



# Symbiosis College of Arts and Commerce

(An Autonomous College under Savitribai Phule Pune University)

Subject code	Semester	I	II	III	IV	V	VI	M.Com.	I	II	III	IV
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Title of Subject	<b>F.Y.B.Com Semester - 1</b> <b>English for Communication (Compulsory English)</b>
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Objectives	<ul style="list-style-type: none"> <li>To appreciate the importance of effective intercultural communication skills in today's business world.</li> <li>To heighten your awareness of differences in communication styles across cultures and some key factors that may influence business communication across cultures.</li> <li>To develop attitudes conducive for effective intercultural communication through literature.</li> </ul>
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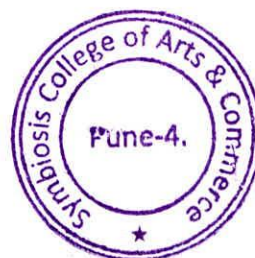
**Course Content**  
**Topics :** Soft Skills, listening skill, teamwork, emotional intelligence, assertive skill etc.  
**TEXT:- ENGLISH AND SOFT SKILLS- S.P DHANAVEL (ORIENT BLACK SWAN)**  
**AN ANTHOLOGY OF ENGLISH SHORT STORIES (OXFORD)**

Unit	Topics	Number of Lectures
1	Introduction – Soft Skills	4
2	LISTENING SKILL: THE BOY WHO BROKE THE BANK- RUSKIN BOND	4
3	TEAMWORK SKILLS:WHITEWASHING THE FENCE- MARK TWAIN	4
4	EMOTIONAL INTELLIGENCE SKILLS:MY FINANCIAL CAREER- STEPHEN LEACOCK	4
5	ASSERTIVE SKILLS:THE VERGER- SOMERSET MAUGHAM	4
6	LEARNING SKILLS:THREE QUESTIONS- LEO TOLSTOY	4
	<b>(AN ANTHOLOGY OF ENGLISH SHORT STORIES)</b>	
1	INTRODUCTION	4
2	THE GIFT OF MAGI – O’HENRY	4
3	THE RENUNCIATION – RABINDRANATH TAGORE	4
4	THE FLY – KATHERINE MANSFIELD	4
5	THE LAMENT – ANTON P. CHEKHOV	4
	PRESENTATIONS / ASSIGNMENTS/	10

**Suggested Reference Books**

- ENGLISH AND SOFT SKILLS- S.P DHANAVEL (ORIENT BLACK SWAN)
- AN ANTHOLOGY OF ENGLISH SHORT STORIES (OXFORD)

**Suggested Journal**  
 1. The IUP Journal of Soft Skills - Management Studies Journal | IUP



( Dr. Aarti Wani )