

	SOFT SKILLS -III Semester (2021-2022)		
	Subject Code: 18HS33	Mandatory Course	No of lecture hours per week: 2 Hrs
	Exam Duration: NIL	Exam marks: NIL	Total No. of lecture hours: 26 Hrs

Course Objective:

1. Communication is a process of exchanging ideas, messages, information etc. through verbal or nonverbal communication. In this unit, students' will learn how to communicate effectively through various advanced activities specifically designed to encourage students to play an active role for enhancing their knowledge and developing learning strategies. Students will know about their self-assessments and personality. Students will learn negotiation skills and also they will learn the importance of social etiquette to make the world a nicer place with simple social etiquette gestures and good manners.
2. Students will be given introduction to hard skills and soft skills. By the completion of this unit students will understand the importance of interpersonal skills in today's competitive world.
3. After the completion of this unit students will learn about the importance of developing positive attitude, importance of Emotional Intelligence, importance of setting crystal clear goals, prioritization of time, thinking independently and thinking innovatively.
4. Students will learn how to make decisions when in dilemma, how to deal with complex problems and stress in the present world. They will learn how to be a team player & also how to develop leadership skills.
5. Under the topics like synonyms & antonyms, students' vocabulary will be enriched as these topics emphasize on advanced vocabulary acquisition. The learners will also learn to use vocabulary appropriately, in various situations. In sentence correction, common mistakes made by Indian learners will be addressed.

UNIT NO.	SYLLABUS CONTENT	HRS /COS
1	1.ADVANCED COMMUNICATION SKILLS a. VERBAL COMMUNICATION b. NON-VERBAL COMMUNICATION 2. LSRW SKILLS 3.SELF AWARENESS AND PERSONAL DEVELOPMENT 4. ETIQUETTE AND MANNERS 5. PERSUASION SKILLS 6.GROUP DISCUSSION 7. STORYTELLING	8 CO1
2	1. HARD SKILLS- Introduction 2. SOFT SKILLS -Introduction	3 CO2
3	1. ATTITUDE 2. EMOTIONAL INTELLIGENCE 3. ADAPTABILITY 4. GOAL SETTING 5. MOTIVATION 6. TIME MANAGEMENT 7. CRITICAL THINKING 8. CREATIVITY	6 CO3
4	1. DECISION MAKING 2. PROBLEM SOLVING, TROUBLE SHOOTING & RESOURCEFULNESS 3. STRESS MANAGEMENT 4. TEAM WORK & PEOPLE MANAGEMENT 5. LEADERSHIP SKILLS	4 CO4
5	1. VOCABULARY – ADVANCED a. SYNONYMS b. ANTONYMS 2. SENTENCE CORRECTION 3. SPELLING	5 CO5

Course Outcome:

- The students will have understood the importance of verbal, non-verbal and written communication in today's complex world. Students will also have learnt about how to do self-assessments, how negotiate etc. They will also have learnt the importance manners and etiquette in their social and work life.
- Students will have understood the difference between Soft skills and hard skills and also how to work on and master important Soft skills.
- After the completion of this unit students' will have learnt about how to develop positive attitude, how to work on Emotional Intelligence. They will also have learnt about the strategies to set crystal clear goals, how to think independently and innovatively.
- Students will have learnt how to make decisions when in dilemma, how to deal with complex problems and stress in the present world. They will also have learnt how to be a team player & how to develop leadership skills.
- Under the topics like synonyms, antonyms students' vocabulary will have enriched with the advanced vocabulary acquisition. After the completion of this unit students' verbal ability skills will have enhanced.

REFERENCE:

- English for Job Seekers (Language and Soft Skills for the Aspiring) by Geetha Rajeevan, C.L.N. Prakash) Cambridge University Press pvt,Ltd.
- New International Business English by Leo Jones and Richard Alexander. Cambridge University Press pvt,Ltd
- Business Benchmark by Norman Whitby. Cambridge University Press pvt,Ltd
- Grammar practice Activities (practical guide for teachers) Cambridge University Press pvt,Ltd