Bachelor of Business Administration (B.B.A.)			Semester - III	
Course Title: Personality Development and Corporate skills	Course Code:		Type of Course: AEC	
Credit: 02	Theory:02 Hours	Practical: Nil	Teaching Hours: 30	
Internal Marks: 25	External Marks:25	Total Marks:50	External Exam Time: 1Hour	

COURSE OUTCOMES:

Upon completion of this course, students will be able to:

Unit 1: English & Soft skills
1. Understanding how to work in team and managing teamwork
2. Knowing Emotional Intelligence skills and its application
3. Understanding and improving problem solving skills

Unit 2 : Grammar, Tense, Voice
1. Demonstrate a comprehensive understanding of the future tense in both active and passive voice
2. Apply appropriate grammar rules to construct grammatically correct sentences in the future tense
3. Understanding verbal analogy
   - Unit 3: The SOP is your platform to have the admissions committees gain a deeper understandingof who you are, your motivations, experiences, ambitions, and how well these align with the objectives of the academic institution

SYLLABUS

Unit - 1	TEXT: 'English and Soft skills'- By S.P Dhanavel, Publication: -Orient Black Swan ISBN:- 978-81-250-3980-8	Hours: 06
	English & Soft Skills by SP Dhanavel – Following Chapters • Teamwork Skills • Emotional Intelligence Skills • Problem- Solving Skills	
Unit – 2	Tense, Voice and Verbal Analogy (Only from the given Appendix I)	Hours: 12
	Tense and Voice (Future Tense) • Future Tense: Usage and forms (simple future, future continuous,future perfect, future perfect continuous) • Active and Passive Voice in the future tense Appendix I	
Unit - 3	Statement of the purpose	Hours: 12

REFERENCES

- 'English and soft skills'- By S P Dhanavel, Publication: - Orient Black Swan ISBN:- 978-81-250-3980-8
- Business Communication- Pal and Suri, Sultan chand & sons, Delhi