



UNIVERSITY OF JAMMU

(NAAC ACCREDITED 'A++' GRADE' UNIVERSITY)
Baba Sahib Ambedkar Road, Jammu-180006 (J&K)

Academic Section

Email: academicsectionju14@gmail.com

NOTIFICATION (25/August/Adp./ 41)

It is hereby notified for the information of all concerned that the Vice-Chancellor, in anticipation of the approval of the Academic Council, is pleased to authorize the adoption of the revised syllabus and Courses of studies of the subject of **English and English Literature (Skill Enhancement Course)** for semester I, II and III for **Four Year Undergraduate Programme** as per **Nep-2020 (as given in annexure)** for the **Regular Candidates** for the examinations to be held in the years as per the details given below:-

Subject	Semester	Existing Code Course	New Code Course	For the examinations to be held in the year
English and English Literature	Semester-I	USEENT-106 (Skill Enhancement Course)	USEENT -111 (Skill Enhancement Course)	Dec. 2026, 2027 and 2028
	Semester-II	USEENT-206 (Skill Enhancement Course)	USEENT -211 (Skill Enhancement Course)	May 2027, 2028 and 2029
	Semester-III	USEENT-305 (Skill Enhancement Course)	USEENT -311 (Skill Enhancement Course)	Dec. 2027, 2028 and 2029

The Syllabi of the courses is also available on the University website: www.jammuuniversity.ac.in

Sd/-

DEAN ACADEMIC AFFAIRS

No. F. Acd/II/25/7288-7325

Dated: 25/8/25

Copy for information and necessary action to:

1. Dean, Faculty of Arts
2. HOD/Convener, Board of Studies in English and English Literature
3. All members of the Board of Studies
4. Sr. P.A. to the Controller of Examinations
5. Director, Centre for IT Enabled services and Management, University of Jammu for information and for uploading on University Website.
6. C.A. to the Controller of Examinations
7. Director, Computer Centre, University of Jammu.
8. Joint Registrar/Deputy Registrar/Asst. Registrar (Conf./Exam UG/Exam. Non Prof.)

Abirca
22/8/25
Joint Registrar (Academic)

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22/8/25

Semester I

Skill Enhancement Course

Title: Soft Skills
Credit: 3 (1 Theory, 2 Practical)

Course Code: USEENT-111
Contact Hours: 15 Hours (Theory)
60 Hours (Practical)

Maximum Marks: 75
Theory 25 Marks
Practical 50 Marks

Mid-term Examination : 25 Marks
Evaluation of Skills : 50 Marks

Note: For Evaluation of Skills

- Students will prepare short project /term end paper etc on the basis of the course content under the supervision of a faculty member and submit it in the department in the form of a file which will be evaluated for **30 Marks**.
- There will be Viva Voce for **20 marks**.

Objectives:

The soft skills training provides strong practical orientation to the students and helps them in building and improving their skills in communication, the effective use of English, business correspondence, presentations, team building, leadership, time management, group discussions, interviews, and inter-personal skills.

Course outcomes:

By the end of the soft skills training program, the students will be able to:

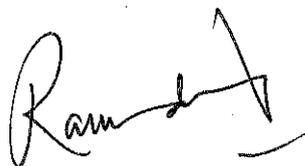
- Develop effective communication skills (spoken and written).
- Develop effective presentation skills. Conduct effective business correspondence and prepare business reports which produce results.

Syllabus

Unit I: Soft Skills and You.

Theory:

1. What are soft skills?
2. Soft skills versus hard skills.



Title: Soft Skills **Course Code: USEENT-111**
Detailed Syllabus & Course of Studies in the Subject of English/ English
Literature for FYUGP under CBCS as per NEP 2020 for the Examination to be
held Dec. 2026, 2027 and 2028

3. Why are soft skills important for success?
4. Can soft skills be cultivated?

Practical:

Role playing to practice communication/soft skills in elocution/speech etc

Unit II: Goal Setting.

Theory:

1. What is a goal?
2. What are SMART goals?
3. How does SMART goal setting work?
4. Useful guidelines for goal setting
5. Typing personal and professional goals.
6. Goals at the workplace
7. Cascading goals.
8. Types of goals

Practical:

Preparing a model for goal setting.

Unit III: Social Consciousness

1. What is social consciousness?
2. Social awareness and civic responsibility
3. Social intelligence
4. Social inclusion
5. Social entrepreneurship
6. Environmental consciousness
7. Sustainable development and conservation of resources

Practical:

Conduct case-studies of social Inclusion

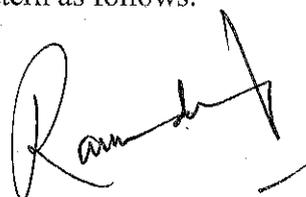
Prescribed Book

Sabina Pillai and Agna Fernandez: *Soft Skills and Employability Skills*. Cambridge University Press, 2018.

Mode of examination
NOTE FOR PAPER SETTING

Note for paper setter for Mid Term Examination: Part-I

The question paper will be of **25 marks**. There shall be 2 Sections in the question paper with pattern as follows:

Title: Soft Skills

Course Code: USEENT-111

**Detailed Syllabus & Course of Studies in the Subject of English/ English Literature for
FYUGP under CBCS as per NEP 2020 for the Examination to be held Dec. 2026, 2027 and 2028**

Section-A shall comprise of 4 short answer type questions of (2 ½ marks each) Covering all three units with at least one question from each unit. The students have to attempt all the 4 questions.

Section –B shall comprise of a total of 6 questions with two questions selected from each unit. Each question shall be of **5 marks**. The students have to attempt 3 questions selecting only one question from each unit.

EVALUATION OF SKILLS:

Final Examination Part-2

The Evaluation of Skills will be internal. The Examination of Skills shall be of **50 marks**. The evaluation of skills will be done internally through the Board of three Members (Including the trainer of the Course).

Suggested Reading:

D.R. Williamson, Feature Writing for Newspaper

Dash, A. (2008). Journalistic writing, New Delhi: Sonali Publications

Gurdon, M. (2007). Write on!. London: New Holland

Hicks, W., Adams, S., Gilbert, H., & [Holmes, T. (2010). Writing for Journalists. London:

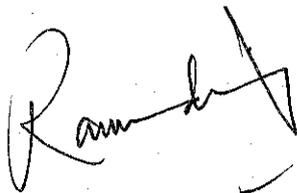
RoutledgeS. Jean Wyrick (1990), Steps to Writing Well with Additional Readings (6" edition), Thomson Wadsworth, Boston, USA

Internal Assessment (10 Marks)

Internal Assessment Paper shall consist of two Questions with internal choice. **One question will be theory based and the other will be practice based.** Each question will carry 5 marks.
(5X2=10)

External End Semester University Examination: (30 Marks):

External Theory Exam shall be of 30 Marks and consisting of 2 Sections:



Title: Soft Skills

Course Code: USEENT-111

Detailed Syllabus & Course of Studies in the Subject of English/ English Literature

for FYUGP under CBCS as per NEP 2020 for the Examination to be held Dec. 2026, 2027 and 2028

Section A: Three (03) **practice based** short answer questions covering all Units, i.e., at least one question from each unit. Students will attempt two out of them in 80-100 words each. Each question shall be of 5marks. **(5X2=10)**

Section B: Four (04) **Theory based** long answer questions covering whole of the syllabus i.e., at least one question from each unit. (Students will attempt any two questions in 250-300 words each). Each question shall be of 10 marks. **(10X2=20)**

Suggested Reading:

Dan White, The Soft Skills: Know Yourself and Know the World. Dr K Alex, Sofi Skills. Delhi: 8. Chand & Company Ltd.

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**Detailed Syllabus & Course of Studies in the Subject of English/ English Literature for
FYUGP under CBCS as per NEP 2020 for the Examination to be held in ~~2027, 2028 and 2029~~ May 2027, 2028 and 2029**

Semester II

Skill Enhancement Course

Title: Employability Skills

Course Code: USEENT-211

Credit: 3 (1 Theory, 2 Practical)

**Contact Hours: 15 Hours (Theory)
60 Hours (Practical)**

**Maximum Marks: 75
Theory 25 Marks
Practical 50 Marks**

**Mid-term Examination : 25 Marks
Evaluation of Skills : 50 Marks**

Note: For Evaluation of Skills

- Students will prepare short project /term end paper etc on the basis of the course content under the supervision of a faculty member and submit it in the department in the form of a file which will be evaluated for **30 Marks**.
- There will be Viva Voce for **20 marks**.

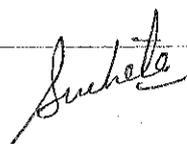
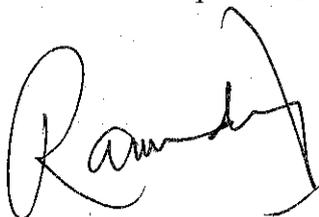
Objectives:

1. To hone the employability related communication skills of the students on the foundations built during Executive Communication-II semester.
2. To assist students in becoming well-versed, responsible, creative communicators;
3. To develop students' knowledge of communication skills in the structure, elucidation, and delivery of message in diverse cultural and global communities; and
4. To promote theoretical understanding and professional/personal practice of effective and ethical human communication between and within a broad range of contexts and communities.

Course Outcomes:

Oncompletion of this course, the students will be able to:

- Introspect & develop a planned approach towards his career & life in general.



- Have clarity on his career exploration process and to match his skills and interests with a chosen career path.
- Explain the use of functional and chronological resume.
- Develop thinking ability and polish his expression in group discussions.
- Be prepared for the personal interview through mock interviews while being aware of the various kinds of interviews.

Syllabus

Unit I: Employability Skills

Theory:

- What are employability skills?
- How important these skills are?
- How to raise the employability quotient?

Practical: A Visit to a probable employer and record their expectations of skills.

Unit II: Communication at the Workplace

Theory

- Language and communication
- Communication at the Workplace
- Formal and informal communication
- Direction of flow of communication
- Non-verbal communication

Practical: Flow Chart of Communication of Different Workplaces.

Unit III: Workplace Etiquette

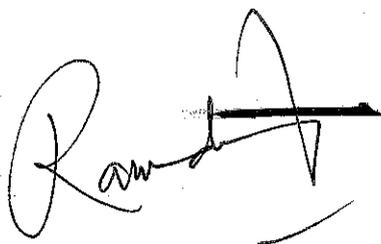
Theory:

- Etiquette in the modern workplace
- Workplace etiquette — global and local
- Culture sensitivity
- Importance of Grooming
- Etiquette in interaction

Practical: Case Study involving workplace etiquettes

Prescribed book

Sabina Pillai and Agna Fernandez: *Soft Skills and Employability Skills*. Cambridge University Press, 2018.



Title: Employability Skills

Course Code: USEENT-211

**Detailed Syllabus & Course of Studies in the Subject of English/ English Literature for
FYUGP under CBCS as per NEP 2020 for the Examination to be held in**

May 2027, 2028 and 2029

~~2027-2028~~

Mode of Examination

NOTE FOR PAPER SETTERS

Note for paper setter for Mid Term Examination: Part-I

The question paper will be of **25 marks**. There shall be 2 Sections in the question paper with pattern as follows:

Section-A shall comprise of 4 short answer type questions of (**2 ½ marks each**) Covering all three units with at least one question from each unit. The students have to attempt all the 4 questions.

Section -B shall comprise of a total of 6 questions with two questions selected from each unit. Each question shall be of **5 marks**. The students have to attempt 3 questions selecting only one question from each unit.

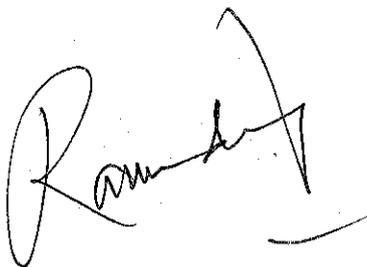
EVALUATION OF SKILLS:

Final Examination Part-2

The Evaluation of Skills will be internal. The Examination of Skills shall be of **50 marks**. The evaluation of skills will be done internally through the Board of three Members (Including the trainer of the Course).

Suggested Reading:

Dan White, The Soft Skills: Know Yourself and Know the World. Dr K Alex, Sofi Skills.
Delhi: 8. Chand & Company Ltd.



Semester III

SKILL ENHANCEMENT COURSE

Course Title: Writing Skills for Media

Course Code: USEENT-311

Credit: 3 (1 Theory, 2 Practical)

Contact Hours: 15 Hours (Theory)
60 Hours (Practical)

Maximum Marks: 75
Theory 25 Marks
Practical 50 Marks

Mid-term Examination : 25 Marks

Evaluation of Skills : 50 Marks

Note: For Evaluation of Skills

- Students will prepare short project /term end paper etc on the basis of the course content under the supervision of a faculty member and submit it in the department in the form of a file which will be evaluated for **30 Marks**.
- There will be Viva Voce for **20 marks**.

OBJECTIVES:

- Develop a comprehensive understanding of language use.
- Develop advanced critical thinking skills
- Develop sophisticated writing abilities and flexibility.
- Communicate to diverse audiences in a variety of contexts and genres. To understand the pre writing process for better writing outcome.
- To learn, use and analyze communication technologies for Media.

Course Outcomes:

On successful completion of the course the students will be able to:

1. Comprehend the basic structure and alternative news story formats
2. Write clear and concise news stories, features and articles
3. Explore the career prospects in radio, television, and web platforms



Syllabus

Unit I: Writing as an essential communication skill, Sentence construction and structure: What is sentence and types of sentences, Clarity, emphasis, rhythm and length; Declarative sentence, Imperative sentence, Interrogative sentence, Exclamatory sentence, Examples of Prepositions and conjunctions.

Unit II: Methods of Writing: Identifying your Subject; Gathering Information; Purpose; Knowing your Reader; Managing the Writer's Block; Beginning to Write; Writing the Thesis Statement; Topic Sentence; Writing a Paragraph; Introductions and Conclusions; Organising your Writing

Unit III: The Process of Writing Developing a story with hints, Cloze Paragraph Test; Precise writing; Basics of writing for media-structure and content; Writing for Newspaper: Hard News, Soft News; Feature Writing; Article Writing; Editorial Writing; Headline Writing; Writing for Magazines.

Mode of examination NOTE FOR PAPER SETTING

Note for paper setter for Mid Term Examination: Part-I

The question paper will be of **25 marks**. There shall be 2 Sections in the question paper with pattern as follows:

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