

BA3L1- Professional Skills Development I

1. Communication: Word Power – Story Interpretation-Change one Word-Draw a Picture- Body Language-Hidden data of Communication-Create many words from one word.
2. Goal Setting – Method Study- Brain Writing- Blind Fold- Role Play.
3. Business Quiz- Business Plans- Brand Product-Advertise a Service-Go Green.
4. Group Discussions-Public Speaking- Just a Minute- Stress Interview.
5. Precise Writing – Letter Writing- Draft a Notice-Book Review–A to Z Review.

References

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3. Daniel Goleman, “Emotional Intelligence: Why It Can Matter More Than I.Q”, Bantam Books.
4. Dhanavel S.P, “English and Soft Skills”, Orient Black Swan, Hyderabad.
5. Ghosh B. N., “Managing Soft Skills for Personality Development”, Tata Mc-Graw Hill Publishing Co.Ltd, New Delhi.
6. Gopalaswamy Ramesh, “The ACE of Soft Skills: Attitude, Communication and Etiquette for Success”, Pearson.
7. Jeff Butterfield, “Soft Skills for Everyone”, Cengage learning, New Delhi, 2012.
8. Jenny Rogers, “Job Interview Success: Your Complete Guide to Practical Interview Skills”, McGraw-Hill Professional Publishing, 2011.
9. Suresh E. Kumar, “Communication Skills and Soft Skills: An Integrated Approach”, Pearson, 2010.
10. Shoba Rao, “Soft Skills for Positive Traits”, Tata Mc-Graw Hill Publishing Co.Ltd, New Delhi.