

**Syllabus for Vocational Guidance on Soft Skill by MCC/CC:**

Sl. No.	Subject	Topics
1	Spoken English & English language	Brain storming session of the following topics;- (i) Basic Grammar (ii) Noun, Pronoun, Adjective, Verb Tenses (iii) Preposition, Articles, Conjunction, Punctuation (iv) Vocabulary, (v) Spellings, (vi) Grammar, (vii) Sentence Structure, (viii) Synonyms, Antonyms, (ix) Sentence Construction (x) Introduction to everyday communication
2	Communication Skill	(i) Introduction to effective communication (ii) Listening Skills (iii) Letter writing, Bio-data, CV Resume, (iv) Group Discussion (v) Interview Skills
3	Personality Development	(i) Leadership (ii) Interpersonal Relations (iii) Introduction to communication (iv) Stress Management (v) Conflict Management (vi) Time Management (vii) Motivation
4	Competitive Examinations	(i) General Science (ii) Quantitative Aptitude (iii) Verbal and Non-verbal Reasoning (iv) General Knowledge (v) Environment (vi) Information and communication Technology
5	Career Skills	(i) Develop Soft Skills that Industry Demands (ii) Make Impactful Presentations (iii) Learn Corporate Etiquette (iv) Write an Effective Email (v) Improve Interpersonal Skills for Better Results (vi) Prepare a Strong Resume and Cover Letter (vii) Learn Corporate Telephone Etiquette (viii) Understand How to Ace Corporate Interviews

**Time schedule for the classes under VG by MCC Agartala:**

Sl No	Date	Time	Subject
1	11/1/2021	11.00 am to 1.00 pm	Spoken English and English Language
		1.30 pm to 3.30 pm	Communication Skill
2	12/1/2021	11.00 am to 1.00 pm	Spoken English and English Language
		1.30 pm to 3.30 pm	Communication Skill
3	16/1/2021	11.00 am to 1.00 pm	Spoken English and English Language
		1.30 pm to 3.30 pm	Communication Skill
4	18/1/2021	11.00 am to 1.00 pm	Spoken English and English Language
		1.30 pm to 3.30 pm	Communication Skill
5	19/1/2021	11.00 am to 1.00 pm	Spoken English and English Language
		1.30 pm to 3.30 pm	Communication Skill
6	20/1/2021	11.00 am to 1.00 pm	Competitive Exams(General Science)
		1.30 pm to 3.30 pm	Competitive Exams (Environment)
7	21/1/2021	11.00 am to 1.00 pm	Competitive Exams (GK)
		1.30 pm to 3.30 pm	Competitive Exams (Quantitative Aptitude)
8	22/1/2021	11.00 am to 1.00 pm	Competitive Exams (GK)
		1.30 pm to 3.30 pm	Competitive Exams (Quantitative Aptitude)
9	25/1/2021	11.00 am to 1.00 pm	Competitive Exams (Reasoning)
		1.30 pm to 3.30 pm	Competitive Exams (GK)
10	27/1/2021	11.00 am to 1.00 pm	Competitive Exams (Reasoning)
		1.30 pm to 3.30 pm	Competitive Exams (Information Technology)
11	28/1/2021	11.00 am to 1.00 pm	Personality Development
		1.30 pm to 3.30 pm	Personality Development
12	29/1/2021	11.00 am to 1.00 pm	Personality Development
		1.30 pm to 3.30 pm	Personality Development
13	30/1/2021	11.00 am to 1.00 pm	Personality Development
		1.30 pm to 3.30 pm	Career Skills
14	1/2/2021	11.00 am to 1.00 pm	Career Skills
		1.30 pm to 3.30 pm	Career Skills
15	2/2/2021	11.00 am to 1.00 pm	Career Skills
		1.30 pm to 3.30 pm	Career Skills