

Subject Code: 01CR0301**Subject Name: Career Readiness Program****B.Sc. Sem. - III**

Career Readiness Program (CRP) is a training program designed by the trainers of Training & Counselling Dept. of Marwadi University. The objective of this program is to prepare students to face the ever-changing and challenging global business environment of the 21st century.

There are three branches of CRP in Marwadi University as mentioned below:

- 1. Soft Skills**
- 2. Quantitative Aptitude**
- 3. Verbal Aptitude**

In Sem. III of B.Sc., introductory modules of Soft Skills and Verbal Aptitude will be delivered.

Objectives:

- To study Sound of English Language, Nouns and Determiners, Verbs and related forms, Adjectives, Preposition: Time / Place & Static & Moving / Adverbs, Conjunctions: Coordinating & Subordinating.
- To study Reading Comprehension, Tenses Introduction, Present Continuous, Present Simple, Simple Past, Past Continuous, Voices: Forms and Usages.
- To understand the importance of Soft Skills in one's personal as well as professional areas.
- To study the importance of Self Analysis, Goal Setting and Attitude in one's personal as well as professional life.

Credits Earned: 2 credits

Course Outcomes: After completion of this course, student will be able to

- Understand parts of speech concepts and usage
- Understand Reading Comprehension and usage
- Understand Tenses Past and Present concepts and usage
- Understand the importance of personal and professional goals or benchmarks and create one for themselves.
- Understand that Self Analysis or realization is the key to mastering any discipline
- Understand the impact of attitude in personal success

Pre-requisite of course: Before studying Career Readiness Program, all students are expected to have basic understanding/knowledge of English language.

Teaching and Examination Scheme

| Teaching Scheme (Hours) | | | Credits | Theory Marks | | | Tutorial/ Practical Marks | | Total Marks |
|-------------------------|----------|-----------|---------|--------------|----|-----|---------------------------|----------------|-------------|
| Theory | Tutorial | Practical | | ESE (E) | IA | CSE | Viva (V) | Term Work (TW) | |
| 2 | - | 0 | 2 | - | - | - | 25* | 25** | 50 |

****Term Work – Verbal Aptitude**

***Viva – Soft Skills**

Contents

| Unit | Topics | Session Hours |
|--------------------|--|---------------|
| 1 | Grammar and Usage 1 Sound of English Language, Nouns and Determiners, Verbs and related forms, Adjectives, Preposition: Time / Place & Static & Moving /Adverbs, Conjunctions: Coordinating & Subordinating. | 9 |
| 2 | Grammar and Usage 2 Reading Comprehension, Tenses Introduction, Present Continuous, Present Simple, Simple Past, Past Continuous, Voices: Forms and Usages. | 7 |
| 3 | Self-Analysis Self-Discipline, Self-Mastery, Beating Self-Sabotage, Building Self-Confidence | 4 |
| 4 | Goal Setting Golden Rules of Goal Setting, Backward Goal Setting, Visualization Techniques, Half Time Review, Breaking Bad Habits, Developing Resilience | 6 |
| 5 | Attitude The Betari Box, Managing Yourself, Active Listening, A good role model | 5 |
| Total Hours | | 30 |

References in Verbal Aptitude:

1. High School English Grammar and Composition; by P. C. Wren and H. Martin
2. Better English by Wren and Martin
3. Longman's Student Grammar of Spoken and Written English Prof Douglas Biber
4. Oxford Guide to English Grammar by John Eastwood
5. Essential English Grammar with Answers by Raymond Murphy

Reference in Soft Skills:

Reference material will be added in the E-Content.

Suggested Theory distribution:

The suggested theory distribution as per Bloom's taxonomy is as per follows. This distribution serves as guidelines for teachers and students to achieve effective teaching-learning process

| Distribution of Theory for course delivery and evaluation | | | | | |
|---|------------|-------|---------|----------|--------|
| Remember | Understand | Apply | Analyse | Evaluate | Create |
| 20% | 30% | 25% | 15% | 10% | - |

Instructional Method:

1. The course delivery method will include interaction, class work, demonstration, role play, quiz and brain storming.
2. The internal evaluation will be done based on continuous evaluation of students in the class-room.
3. Practical/viva examination will be conducted at the end of semester for evaluation of performance of students.

Supplementary Resources to enhance skills:

1. <https://www.grammarly.com/i>
2. <http://englishteststore.net/>
3. <http://learnenglish.britishcouncil.org/en/english-grammar>
4. <https://www.englishclub.com/grammar/>
5. <http://www.perfect-english-grammar.com/>