

213307
Soft Skills

Credit Points	Teaching Hrs/Week	Practical Hrs/Week
01	1	0

Objective	•To augment technical skills and help in communicating and presenting the technical knowledge in a work environment effectively.
Prerequisites	<ul style="list-style-type: none"> ▪ Knowledge of English, Presence of Mind

Unit	Topic Name	Details	Hrs
I	Oral Strategies	Conversation, Expression, Body Language, Techniques	02
II	Professional Communication	Presentation Skills Group Discussion, Interviews	05
III	Written Communication	Effective Writing- Business Letters, Resume, Memos, Proposals.	03
IV	Self Assessment	Goal Setting, SWOT Analysis, Motivation	04
V	Interpersonal Communication	Meeting, Decision Making, Strategy Planning, Team Coordination.	01

Text and Reference Books	Books like Who Moved My Cheese, Fish Tales, One Minute Manager, You Can Win, 7 Habits of Highly Effective People and many more according to the in-charge need for the above may be suggested to the students.
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Examination Scheme	Term Work – 25 marks	Activity Sessions
	Final Theory Paper – Nil	NIL