



महाराष्ट्र राज्य तंत्र शिक्षण मंडळ

(स्वायत्त)

(ISO:9001:2000)

शासकीय तंत्रनिकेतन इमारत, चौथा मजला,
४९, खेरवाडी, बांद्रा (पूर्व), मुंबई - ४०० ०५९.

दूरध्वनी क्र. (०२२) २६४७९२५५(का.)/२६४७०९९६ (वै.)

फॅक्स क्र. (०२२) २६४७३९७९

Email : director@msbte.com

Web : www.msbte.com

जा.क्र.मरातंशिमं/का-५०/अभ्यासक्रम/२०१०/ 4761

दिनांक- 13 AUG 2010

शुध्दीपत्रक

प्राचार्य,

म. रा. तंत्र शिक्षण मंडळाशी

असलेल्या सर्व संलग्न संस्था

(Diploma in Dress Desinging & Garment Manufacturing)

विषय- DD या अभ्यासक्रमातील (E - Scheme) Career Skills-III (12444) या विषयाबाबत.

मंडळाअंतर्गत राबविण्यात येणा-या Diploma in Dress Desinging & Garment Manufacturing (DD) या अभ्यासक्रमाच्या E स्किम मधील तिस-या सत्रातील Career Skills-III (12444) या विषयाच्या अभ्यासक्रमात सुधारणा करण्यात आलेली आहे, याची नोंद घ्यावी.

(जी. बी. धनोकार)

संचालक

म.रा.तंत्र शिक्षण मंडळ, मुंबई-५१

सोबत:- Career Skills-III (12444) विषयाची सुधारित अभ्यासक्रमाची प्रत

प्रत:-

१. सचिव, म. रा. तंत्र शिक्षण मंडळ मुंबई -५१ यांना माहितीसाठी.
२. उपसचिव, (निकाल विभाग) तंत्र शिक्षण मंडळ मुंबई -५१ यांना व आवश्यक कार्यवाहीसाठी.
३. उपसचिव, म. रा. तंत्र शिक्षण मंडळ, विभागीय कार्यालय, पुणे, औरंगाबाद, नागपुर व प्रभारी अधिकारी, मुंबई यांना माहिती व आवश्यक कार्यवाहीसाठी.
४. का. क्र. ४२, ४५ यांना माहिती व आवश्यक कार्यवाहीसाठी.
५. वेब पोर्टल मॅनेजर, यांना आवश्यक कार्यवाहीसाठी. (Kindly change pdf of 12444 in E-Scheme of Curriculum Search on MSBTE web portal.)

Course Name : Diploma in Dress Designing & Garment Manufacturing

Course Code : DD

Semester : Third

Subject Title : Career Skills-III

Subject Code : 12444

Teaching and Examination Scheme:

Teaching Scheme			Examination Scheme					
TH	TU	PR	PAPER HRS	TH	PR	OR	TW	TOTAL
01	--	02	--	--	--	25#	50@	75

Rationale:

In any professional field the need to express oneself clearly, precisely and logically cannot be denied. A good communicator therefore, needs to learn how to structure messages and use a variety of communication aids to convey ideas in an interesting and effective manner.

Objectives:

Students will be able to:

- a. Write effectively
- b. Speak clearly
- c. Make effective presentation

CONTENT:

Chapter	Name of the Topic	Hours
1	Writing Style <ol style="list-style-type: none"> a. Literary and Business writing b. 5 C's of effective writing c. Words <ul style="list-style-type: none"> ▪ Jargon ▪ Vague and concrete ▪ Turning verb into noun ▪ Slangs d. Sentences <ul style="list-style-type: none"> ▪ Active and passive ▪ Repetitions ▪ Modifiers ▪ Parallel constructions ▪ Sentence fragments ▪ Too many ideas in one sentence e. Paragraphs <ul style="list-style-type: none"> ▪ Topic sentence ▪ Length of paragraph ▪ One main idea ▪ Line spacing and paragraph spacing ▪ Bullet points ▪ Proof reading f. General <ul style="list-style-type: none"> ▪ Tone ▪ Positive vs. negative 	06
2	Writing Style <ol style="list-style-type: none"> a. Common speech anxieties and ways of eliminating them b. Designing oral messages <ul style="list-style-type: none"> ▪ Presentation ▪ Selecting the subject ▪ Understanding Audience ▪ Gathering Material ▪ Evaluating Material ▪ Generating Ideas ▪ Narrowing the subject ▪ Final Content ▪ Choosing the title c. Structuring the message <ul style="list-style-type: none"> ▪ Sequential Argument ▪ Question Oriented ▪ Pyramid ▪ Beginning - Middle - End 	04

3	Presentation Skills a. Plan b. Identify the audience c. Structure <ul style="list-style-type: none"> ■ Sequential argument ■ Question oriented ■ Pyramid ■ Beginning-middle-end d. The beginning e. The ending f. Visual Aids g. The delivery <ul style="list-style-type: none"> ■ Voice and voice modulation ■ Techniques of speech h. Physical attributes of the speaker <ul style="list-style-type: none"> ■ The eyes ■ Expression ■ Appearance ■ Posture i. Techniques of presentation j. Practice k. Non verbal feedback i. Arranging the room	04
4	Internship Presentation	02
Total		16

Note: Term work based on the above topics

PRACTICAL:

Skills to be developed:

1. Intellectual Skills

1. Understand techniques of good writing.
2. Understanding concepts of structuring oral messages and presentation.
3. Understanding the elements of effective presentation.

LIST OF PRACTICALS:

1. Exercises on good writing.
2. Exercises on structure in writing and presentation.
3. Designing effective presentation.

Learning Resources**Books:**

Sr. No	Author	Title
1	--	Contemporary Business Communication
2	Mortha Prabhakar Rao	Any Day English For Effective Communication
3	J.E. Metcalfe	The Right Way to Improve your English
4	Marion Field	Improve your written English
5	Ros Jay & Antony Jay	Effective Presentations
6	Pasty Rowe	Public Speaking

Writing

http://careerplanning.about.com/cs/miscskills/a/writing_skills.htm

<http://www.khake.com/page66.html>

Oral Presentation

http://griffith.edu.au/centre/gihe/griffith_graduate/toolkit/oral/why.htm