

Course Title- Life Skills - II

<b>Skill Enhancement Course (SEC)</b>	Course	UG BA I Sem I
	Level	5
	Title of Paper	Life Skills -II
	Course Code	61503
	No. of Credits	02
	Lectures	30 (2Hrs/Week/Batch)
	Total	50 Marks

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<b>Course Objectives</b>	1) To focus on honing of various skills and techniques required for Communication. 2) To develop the basic communication skills among the students which will be integral to their, personal, social and professional interactions.	
<b>Course Outcome</b>	<b>After Completion of this course students will able to...</b> 1) Improve their communication and language skills- 2) Communicate with their peers and write effectively. 3) Make power point presentation. 4) Improve their performance in the interview.	
<b>Unit</b>	<b>Course Contents</b>	<b>Learning Hours</b>
<b>Unit -I</b>	<b>Interview Technique and Presentation skill</b>	8 Hours
	1) Introduction. 2) Personal interview. 3) Preparing for an interview. 4) Techniques of effective performance in interview.	
<b>Unit -II</b>	<b>PowerPoint Presentation</b>	8 Hours
	1) Introduction 2) Definition and meaning of Power Point Presentation. 3) Format of power point presentation. 4) Advantages of PowerPoint Presentation.	
<b>Unit-III</b>	<b>Productive skills - I</b>	7 Hours
	1) Developing a story with the help of an idea given. 2) Writing a travelogue.	
<b>Unit-IV</b>	<b>Productive skills - II</b>	7 Hours
	1) <b>Report writing.</b> a) Report of an event. b) News Paper Report. 2) <b>Dialogue Writing.</b>	

<b>Distribution of Marks</b>		
Internal Assessment		
Personal Interview		10 Marks
Practical Based on the Syllabus		20 Marks
MCQs based Class Test on the Syllabus		20 Marks
<b>Total</b>		<b>50 Marks</b>

**Prescribed Textbook:**

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