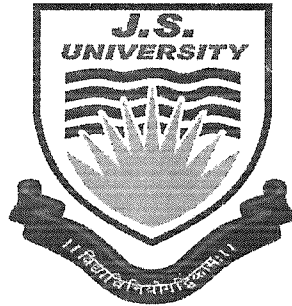


# **J.S. University, Shikohabad**

Established by UP Govt. Act No. 07 of 2015

Recognized by U.G.C. under section 2 (f) of Act-1956



**Value Added Course**

**(English proficiency Skills)**

**Faculty of Management**



J.S. University, Shikohabad  
Faculty of MANAGEMENT

Value Added Course

AY: 2021 (ODD SEM)

## English Proficiency Skills

### **Learning Outcome:**

This course develops the English communication skills in the overall development of language skill.

**Duration:** 30 Hours.

### **Course Outcomes: -**

After completion of the course the student shall be able to:-

1. Student will able to learn oral skill,
2. Student will able to understand the importance of listening skill.
3. Student will able to understand concept of body language.
4. Student learn overall personality development skills



J.S. University, Shikohabad  
Faculty of MANAGEMENT

Value Added Course

AY: 2021 (ODD SEM)

## Syllabus Outline

### Module I

Fundamentals of Communication: Developing reading & writing skills

- Oral Communication: The Art of thoughtful communication
- Enhancing communication skills – Verbal

### Module II

• Creating First & a Lasting Impression

- E.Speak English Fluently and Confidently
- Introducing ourselves/ striking a first Conversation
- Building Communication skills consistently/ Enhanced Communication Skills Development

### Module III

Enhancing communication skills – Non-verbal

- Body type- posture, Body language reading
- Analysing body language signals and meanings
- Psychology of communication: Gestures, expressions facial language, eye contact, shake hands, sitting

Posture and Maintaining comfort distance from people

### Module IV

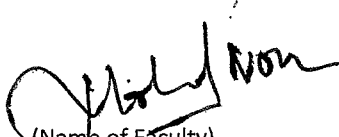
Definition of Personality

- Determinants of Personality- biological, psychological and socio- cultural factors.
- How to Develop an Attractive Personality

	<b>J.S. University, Shikohabad</b> <b>Faculty of MANAGMENT</b>	<b>Value Added Course</b>
		AY: 2021 (ODD SEM)

**References:-**

1. pproficiency English: Language and Composition Bk. 1 (Proficiency English)
2. Basic English Grammar: For English Language Learners (Basic English Grammar for English Language)
3. Complete English Grammar Rules: Examples, Exceptions, Exercises, and Everything You Need to Master

  
(Name of Faculty)

Course Coordinator

Mohd.  
Nauman

  
(Name of Faculty)

Dean Academics

Dr.  
Akhilesh

  
(Name of Faculty)

Director/Principle/Dean of  
Faculty/Department

Dr. Omkar