

**Course:** BTech**Semester:** 4**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					Examination Scheme					Total
Lecture Hrs/Week	Tutorial Hrs/Week	Lab Hrs/Week	Hrs/Week	Credit	Internal Marks			External Marks		
					T	CE	P	T	P	
-	1	-	-	1	100	100	-	-	-	100

SEE - Semester End Examination, CIA - Continuous Internal Assessment (It consists of Assignments/Seminars/Presentations/MCQ Tests, etc.)

Course Content

W - Weightage (%) , T - Teaching hours

Sr.	Topics	W	T
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

Course Outcome**After Learning the Course the students shall be able to:**

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