

Course Title: Soft Skills Development

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| Course Code | : 17BA2L2 | Lab/Practice | : Practice |
| Lab Credits | : 1 | Contact Periods | : 2 |
| Year/Semester | : II year/I semester | | |

Course Objectives

This course seeks:

1. To provide the ability to develop an awareness of the technological advancements that help in increasing their skills in communication.
2. To provide the ability to develop and learn the application of acceptable communication skills essential for a workforce to survive in a competitive, global environment.
3. To understand the importance of succinct written expression to modern business communication through various types of business communication media.

Course Outcomes

Students shall be able to:

1. Define the role of business communication.
 2. Explain the interpersonal communication.
 3. Apply the techniques of effective communication in writing.
 4. Determine the effective communication for interviews through better time management and stress management techniques.
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1. **Communication:** Word Power - Story Interpretation - Change one Word - Draw a Picture - Body Language - Hidden data of Communication - Create many words from one word- Tele – etiquette.
 2. **Goal Setting** – Method Study - Brain Writing - Blind Fold - Role Play – Transactional Analysis.
 3. **Time Management** - Self Management- Stress Exercises- Meditation-First Aid Management.
 4. **Paper Presentations** - Technical papers - Conceptual papers - Plagiarism.
 5. **Precise Writing** - Draft a Notice - Book Review – A to Z Review.

References

1. Barun K. Mitra, “Personality Development and Soft Skills”, Oxford University Press, 2011.
2. Bhaskara Rao V. and Kameswari Y., “Successful Career - Soft skills and Business English, Personality and Career plan”, B. S. Publications, New Delhi.
3. Daniel Goleman, “Emotional Intelligence: Why It Can Matter More Than I.Q”, Bantam Books.
4. Dhanavel S.P., “English and Soft Skills”, Orient Black Swan, Hyderabad.

5. GhoshB. N., “Managing Soft Skills for Personality Development”, Tata Mc-Graw Hill Publishing Co.Ltd, New Delhi.
6. Gopaldaswamy Ramesh, “The ACE of Soft Skills: Attitude, Communication and Etiquette for Success”, Pearson.
7. Jeff Butterfield, “Soft Skills for Everyone”, Cengage learning, New Delhi, 2012.
8. Jenny Rogers, “Job Interview Success: Your Complete Guide to Practical Interview Skills”, McGraw-Hill Professional Publishing, 2011.
9. Suresh E. Kumar, “Communication Skills and Soft Skills: An Integrated Approach”, Pearson, 2010.
10. Shoba Rao, “Soft Skills for Positive Traits”, Tata Mc-Graw Hill Publishing Co.Ltd, New Delhi.