

COURSE TITLE: SOFT SKILLS – II
COURSE CODE:11BC41K4

LTP:2-0-2

Unit I: Group Discussion – II: Understanding dos and don'ts, Reasons for failure in GD, Importance of general awareness, parameters of evaluation, Mock GDs.

Unit II: Interview Skills: Interview handling Skills – Self preparation checklist, Grooming tips: do's & don'ts – mock interview & feedback

Unit III: Presentation Skills & Body Language: Presentation Skills – Stages involved in an effective presentation, selection of topic, content, aids, engaging the audience, Time management, Feedback, Mock Presentations

Unit IV: Quantitative Aptitude: Numbers, Time and Distance, Time and work, Averages, Mixtures and Allegations, Numbers Calendars, Clocks, DI and DS, Mensuration, Profit and loss, Partnership, Simple interest and Compound interest, Quadratic equations, progressions

Unit V: Reasoning: Linear sitting arrangement - Complex arrangements - Comparison of ranks - Deductions and connectives, Cubes, Venn diagrams, Binary logic, - Number and letter series, Coding and decoding, Odd man out, Direction sense

Recommended Reference Books:

1. Strategic interviewing” by Richaard Camp, Mary E. Vielhaber and Jack L. Simonetti – Published by Wiley India Pvt. Ltd
2. Quantitative Aptitude - Abhijit Guha Mc Graw Hills
3. Verbal & Non Verbal Reasoning – R.S.Agarwal
4. Analytical Reasoning for competitive exams – Pearson Publications