

## **SOFT SKILLS I**

**Course Code: 15HS115**

**Prerequisite: Nil**

**L-T-P: 2-0-2**

**Credits: 3**

### **COURSE OBJECTIVE:**

The objectives of this course are

1. To equip the students with competencies to manage themselves in organizations with a scientific outlook towards communication.
2. To develop career orientation through an understanding of Mock interviews and GDs.
3. To develop inter personal and intra personal skills of the students and develop and hone selling skills resulting in performance improvement at the work place.
4. To facilitate an insight into the functioning of individuals and groups

### **COURSE OUTCOMES (CO's):**

1. The students will be able to understand the importance of business conversation, Verbal and non verbal cues in conversation, stress full conversation.
2. The students will be able to understand the importance of general awareness, how to build up the confidence, how he should be adaptable, personal grooming.
3. The students will be able to understand the importance of effective listening skills, Concept of motivation, different types of motivational theories, positive and negative attitude, social dilemmas faced in general.
4. The students will be able to understand the Importance of Group discussion, handling emotions, problem solving ability, develop the persuasive skills in order to realize their dreams.

### **SYLLABUS**

Introduction to soft skills and their importance in different walks of life - Language proficiency - Voice modulation - Writing circulars and notices - Developing conversation skills. Building Confidence - Personal grooming - Adaptability - Forming habits - General awareness. Motivation – Attitude - listening skills - facing social dilemmas. Persuasive skills - Realizing dreams - Focusing on important points - GD level I Work Ethics - Problem-solving / Reasoning / Creativity – Adaptability - Handling emotions.

### **RECOMMENDED TEXT BOOK(S):**

1. Communication Skills - Meenakshi Raman and Sangeetha Sharma
2. English Conversation Practice-Grand Taylor.

### **REFERENCE BOOKS:**

1. Business Communication-Process& Product –Mary Ellen Guffey.
2. The Definitive Book of Body Language-Allan and Barbara Pease.