

# SKILL ENHANCEMENT COURSES

SYLLABUS FOR THE

## SUBJECT: ENGLISH

for the award of the Degree in

### BACHELOR OF ARTS/ BACHELOR OF SCIENCE

(Offered under 3-year UG Degree Programme)

(Credit Based Grading System)  
under NEP 2020

**Batch: 2025-28**



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## GURU NANAK DEV UNIVERSITY AMRITSAR

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Skill Enhancement Courses in English  
(CBGS) (under NEP 2020) (Batch 2025-28)

**SCHEME  
ENGLISH  
SKILL ENHANCEMENT COURSES (SEC)**

**SEC-I**

<b>Sr. No.</b>	<b>Course Code</b>	<b>Course Title</b>	<b>Credits L - T - P</b>	<b>Marks</b>
1.		LEADERSHIP & PERSONALITY DEVELOPMENT (THEORY)	3 - 0 - 0	75
<b>OR</b>				
2.		BASICS OF ENGLISH FOR PROFESSIONAL USE (THEORY)	2 - 0 - 0	50
3.		BASICS OF ENGLISH FOR PROFESSIONAL USE (PRACTICAL)	0 - 0 - 1	25

**SEC-II**

<b>Sr. No.</b>	<b>Course Code</b>	<b>Course Title</b>	<b>Credits L - T - P</b>	<b>Marks</b>
1.		EMOTIONAL INTELLIGENCE AND EXPERIENTIAL LEARNING (THEORY)	3 - 0 - 0	75
<b>OR</b>				
2.		CREATIVE WRITING (THEORY)	2 - 0 - 0	50
3.		CREATIVE WRITING (PRACTICAL)	0 - 0 - 1	25

**SEC-III**

<b>Sr. No.</b>	<b>Course Code</b>	<b>Course Title</b>	<b>Credits L - T - P</b>	<b>Marks</b>
1.		PERSONAL BRANDING : SHAPING YOUR PROFESSIONAL IDENTITY (THEORY)	3 - 0 - 0	75
<b>OR</b>				
2.		ADVANCED PROFESSIONAL USE OF ENGLISH LANGUAGE (THEORY)	2 - 0 - 0	50
3.		ADVANCED PROFESSIONAL USE OF ENGLISH LANGUAGE (PRACTICAL)	0 - 0 - 1	25

**ENGLISH**  
**SKILL ENHANCEMENT COURSES**  
**SEC-I**  
**LEADERSHIP & PERSONALITY DEVELOPMENT**  
**(THEORY)**

**Time: 3 Hours**

**Credits : L-T-P**

**3-0-0**

**Max Marks: 75**

**Instructions for the Paper Setters:**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**Course Outcomes:**

This course aims to develop leadership skills and enhance personality traits that contribute to personal and professional growth. The course will enable students to be better professional through effective communication and leadership skills so that students can present themselves in an effective manner while appearing for the interviews.

**SECTION-A**

Leadership: Definition and Importance of Leadership, Leadership vs. Management, Qualities of an Effective Leader. Types of Leaders, Leadership styles: Traditional, Transactional, Transformational, Inspirational and servant leadership and Emerging issues in leadership: Emotional Intelligence and its role in leadership.

**SECTION-B**

Personality: Concept and Definition, Importance of Personality Development. Determinants of personality, Personality traits, Personality characteristics in organizations: Self-evaluation, Locus of control, Self-efficacy, Self-esteem, Self-monitoring: Positive and negative Impact.

**SECTION-C**

Effective Communication: Verbal and Non-verbal Communication, Barriers to Communication and how to overcome them, public speaking and Presentation Skills, Active Listening and Feedback. Communication Skills for Leaders.

**SECTION- D**

Career and Professional Development: Resume Writing and Job Interview Skills, Work Ethics and Professionalism, Networking and Personal Branding, Developing a Growth Mindset.

**Books Suggested :**

1. Organisational Behaviour, M. Parikh and R. Gupta , Tata McGraw Hill Education Private Limited
2. Organisationa Behavior, D. Nelson, J. C Quick and P. Khandelwal, Cengage Publication.
3. "Leadership in Organizations" by Gary Yukl

**ENGLISH**  
**SKILL ENHANCEMENT COURSES**  
**SEC-I**  
**BASICS OF ENGLISH FOR PROFESSIONAL USE**  
**(THEORY)**

**Time : 3 Hours**

**Total Credits : 3**  
**L-T-P**  
**2-0-0**  
**Marks : 50**

**Instructions for the Paper Setters**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**Objective:** To introduce students to the foundational skills needed for professional communication in English. This course will cover vocabulary building, grammar, formal communication, and professional writing.

**Course Content**

**SECTION-A**

**Grammar and Vocabulary**

- Parts of Speech (Nouns, Verbs, Adjectives, Adverbs, etc.)
- Sentence Structures (Simple, Compound, Complex)
- Tenses and Articles
- Vocabulary building for professional contexts (Business, Academic, and Social)

**SECTION-B**

**Writing Skills**

- Formal Letter Writing (e.g., applications, complaints, and requests)
- E-mails and Memos
- Resume and CV writing
- Writing professional reports and proposals

**SECTION-C**

**Speaking Skills**

- Introductions and small talk
- Telephone Etiquette
- Presenting Ideas in Meetings
- Role plays in professional settings

**SECTION-D**

**Listening and Reading Comprehension**

- Understanding and interpreting professional texts (E-mails, Reports, Articles)
- Listening and responding to conversations in professional settings
- Summarizing professional content

**Marks Distribution**

- Written Examination : **40 Marks**
- Assignments/Case Studies : **10 Marks**

**Recommended Books**

1. "English for Professional Communication" by B. R. Sharma
2. "Business English" by R. C. Sharma
3. "Practical English Usage" by Michael Swan
4. "English for Office Communication" by Sudhir Chandra

**ENGLISH**  
**SKILL ENHANCEMENT COURSES**  
**SEC-I**  
**BASICS OF ENGLISH FOR PROFESSIONAL USE**  
**(PRACTICAL)**

**L-T-P**  
**0-0-1**  
**Marks : 25**

- Class Participation/Discussions/Presentations: 10 Marks
- Writing Assignments (Letters, Resumes, Reports): 15 Marks

**ENGLISH**  
**SKILL ENHANCEMENT COURSES**  
**SEC-II**  
**EMOTIONAL INTELLIGENCE AND EXPERIENTIAL LEARNING**  
**(THEORY)**

**Time: 3 Hours**

**Credits : L-T-P**

**3-0-0**

**Max Marks: 75**

**Instructions for the Paper Setters:**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**Course Outcomes:**

This course aims to define and explain the concept of emotional intelligence, identify and evaluate their own EI levels with an objective to improve communication, team work and conflict resolution. The course focuses on applying EI concepts to real-world scenarios through experiential learning.

**SECTION-A**

Introducing the Concept of Emotional Intelligence, Brain Functions Related to Emotional Intelligence, Difference between EQ & IQ, Amygdala Hijacking. Theories and Models: Goleman's EI Frame work, Mayer & Salovey Model. EI and Mental Health, Importance of EI in Personal and Professional Life.

**SECTION-B**

Mechanism of Thinking, Feeling and Acting, Reframing Mental Imprints of Events, Components of Emotional Intelligence: Self-awareness and Self-regulation. Motivation: Intrinsic and extrinsic factors influencing emotional balance, Empathy: Understanding and valuing others' emotions, Social Skills and Building relationships.

**SECTION-C**

Assessing and Developing EI: Tools and Methods for Measuring EI (e.g., EQ tests, self- assessment surveys). Experiential Learning Concepts: Definition and Importance of Experiential Learning, Kolb's Experiential Learning Cycle, Integration of EI in Experiential Learning, Designing and Facilitating Experiential Learning Activities.

**SECTION- D**

Application of EI and Experiential Learning: Role of EI in Decision-Making and Problem- Solving, Case Studies on EI in Leadership and Workplace. Practical EI Exercises: Role- Playing, Group Discussions, Feedback Loops, Personal Development Plans Using EI and Experiential Learning.

**Books Suggested:**

1. "Emotional Intelligence" by Daniel Goleman
2. "Emotional Intelligence 2.0" by Travis Bradberry and Jean Greaves
3. "Experiential Learning: Experiences as the source of Learning and Development" by David A. Kolb

**ENGLISH**  
**SKILL ENHANCEMENT COURSES**  
**SEC-II**  
**CREATIVE WRITING**  
**(THEORY)**

**Time : 3 Hours**

**Total Credits : 3**  
**L-T-P**  
**2-0-0**  
**Marks : 50**

**Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**Objective:** To develop students' creative expression through different forms of writing, focusing on fiction, poetry, and other creative genres, alongside the enhancement of narrative techniques.

**Course Content**

**SECTION-A**

**Introduction to Creative Writing**

- Understanding Creative Writing: Definition, Elements, and Genres
- Narrative Voice: First-Person, Second-Person, Third-Person
- Plot and Structure (Exposition, Rising Action, Climax, Resolution)

**SECTION-B**

**Fiction Writing**

- Short Story Writing
- Character Development
- Dialogue Writing
- Setting and World-Building

**SECTION-C**

**Poetry Writing**

- Forms of Poetry (Free Verse, Sonnet, Haiku, Limerick, etc.)
- Rhyme, Meter, and Symbolism
- Writing and analyzing poems

**SECTION-D**

**Non-Fiction Writing**

- Writing Personal Essays, Memoirs, and Reflections
- Travel Writing and Reviews
- Writing for Magazines and Blogs

**Marks Distribution**

- Written Examination: **40 Marks**
- Assignments (Creative Writing Exercises): **10 Marks**

**Recommended Books**

1. **"The Creative Writing Coursebook"** by Julia Bell and Paul Magrs
2. **"On Writing: A Memoir of the Craft"** by Stephen King
3. **"The Elements of Style"** by William Strunk Jr. and E.B. White
4. **"Bird by Bird: Some Instructions on Writing and Life"** by Anne Lamott

**ENGLISH**  
**SKILL ENHANCEMENT COURSES**  
**SEC-II**  
**CREATIVE WRITING**  
**(PRACTICAL)**

**L-T-P**  
**0-0-1**  
**Marks : 25**

- Submission of Creative Writing Portfolio: 15 Marks
- Class Participation in Discussions/Peer Reviews: 10 Marks

**ENGLISH**  
**SKILL ENHANCEMENT COURSES**  
**SEC-III**  
**PERSONAL BRANDING : SHAPING YOUR PROFESSIONAL IDENTITY**  
**(THEORY)**

**Time: 3 Hours**

**Credits : L-T-P**

**3-0-0**

**Max Marks: 75**

**Instructions for the Paper Setters:**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**Course Outcomes:**

This course aims to define personal branding and its relevance in the professional world. The course focuses on creating a cohesive digital presence on digital platforms. The Course emphasizes on how to utilize storytelling techniques to communicate students' personal and professional journey.

**SECTION-A**

Introduction to Personal Branding: Definition and Importance, Personal Branding vs. Corporate Branding, Self-assessment Tools. Understanding Your Unique Identity: Identifying Strengths and Weaknesses, Personal and Professional Values, Creating a Personal Vision and Mission Statement.

**SECTION-B**

Digital Identity and Online Presence: Essentials of an Effective LinkedIn Profile, Creating a Personal Website or Portfolio, Social Media Strategy for Personal Branding, Managing your Online Reputation. Storytelling for Personal Branding: The Role of Storytelling in Branding, Structuring Your Professional Narrative.

**SECTION-C**

Networking and Personal Brand Growth: Importance of Networking in Building a Brand, Leveraging Professional Networks, Attending and Presenting at Events, Collaborative Branding and Partnerships.

**SECTION- D**

Ethical and Sustainable Branding: Authenticity and Transparency in Personal Branding, Long-term Brand Sustainability, Navigating Privacy Concerns, Avoiding Over-Branding Pitfalls. Crafting your Personal Branding Plan: Setting Short-term and Long-term Goals and Feedback and Refinement Process.

**Books Suggested:**

1. "Brand You 50" by Tom Peters.
2. "You Are a Brand!" by Catherine Kaputa.

**ENGLISH**  
**SKILL ENHANCEMENT COURSES**  
**SEC-III**  
**ADVANCED PROFESSIONAL USE OF ENGLISH LANGUAGE**  
**(THEORY)**

**Time : 3 Hours**

**Total Credits : 3**

**L-T-P**

**2-0-0**

**Marks : 50**

**Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**Objective:** To prepare students for advanced professional communication, including writing, speaking, and presentations in high-level business, academic, and public domains.

**Course Content**

**SECTION-A**

**Advanced Grammar and Writing**

- Advanced Sentence Structures (Compound-Complex Sentences, Parallelism, etc.)
- Punctuation and Stylistic Elements
- Writing Reports, Proposals, and Research Papers
- Precision in Business and Academic Writing

**SECTION-B**

**Public Speaking and Presentations**

- Delivering Presentations in Professional and Academic Settings
- Public Speaking Techniques (Voice modulation, Body Language, etc.)
- Handling Q & A Sessions
- Persuasive Speaking

**SECTION-C**

**Writing for Digital Platforms**

- Writing for Social Media
- Blogging and Article Writing
- Writing Business Proposals and Professional Emails in Digital Contexts
- SEO and Digital Content Strategies

## **SECTION-D**

### **Professional Etiquette**

- Negotiating in English
- Leadership Communication Skills
- Communicating with International Audiences
- Writing and Speaking in Multicultural Settings

### **Marks Distribution**

- Written Examination : **40 Marks**
- Assignments (Research and Analysis of Case Studies): **10 Marks**

### **Recommended Books**

1. **"Advanced English Grammar and Composition"** by P. C. Wren
2. **"The Elements of Business Writing"** by Gary Blake and Robert W. Bly
3. **"Presentation Zen: Simple Ideas on Presentation Design and Delivery"** by Garr Reynolds
4. **"The Digital Writer's Handbook"** by Dave Considine
5. **"How to Win Friends and Influence People"** by Dale Carnegie

**ENGLISH**  
**SKILL ENHANCEMENT COURSES**  
**SEC-III**  
**ADVANCED PROFESSIONAL USE OF ENGLISH LANGUAGE**  
**(PRACTICAL)**

**L-T-P**  
**0-0-1**  
**Marks: 25**

- Presentation (Class Presentation on a Business or Academic Topic): 15 Marks
- Peer Review/Feedback and Participation: 10 Marks