



PART-IV SOFT SKILLS DEVELOPMENT COURSE

**FOR ALL UG ARTS, SCIENCE, COMMERCE AND MANAGEMENT
CHOICE BASED CREDIT SYSTEM – LEARNING OUTCOMES BASED
CURRICULUM FRAMEWORK (CBCS - LOCF)**

(Applicable to the candidates admitted from the academic year 2022-2023 onwards)

Third Year

**PART-IV
SOFT SKILLS DEVELOPMENT
(Theory)**

Semester-V

Code:

Credit: 2

OBJECTIVES :

- To Develop communicative competence among the Students.
- To enhance the learner's soft skills by giving adequate exposure in LSRW and sub skills.
- To enable learners to put the life skills into practice with confidence.

UNIT- I KNOW THYSELF / UNDERSTANDING SELF:

Introduction to Soft skills-Self discovery-Developing positive attitude-Improving perceptions- Forming values.

UNIT -II INTERPERSONAL SKILLS/ UNDERSTANDING OTHERS:

Developing interpersonal relationship-Team building-group dynamics-Net working- Improved work relationship

UNIT -III COMMUNICATION SKILLS / COMMUNICATION WITH OTHERS:

Art of listening –Art of reading –Art of speaking –Art of writing-Art of writing e-mails e mail etiquette.

UNIT- IV CORPORATE SKILLS / WORKING WITH OTHERS

Oral Presentation – Memos- Note taking - Note making and preparing Minutes- Reports, Proposals, Abstracts - Technical Writing.

UNIT -V SELLING SELF / JOB HUNTING

Writing resume/cv-interview skills-Group discussion- Mock interview-Mock GD – Goal setting - Career planning

UNIT - VI: CURRENT CONTOURS: (for continuous internal assessment only):

REFERENCES:

1. N. Krishnasamy, Manju Dhariwel and Lalitha Krishnasamy(2015). Mastering Communication Skills and Soft Skills – Bloomburg.
2. Meena.K and V.Ayothi (2013) A Book on Development of Soft Skills (Soft Skills : A Road Map to Success), P.R. Publishers & Distributors,
3. Meera Banerjee and Krishna Mohan: Developing Communication Skills, Trinity Publishers- (Lakshmi Publications.
4. Alex K. (2012) Soft Skills – Know Yourself & Know the World, S.Chand & Company LTD, Ram Nagar, New Delhi- 110 055.

COURSE OUTCOMES:

- Develop listening, speaking, reading and writing skills in English.
- Enhance soft skills and engage in a range of communicative tasks and activities
- Comprehend a text and identify specific and global information
- Promote communicative ability in both spoken and written form of the language
- Develop interpersonal skills to maintain human relationship
- Develop corporate skills to promote leadership qualities and team spirit.
