**PARUL UNIVERSITY**

**FACULTY OF ENGINEERING & TECHNOLOGY**

**DEPARTMENT OF CDC**

**SYLLABUS FOR 4th SEMESTER D2D B. TECH. PROGRAMME PROFESSIONAL GROOMING & PERSONALITY DEVELOPMENT (203193252)**

**Type of Course:** B.Tech.

**Prerequisite**: Knowledge of communication theories and basic management skills are essential.

**Rationale:** Acquiring soft skills, life skills & aptitude skills are crucial for organizational communication as well as for employability respectively.

# Teaching and Examination Scheme:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Teaching Scheme** | | | **Credit** | **Examination Scheme** | | | | | **Total** |
| **Lect. Hrs/ Week** | **Tut. Hrs/ Week** | **Lab Hrs/** | **External** | | **Internal** | | |
| **T** | **P** | **T** | **CE** | **P** |
| 0 | 1 | 0 | 1 | - | - | - | 100 | - | 100 |

**Lect.** - Lecture, **Tut.** - Tutorial, **Lab** - Laboratory, **T** - Theory, **P** - Practical, **CE** - Continuous Evaluation.

# Contents:

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.** | **Topic** | **Weightage** | **Teaching Hrs.** |
| 1 | **Self Development and Assessment**:  Various self-assessments for personal and professional development skills that are relevant to career development:   * Change, Grow, Persist, Prioritize, Read, Learn, Listen, Record, Remember, Guess, Think, Communicate, Relate, and Dream | 25% | 4 |
| 2 | **Corporate Etiquette**:  Tips and guide to develop personality and gain various etiquettes manners, case studies and activities.   * Telephone etiquette * Etiquette for foreign business trips * Etiquette for small talks * Respecting privacy * Learning to say ‘No’ | 25% | 4 |
| 3 | **Public Speaking**:  It’s process of communicating information to an audience and is helpful in career advancement. Effective Public speaking skills includes:   * Choosing appropriate pattern * Selecting appropriate method * Art of persuasion * Making speeches effective * Delivering different types of speeches | 20% | 4 |
| 4 | **Reading Skills Activity & Reading Comprehension**:  Aims to improve students' Comprehensive Skills in English Language by getting them involved in reading activity and providing practice for reading comprehension. | 15% | 2 |

|  |  |  |  |
| --- | --- | --- | --- |
| 5 | **Listening Skills- Inquiry Based Listening Questions**:  Aims to improve students' listening skills in English Language providing them practice of various types of inquiry based listening tracks.  Students will listen and will be able to find out details from the conversations. | 15% | 1 |

**\*Continuous Evaluation:**

It consists of Assignments/Seminars/Presentations/Quizzes/Surprise Tests (Summative/MCQ) etc.

# Reference Books:

1. Business Correspondence and Report Writing SHARMA, R. AND MOHAN, K.
2. Communication Skills

Kumar S and Lata P; New Delhi Oxford University Press

1. Practical English Usage MICHAEL SWAN
2. A Remedial English Grammar for Foreign Student

F.T. WOOD

1. On Writing Well

William Zinsser; Harper Paperbacks,2006; 30th anniversary edition

1. Oxford Practice Grammar,

John Eastwood; Oxford University Press

# Course Outcome:

After Learning the course the students shall be able to:

1. Identity and develop soft skills required for personal and professional growth.

2. Develop professional etiquette & desired behaviour at the workplace

3. Speak and participate effectively in oral organizational communication

4. Improve comprehensive skills for reading.

5. Know how to be assertive in professional environment.