				20	SS865	51- SO	FT SI	KILLS	S COU	JRSE		<u>,</u>			
Course Category:	Institutional Core												Credits:		
Course Type:	Theory Lecture-Tutoria Practical:													1-0-2	
Prerequisites:	Continuous														0
												Evaluation: Semester End			50
	,												Evaluation: Total Marks:		
													otai Mai	I KS.	50
	Upon CO1		sful com								ies				К3
Course Outcomes	CO2	Prof	icient i	n givin	g Prese	entation	ns		8						K3
		Unde	erstand lop Con	the co	orporate	e etiqu	ette	0- T4							K2
	CO4 CO5		ent them						news						K3 K3
Contribution	004	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2
of Course	CO1								2	3	3		2		
Outcomes towards	CO3								2	1	2		1		
achievement	CO4									3	3				
of Program Outcomes	CO5										3				
1- Low 2-Medium 3-High Course Content															
	Soft Skills- Need & Importance. Intra & Inter Personal Skills     Campus to Corporate- Employability Skills- Need of the hour														CO1,
UNIT-1	SWOT Analysis.													CO2, CO5.	
	<ul> <li>Attitude- Developing Professional &amp; Positive Attitude</li> <li>Perception – Importance of analytical thinking.</li> </ul>												000.		
	Communication Skills – Need and Methods														CO1
UNIT-2	•	Bod	ly-Lang	uage -	I; How	to inte	erpret a	nd und	erstand	dother	s body l	languag	e		CO1 CO2, CO4, CO5.
	•		ly Lang	-		_					-				
	•		sentatio					ower ]	Point P	resenta	ation)				
UNIT-3	•		l Settin	-		ıportar	ice								CO1
	<ul> <li>Magic of Team Work.</li> <li>Leadership Qualities.</li> </ul>														CO1, CO3.
	•		Thinki	-											
UNIT-4	•		ountab	•											CC1
	Paragraph Writing – Descriptive and Analytical with illustrations													CO1, CO3,	
	•		ail Writ rk Etiqu	_											CO5.
UNIT-5	•		rk Etiqi up Disc		( One	n & M.	onitore	d)							
	•		up Disc ume Pr			11 CC 1VI	om tor C	u)							CO2,
	•		rview S	-											CO4, CO5.
	•	Mod	ck Inter	views											233.
	Vocabulary- Root Words ( A representative Collection of 50)														
						Pa	ge <b>160</b>	of <b>278</b>							

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UNIT-6	Vocabulary for Competitive Exams ( A list of 500 high frequency Words)								
	Idioms & Phrases								
	Verbal Analogies								
	Correction of Sentences     Sentence Completion Course of Action	CO5.							
	Sentence Completion – Course of Action     Cloze Test								
	Reading Comprehension ( Skimming, Scanning & tackling different kinds of questions)								
	Phrasal Collocations ( Representative collection of 50 meanings along with sentential								
	illustrations)								
	SWAR/ VERSANT Test								
	Learning Resources								
	Learning Resources								
Text Books	1. The ACE of Soft Skills by Gopalaswamy Ramesh & Mahadevan Ramesh –Pearson								
	<ol> <li>Working with Emotional Intelligence - David Goleman.</li> <li>Developing Communication Skills by Krishna Mohan and Meera Banerji; MacMillan I</li> </ol>								
	Ltd.,Delhi.	ii iiiaia							
Reference Books	1. Soft Skills: Meenakshi Raman.								
	2. Audio—Visuals / Hand Outs (Compiled/Created by T&P Cell, P.V.P.Siddhartha Institute of								
	Technology), Board & Chalk and Interactive Sessions								
Semester End Evaluation	15 marks for Report- Which includes								
	5marks for Resume								
	10 Marks for PPT (5M for PPT preparation & Presentation,								
	5M for Report Preparation on PPT)								
	35 Marks for External Exam – Which includes								
	10 marks for Viva with external examiner,								
	20 marks for Vocab test (Which is essential in Recruitment written test)								
	5 marks for E-mail Writing (which is important for the student to apply for the job								
	through online, to give consent to job offer and to communicate in the work environmen	nt)							
Dec. 455 (270									
Page <b>161</b> of <b>278</b>									