

**MAHARASHTRA STATE BOARD OF VOCATIONAL EDUCATION EXAMINATION,
MUMBAI**

1	Name of Syllabus	C. C. In Communication skills, Entrepreneurship and Personality Development (408113)																																															
2	Max.Nos of Student	25 Students																																															
3	Duration	6 Month																																															
4	Type	Part Time																																															
5	Nos Of Days / Week	6 Days																																															
6	Nos Of Hours /Days	4 Hrs																																															
7	Space Required	Workshop = 300 Sq feet <u>Class Room = 200 Sq feet</u> TOTAL = 500 Sq feet																																															
8	Entry Qualification	H.S.C.																																															
9	Objective Of Syllabus/ introduction	1) To have knowledge of grammar & Spoken skills in English. 2) Use of English language in real life situations. 3) To help for good job projects by impress spoken skills.																																															
10	Employment Opportunity	1) To become an entrepreneur. 2) Jobs in marketing & salesmanship. 3) To increase self confidence in existing job.																																															
11	Teachers Qualification	Certificate in Bachelors degree with diploma in business administration / MBA for recognized institute.																																															
12	Training System	<table><tr><th colspan="3">Training System Per Week</th></tr><tr><td>Theory</td><td>Practical</td><td>Total</td></tr><tr><td>6 Hours</td><td>18 Hours</td><td>24 Hours</td></tr></table>						Training System Per Week			Theory	Practical	Total	6 Hours	18 Hours	24 Hours																																	
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13	Exam. System	<table><tr><th>Sr. No.</th><th>Paper Code</th><th>Name of Subject</th><th>TH/PR</th><th>Hours</th><th>Max. Marks</th><th>Min. Marks</th></tr><tr><td>1</td><td>40811311</td><td>Communication Skill</td><td>TH - I</td><td>3 hrs</td><td>100</td><td>35</td></tr><tr><td>2</td><td>40811312</td><td>Entrepreneurship & Personality Development</td><td>TH - II</td><td>3 hrs</td><td>100</td><td>35</td></tr><tr><td>3</td><td>40811321</td><td>Communication Skill (Spoken Skill)</td><td>PR - I</td><td>3 hrs</td><td>100</td><td>50</td></tr><tr><td>4</td><td>40811322</td><td>Entrepreneurship & Personality Development</td><td>PR- II</td><td>3 hrs</td><td>100</td><td>50</td></tr><tr><td></td><td></td><td>Total</td><td></td><td></td><td>400</td><td>170</td></tr></table>						Sr. No.	Paper Code	Name of Subject	TH/PR	Hours	Max. Marks	Min. Marks	1	40811311	Communication Skill	TH - I	3 hrs	100	35	2	40811312	Entrepreneurship & Personality Development	TH - II	3 hrs	100	35	3	40811321	Communication Skill (Spoken Skill)	PR - I	3 hrs	100	50	4	40811322	Entrepreneurship & Personality Development	PR- II	3 hrs	100	50			Total			400	170
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Theory - I COMMUNICATION SKILLS

1. GRAMMAR

1. Sentence
2. Nouns
3. Pronouns
4. Adjectives
5. Verbs-types of verbs, tenses, conjugation of phrase verbs, active and passive voice, modal verbs
6. Adverbs
7. Prepositions – types of prepositions
8. Idioms & idiomatic phrases
9. Conjunctions – types of conjunctions
10. Interjections
11. Articles
12. Direct and indirect speech
13. Question words & tags
14. Punctuation
15. Clauses – adverb, adjective, noun
16. Sentences – simple, compound, complex
17. Active and passive voice
18. Transformation of sentences- sentences containing the adverb “too”
19. Interchange of degree of comparison

SPOKEN SKILLS

1. Pronunciation – vowels sounds and sounds of consonants.
2. Conversation – greeting congratulating, saying goodbye, liking and disliking, offering, expressing emotions, requesting, directions, suggestions, telephone talk, ‘yes’ and ‘no’, advising, apologizing, travel & transport, shopping, foreign travel, permission, complaining, giving opinion, inviting, thanking others, describing objects, at a foreign exchange, enquiring about a product, sharing others sorrow borrowing things.

WRITING SKILLS

Letter writing, essay writing, paragraph writing, story writing, precise writing.

LISTENING SKILLS –

Listening to basic words, dialogue comprehension.

1. VOCABULARY

1. Parts of the body.
2. Bathroom
3. Animals
4. Health
5. Grocery shop
6. Fruit
7. Directions
8. Meat
9. Months
10. Miscellaneous food products
11. Kitchen
12. Insects
13. Nature
14. Bedroom
15. Birds
16. Bedroom
17. Numbers
18. Money
19. Animals
20. Bathroom

21. Health
22. Items
23. People / Family
24. Recreation
25. Occupation
26. Breakfast
27. Clothes
28. Cleaning materials
29. Vegetables
30. Travel
31. Transportation
32. Tools
33. Time
34. Seafood
35. Season
36. School / Office
37. Buildings / places
38. Car parts
39. Dairy
40. Colors
41. Days of the week

Practical - I COMMUNICATION SKILL

SPOKEN SKILLS

1. Pronunciation – vowels sounds and sounds of consonants.
2. Conversation – greeting congratulating, saying goodbye, liking and disliking, offering, expressing emotions, requesting, directions, suggestions, telephone talk, ‘ yes’ and ‘no’, advising, apologizing, travel & transport, shopping, foreign travel, permission, complaining, giving opinion, inviting, thanking others, describing objects, at a foreign exchange, enquiring about a product, sharing others sorrow borrowing things.

WRITING SKILLS

Letter writing, essay writing, paragraph writing, story writing, precise writing.

LISTENING SKILLS –

Listening to basic words, dialogue comprehension.

VOCABULARY

1. Parts of the body.
2. Bathroom
3. Animals
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37. Buildings / places
38. Car parts
39. Dairy
40. Colors
41. Days of the week

Theory - II Entrepreneurship & Personality Development

B) PERSONALITY DEVELOPMENT

1. What is P.D.?
2. Types of personality – plain personality, split personality, successive personality character ethics.
3. Success – Definition, level of success, need, success continuation
4. Fear and shame
5. Positive thinking
6. Telephone etiquettes
7. Posture development
8. Personal grooming
9. Time management
10. Stress management
11. Business and professional ethics – ethics & morale. Concept of professionalism, values and work ethics, business ethics
12. Environmental awareness
13. Goal setting
14. SWOT analysis
15. Body language
16. Leadership skills
17. Motivating – yourself & others
18. Will power & self discipline
19. Group discussion, personal interview.

C) ENTREPRENEURSHIP

1. What is Entrepreneurship?
2. Myths of Entrepreneurship.
3. Entrepreneurial traits
4. Entrepreneurship as a career choice
5. What is business?
6. Element of business
7. Business Opportunity Search and Scanning
8. Marketing
9. Market Survey – Techniques
10. Book Keeping and Accountancy
11. Legal Aspects Related to Enterprise.
12. Banking, Banking Procedure and Interaction with a Banker
13. Human Resource Management : Recruitment, Selection, Training and Legalities.
14. Inventory Management
15. Quality Management : TQM, ISO.
16. Project : Business Plan Preparation and presentation

Practical - II Entrepreneurship & Personality Development

PERSONALITY DEVELOPMENT

1. Telephone etiquettes
2. Posture development
3. Personal grooming
4. Environmental awareness
5. SWOT analysis
6. Body language
7. Motivating – yourself & others
8. Will power & self discipline
9. Group discussion, personal interview.

ENTREPRENEURSHIP

1. Market Survey – Techniques
2. Book Keeping and Accountancy
3. Banking, Banking Procedure and Interaction with a Banker
4. Project : Business Plan Preparation and presentation

1. DESIRED TOOLS & EQUIPMENTS :

- | | |
|---------------------|-------------|
| 1. PC | 5 computers |
| 2. LCD Projector | 1 |
| 3. Printer | 1 |
| 4. OHP | 1 |
| 5. Different Charts | |

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