

## SOFT SKILLS

<b>Course Code</b>	20SS8651	<b>Year</b>	III	<b>Semester</b>	II
<b>Course Category</b>	Skill Advanced course	<b>Branch</b>	Common to All	<b>Course Type</b>	Theory
<b>Credits</b>	2	<b>L-T-P</b>	1-0-2	<b>Prerequisites</b>	Nil
<b>Continuous Internal Evaluation</b>	0	<b>Semester End Evaluation</b>	50	<b>Total Marks</b>	50

Course Outcomes	
Upon successful completion of the course, the student will be able to	
<b>CO1</b>	<b>Develop</b> logical and <b>Analytical</b> skill set through Case Studies L3
<b>CO2</b>	<b>Proficient</b> in giving Presentations L3
<b>CO3</b>	<b>Understand</b> the corporate etiquette L2
<b>CO4</b>	<b>Develop</b> Competency in group discussion & Interviews L3
<b>CO5</b>	<b>Present</b> themselves with corporate readiness L3

Contribution of Course Outcomes towards achievement of Program Outcomes & Strength of correlations (3-High, 2: Medium, 1:Low)														
COs	PO1	PO 2	PO3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12	PSO 1	PSO 2
<b>CO1</b>								2		2				
<b>CO2</b>									3	3		2		
<b>CO3</b>								2	1	2		1		
<b>CO4</b>									3	3				
<b>CO5</b>										3				
<b>Avg.</b>								2		2				

Syllabus		
Unit No	Contents	Mapped CO
<b>UNIT-1</b>	<ul style="list-style-type: none"> <li>• Soft Skills- Need &amp; Importance. Intra &amp; Inter Personal Skills</li> <li>• Campus to Corporate- Employability Skills- Need of the hour</li> <li>• SWOT Analysis.</li> <li>• Attitude- Developing Professional &amp; Positive Attitude</li> <li>• Perception – Importance of analytical thinking.</li> </ul>	CO1, CO2, CO5.
<b>UNIT-2</b>	<ul style="list-style-type: none"> <li>• Communication Skills – Need and Methods</li> <li>• Body-Language -I; How to interpret and understand other's body language</li> <li>• Body Language-II; How to improve one's own Body Language</li> <li>• Presentation Skills ( Seminar Talk &amp; Power Point Presentation)</li> </ul>	CO1 CO2, CO4, CO5.
<b>UNIT-3</b>	<ul style="list-style-type: none"> <li>• Goal Setting- Need &amp; Importance</li> <li>• Magic of Team Work.</li> <li>• Leadership Qualities.</li> <li>• Six Thinking Hats.</li> </ul>	CO1, CO3.
<b>UNIT-4</b>	<ul style="list-style-type: none"> <li>• Accountability towards Work.</li> </ul>	CO1,

	<ul style="list-style-type: none"> <li>• Paragraph Writing – Descriptive and Analytical with illustrations</li> <li>• Email Writing</li> <li>• Work Etiquette</li> </ul>	CO3, CO5.
<b>UNIT-5</b>	<ul style="list-style-type: none"> <li>• Group Discussion ( Open &amp; Monitored)</li> <li>• Resume Preparation</li> <li>• Interview Skills</li> <li>• Mock Interviews</li> </ul>	CO2, CO4, CO5.
<b>UNIT-6</b>	<ul style="list-style-type: none"> <li>• Vocabulary- Root Words ( A representative Collection of 50)</li> <li>• Vocabulary for Competitive Exams ( A list of 500 high frequency Words)</li> <li>• Idioms &amp; Phrases</li> <li>• Verbal Analogies</li> <li>• Correction of Sentences</li> <li>• Sentence Completion – Course of Action</li> <li>• Cloze Test</li> <li>• Reading Comprehension (Skimming, Scanning &amp; tackling different kinds of questions)</li> <li>• Phrasal Collocations (Representative collection of 50 meanings along with sentential illustrations)</li> <li>• SWAR/ VERSANT Test</li> </ul>	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.

#### References

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

#### e-Resources:

1. [https://onlinecourses.nptel.ac.in/noc21\\_hs76/preview](https://onlinecourses.nptel.ac.in/noc21_hs76/preview)

<b>Semester End Evaluation</b>	<ul style="list-style-type: none"> <li>• <b>15 marks for Report- Which includes</b> 5marks for Resume 10 Marks for PPT (5M for PPT preparation &amp; Presentation, 5M for Report Preparation on PPT)</li> <li>• <b>35 Marks for External Exam – Which includes</b> 10 marks for Viva with external examiner, 20 marks for Vocab test (Which is essential in Recruitment written test) 5 marks for E-mail Writing (which is important for the student to apply for the job through online, to give consent to job offer and to communicate in the work environment)</li> </ul>
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