

## Soft Skills

Course Code: MCSTIC003T

Course Title: Soft Skills

Semester: I

Credits: 02

## Rationale

Soft skills focus on all round development of students. To make the engineering students aware of the importance, the role and the content of soft skills through instruction, knowledge acquisition, demonstration and practice. The course focuses to nurture the soft skills of the students through individual and group activities and also expose students to right attitudinal and behavioral aspects.

## Course Outline

Contents	No. of Lectures
<p align="center"><b><u>UNIT-1</u></b></p> <p><b>Communication Skills</b>  <b>Speaking</b>—Characteristics and Principles of Oral communication; Importance of Effective Speaking; Features of an Effective Speech; Different Types of Speech -Rhetoric; Small Talk; Elevator Speech; Public Speech; Extempore  <b>Writing</b> – Qualities of Good Writing; the Process of Writing. Writing Activities – Writing an Official Letter, an Application, an Email, Format of Report, a Blog</p>	10
<p align="center"><b><u>UNIT-2</u></b></p> <p><b>Interpersonal Skills</b>  Basic concepts, cues, signals, symbols and secrets of body language, significance of body language in communication and assertiveness training, listening as a communication skill, JOHARI window.  Effective ways of dealing with people, types of conflict (intra personal, intra group and inter group conflicts)</p>	10
<p align="center"><b><u>UNIT-3</u></b></p> <p><b>Soft Skills for employment</b>  Soft skills as competitive weapon in changing workplace, time management, nurturing creativity, thinking power-seven steps for dealing with doubt, traits of positive thinkers and high achievers, goals and techniques for positive thinking, enhancement of concentration through positive thinking, practicing a positive life style, team skills, leadership skills.</p>	10

### Annexure – III

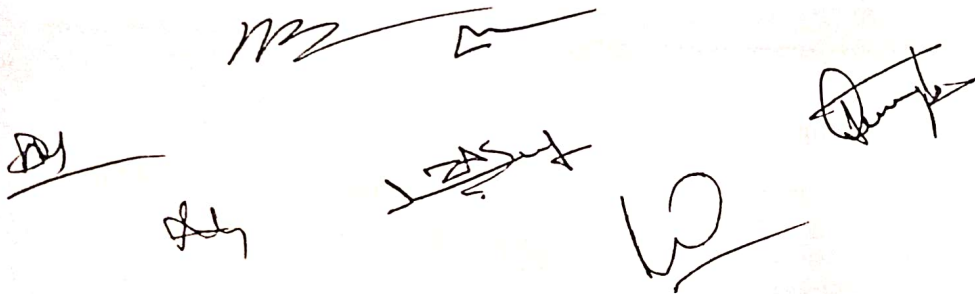
#### COURSE OUTCOMES

Upon successful completion of the course the student will be able to:

- Effectively communicate through verbal/written communication and improve the speaking and listening skills
- Dynamically participate in group discussion / meetings / interviews and prepare & deliver Presentations
- Become more effective individual by developing interpersonal skills.
- Function effectively in multi-disciplinary and heterogeneous teams through the knowledge of team work, Inter-personal relationships, conflict management and leadership quality.

#### Text/Reference Books

1. Lehman, Dufrene & Sinha., "BCOM: A South Asian Perspective", Cengage Learning, 2<sup>nd</sup> Edition
2. Barun K. Mitra., "Personality Development and Soft skills", Oxford Higher Education
3. Shalini Verma., "Development of Life Skills and Professional Practice", Vikas Publishing house pvt. Ltd

The block contains several handwritten signatures and initials in black ink. At the top left, there is a signature that appears to be 'S. S.' followed by a horizontal line. Below it, there are more initials, possibly 'S. S.'. To the right, there is a large, stylized signature that looks like 'M. S.' followed by a horizontal line. Further right, there is another signature that appears to be 'S. S.' followed by a horizontal line. At the bottom center, there is a large, stylized signature that looks like 'W.' followed by a horizontal line. To the right of that, there is a signature that appears to be 'S. S.' followed by a horizontal line.