

B.Com.
Third Year Semester v
Competitive English
Soft Skills

Course Module No	Topics
I	Listening Skills : 1) Introduction 2) Types of Listening 3) Traits of a good listener 4) Active Versus Passive Listening 5) Implications of effective listening 6) Exercises
II	Speaking Skills: 1) Public Speaking 2) Conversations 3) Types of Speeches 4) Sample Speeches
III	Reading Skills: 1) Introduction 2) Purpose of Reading 3) Reading Rates 4) Tips ,Tricks and Techniques of Reading 5) Reading Comprehension 6) Theme Detection
IV	Vocabulary Building: 1) Synonyms and Antonyms 2) Homonyms 3) Analogy 4) One word Substitute