SOFT SKILLS

Course Category:	Institutional Core	**Credits:**	2
Course Type:	Mandatory	**Lecture-Tutorial-Practical:**	1-0-2
Prerequisites :	NIL	**Continuous Evaluation:**	30
		Semester End Evaluation:	70
		Total Marks:	100

	Upon successful completion of the course, the student will be able to:		
Course Outcomes	**CO1**	Understand the concept of soft skills in academic and professional contexts	L2
	CO2	Use verbal and non-verbal communication techniques to enhance Presentation Skills	L3
	CO3	Apply appropriate vocabulary in professional written and oral communication	L3
	CO4	Analyze the requirements and strategies for successful group discussions and interviews	L4
	CO5	Analyze the skills related to professional etiquette and corporate readiness to understand their impact on workplace behaviour and success.	L4

Course Content

UNIT-1	• Soft Skills- Need & Importance. Intra & Inter Personal Skills • Campus to Corporate- Employability Skills- Need of the hour • SWOT Analysis. • Attitude- Developing Professional & Positive Attitude • Goal Setting- Need & Importance	CO1 CO5
UNIT-2	• Communication Skills – Need and Methods • Body-Language -I; How to interpret and understand other's body language • Body Language-II; How to improve one's own Body Language • Presentation Skills (Seminar Talk & Power Point Presentation)	CO1 CO2 CO3 CO5
UNIT-3	• Magic of Team Work. • Leadership Skills • Six Thinking Hats. • Etiquette • Email Writing	CO1 CO2 CO3 CO4 CO5
UNIT-4	• Group Discussion (Open & Monitored) • Resume Preparation • Interview Skills • Mock Interviews	CO4 CO5
UNIT-5	• Vocabulary- Root Words (A representative Collection of 50) • Vocabulary for Competitive Exams (A list of 500 high frequency Words) • Idioms & Phrases • Correction of Sentences • Sentence Completion – Course of Action • Cloze Test • Reading Comprehension (Skimming, Scanning & tackling different kinds of questions)	CO3 CO5

Learning Resources

Text Books	1. The ACE of Soft Skills by Gopalaswamy Ramesh & Mahadevan Ramesh –Pearson 2. Working with Emotional Intelligence - David Goleman. 3. Developing Communication Skills by Krishna Mohan and Meera Banerji; MacMillan India Ltd.,Delhi.

Reference Books	1. Soft Skills: Meenakshi Raman. 2. Audio—Visuals / Hand Outs (Compiled/Created by T&P Cell, PVP Siddhartha Institute of Technology), Board & Chalk and Interactive Sessions