

SOFT SKILLS

SEMESTER: II

CREDITS:1

HOURS PER WEEK:2

TOTAL HOURS:30

COURSE OBJECTIVES:

- To introduce students to the theory, fundamentals and tools of communication and to develop in them vital communication skills. These skills are integral to personal, social and professional interaction of the students.
- To enable an interactive mode of teaching-learning processes and by focusing on various dimensions of communication skills.
- To enhance the employability of the students and help them to bridge the gap between the skill requirements of the employer or industry and the competency of the students.
- To analyse and find a difference in personal and professional interactions.

SYLLABUS

UNIT – I **6 Hours**

1. Skills in Listening and writing
2. Skills in Reading and Understanding

UNIT - II: **6 Hours**

1. Skills to read and respond to Instruction
2. Skills of Interpretation and Transcoding Information

UNIT - III: **6 Hours**

1. Skills in Seeking and Responding to information
2. Skills of day-to-day Communication

UNIT - IV: **6 Hours**

1. Grammatical skills and Spelling Rules
2. Career Skills

UNIT - V: **6 Hours**

1. Skills of formal and Informal Expression
2. Skills of Non-Verbal Communication

PRESCRIBED TEXT

Soft skills: Dr.L.Ravishankar &Hephzibah Swarnakala Titus. Tricy Publishers. 2018.Print.

SCHEME OF EXAMINATION:

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|-----------|---------|
| Section-A | 10×2=20 |
| Section-B | 3×10=30 |
| Total | 50 |