Course Code	Course Title	L	T	P	C
PSTS501P	Qualitative Skills Practice	0	0	3	1.5
Pre-requisite	NIL	Syllabus version			
		1.0			

Course Objectives:

1. To develop the quantitative ability for solving basic level problems.
2. To improve the verbal and professional communication skills.

Course Outcomes:

At the end of the course, the student will be able to

1. Execute appropriate analytical skills
2. Solve problems pertaining to quantitative and reasoning ability
3. Learn better vocabulary for workplace communication
4. Demonstrate appropriate behavior in an organized environment

Module:1	**Business Etiquette: Social and Cultural Etiquette; Writing Company Blogs; Internal Communications and Planning: Writing press release and meeting notes**	**9 hours**

Value, Manners- Netiquette, Customs, Language, Tradition, Building a blog, Developing brand message, FAQs', Assessing Competition, Open and objective Communication, Two way dialogue, Understanding the audience, Identifying, Gathering Information,. Analysis, Determining, Selecting plan, Progress check, Types of planning, Write a short, catchy headline, Get to the Point –summarize your subject in the first paragraph., Body– Make it relevant to your audience.

Module:2	**Time management skills**	**3 hours**

Prioritization, Procrastination, Scheduling, Multitasking, Monitoring, Working under pressure and adhering to deadlines

Module:3	**Presentation skills – Preparing presentation; Organizing materials; Maintaining and preparing visual aids; Dealing with questions**	**7 hours**

10 Tips to prepare PowerPoint presentation, Outlining the content, Passing the Elevator Test, Blue sky thinking, Introduction , body and conclusion, Use of Font, Use of Color, Strategic presentation, Importance and types of visual aids, Animation to captivate your audience, Design of posters, Setting out the ground rules, Dealing with interruptions, Staying in control of the questions, Handling difficult questions

Module:4	**QuantitativeAbility-L1–Number properties; Averages; Progressions; Percentages; Ratios**	**11 hours**

Number of factors, Factorials, Remainder Theorem, Unit digit position, Tens digit position, Averages, Weighted Average, Arithmetic Progression, Geometric Progression, Harmonic Progression, Increase & Decrease or successive increase, Types of ratios and proportions

Module:5	**Reasoning Ability - L1 – Analytical Reasoning**	**8 hours**

Data Arrangement (Linear and circular & Cross Variable Relationship), Blood Relations, Ordering / ranking / grouping, Puzzle test, Selection Decision table		
Module:6	**Verbal Ability -L1 – Vocabulary Building**	**7 hours**
Synonyms & Antonyms, One word substitutes, Word Pairs, Spellings, Idioms, Sentence completion, Analogies		
	Total Lecture hours:	**45 hours**

Reference Books

1.	Kerry Patterson, Joseph Grenny, Ron McMillan and Al Switzler, (2017).2nd Edition, Crucial Conversations: Tools for Talking when Stakesare High .McGraw-Hill Contemporary, Bangalore.
2.	Dale Carnegie,(2016).How to Win Friends and Influence People. Gallery Books, New York.
3.	Scott Peck. M, (2003). Road Less Travelled. Bantam Press, New York City.
4.	SMART, (2018). Place Mentor, 1st edition. Oxford University Press, Chennai.
5.	FACE, (2016). Aptipedia Aptitude Encyclopedia. Wiley publications, Delhi.
6.	ETHNUS, (2013). Aptimithra. McGraw – Hill Education Pvt .Ltd, Bangalore.

Websites:

1.	**www.chalkstreet.com**
2.	**www.skillsyouneed.com**
3.	**www.mindtools.com**
4.	**www.thebalance.com**
5.	**www.eguru.ooo**

Mode of Evaluation: Continuous Assessment Tests, Quizzes, Assignment, Final Assessment Test			
Recommended by Board of Studies	19-05-2022		
Approved by Academic Council	No.70	Date	24-06-2023