

## BAS105 / BAS205: SOFT SKILLS

### Course Objectives:

1. Students will be enabled to **understand** the correct usage of grammar.
2. Students will be able to **converse** well with effective speaking and listening skills in English.
3. Students will be able to **create** substantial base by the formation of strong professional vocabulary for its application at different platforms and through numerous modes as Comprehension, reading and writing
4. Student will be able to **equip** with basics of communication skills and will **apply** it for practical and oral purposes by being honed up in presentation skills and voice-dynamics.
5. Students will be able **build up** personal traits that will make the transition from institution to workplace smoother and help them to excel in their jobs.

Content	Contact Hours
<b>Unit-1 Applied Grammar and Usage:</b>	<b>8</b>
Transformation of Sentences: Simple, Compound and Complex, Subject-verb agreement, Prefix and Suffix, Antonyms, Synonyms, Homophones, Homonyms, New word Formation, Select word power	
<b>Unit-2: Listening and Speaking Skills</b>	<b>8</b>
Active Listening :Meaning and Art of Listening, Traits of a Good Listener, Listening modes, listening and Note taking, Types of Listening, Listening Techniques using Ted Talk Audio listening with script reading, Pronunciation; Speaking style ; content and sequencing.	
<b>Unit-3: Reading and Writing Skills:</b>	<b>8</b>
Reading style: Skimming; Scanning; Churning & Assimilation, Effective writing tools and methods: Inductive Deductive; Exposition; Linear; Interrupted; Spatial & Chronological etc, Official and Business Letter writing, Agenda, Notices, Minutes of meeting,	
<b>Unit-4: Presentation and Interaction Skills</b>	<b>8</b>
Introduction to oral communication, Nuances and Modes of Speech Delivery, Public speaking: confidence, clarity, and fluency, Individual Speaking: Elements; Non verbal Communication: Kinesics, Paralinguistic features of Voice-Dynamics, Proxemics, Chronemics, and Presentation Strategies: planning, preparation, organization, delivery	
<b>Unit-5: Work- place skills:</b>	<b>8</b>
Leadership qualities; Impact, Communication skills for Leaders: Listening and Responding; Mental health at work place: Managing Stress; Techniques: Application of 4 A's; Avoid; Alter; Access; Adapt	

## Course Outcomes:

1. **Write** professionally in simple and correct English.
2. **Demonstrate** active listening with comprehension, and the ability to write clear and well-structured emails and proposals.
3. **Learn** the use of correct body language and tone of voice to enhance communication.
4. **Acquire** the skills necessary to communicate effectively and deliver presentations with clarity and impact
5. **Understand** and apply some important aspects of core skills, like Leadership and stress management.

## Prescribed Books:

1. Technical Communication, (Second Ed.); O.U.P., Meenakshi Raman & S.Sharma New Delhi, 2011.
2. Business Communication for Managers, Payal Mehra, Pearson, Delhi, 2012.
3. Personality Development, Harold R. Wallace et. al, Cengage Learning India Pvt. Ltd; New Delhi 2006.
4. Practical Communication by L.U.B. Pandey; A.I.T.B.S. Publications India Ltd.; Krishan Nagar, Delhi 2013.
5. Personality Development & Soft Skills, Barun K.Mitra, Oxford University Press, New Delhi, 2012.
6. Public Speaking, William S. Pfeiffer, Pearson, Delhi, 2012.
7. Human Values, A.N. Tripathi, New Age International Pvt. Ltd. Publishers New Delhi, 2005.
8. English Grammar & Usage, R.P.Sinha, Oxford University Press, New Delhi, 2005.
9. English Grammar & Composition, *Wren* & Martin S.Chand & Co Ltd, New Delhi, 2009.
10. Soft Skills for Everyone. Jeff Butterfield, Cengage Learning India Pvt. Ltd; New Delhi 2017.