## SOFT SKILLS- 20SS8651

Course Category:	Institutional Core					Credits:										
Course Type:	Mandatory					Lecture-Tutorial- Practical:										
• •		-				Continuous Evaluation:										
Prerequisites:	NIL					Semester End Evaluation:										
						Total Marks:										
	l															
	Upon successful completion of the course, the student will be able to:											770				
Course Outcomes	CO1	I C V													K3 K3	
	CO2	Proficient in giving Presentations														
	CO3	Understand the corporate etiquette  Develop Competency in group discussion & Interviews														
	CO5	Present themselves with corporate readiness														
	COS															
Contribution of Course Outcomes	CO1	101	102	100	101	100	100	10,	2	10)	2	1011	1012	1501	PSO2	
	CO2									3	3		2			
	CO3								2	1	2		1			
towards achievement	CO4												1			
of Program										3	3					
Outcomes	CO5										3					
	1- Low 2-Medium 3-High Course Content															
		Coft	Claille	Maad	0- I				na Dona	on al C1	-:11a					
	•				_			& Inte								
	•		•	•	rate- E	mpioy	ability	Skills-	Neea (	of the r	iour				CO1,	
UNIT-1	•	SWOT Analysis.												CO2,		
	•	Attitude- Developing Professional & Positive Attitude												CO5.		
	•	Perc	eption	– Impo	ortance	of ana	alytical	thinki	ng.							
	•	~													CO1	
	•														CO2,	
UNIT-2	•	-	_	_			-				-		6-		CO4,	
	•	2 out 2 magazine 17, 17 out 1 map to 1 out 2 out													CO5.	
								TOWCI	1 OIIIt 1	Tesent	ation)					
UNIT-3	•			ıg- Nee		nportai	ice									
	<ul><li>Magic of Team Work.</li><li>Leadership Qualities.</li></ul>														CO1,	
	•	Lead	lership	Qualit	ies.										CO3.	
	•	Six	Thinkiı	ng Hat	s.											
	•	Acco	ountab	ility to	wards	Work.		· <u> </u>								
	Paragraph Writing – Descriptive and Analytical with illustrations													CO1,		
UNIT-4	• Email Writing												CO3, CO5.			
	Work Etiquette															
				cussion	( One	n & M	onitora	(d)								
	•		•			11 & IVI	omitore	<i>u)</i>							CO2,	
UNIT-5	•			eparati	on										CO4,	
	•	• Interview Skills											CO5.			
	•	Moc	k Inter	views												
	Vocabulary- Root Words ( A representative Collection of 50)															
UNIT-6	•											v Words	)			
UN11-0	<ul> <li>Vocabulary for Competitive Exams (A list of 500 high frequency Words)</li> <li>Idioms &amp; Phrases</li> </ul>															
		IUIOI	1115 CC F	mases												

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	Verbal Analogies							
	Correction of Sentences	CO5.						
	Sentence Completion – Course of Action	603.						
	Cloze Test							
	<ul> <li>Reading Comprehension ( Skimming, Scanning &amp; tackling different kinds of questions)</li> </ul>							
	<ul> <li>Phrasal Collocations (Representative collection of 50 meanings along with sentential illustrations)</li> </ul>							
	SWAR/ VERSANT Test							
Learning Resources								
Text Books	<ol> <li>The ACE of Soft Skills by Gopalaswamy Ramesh &amp; Mahadevan Ramesh –Pearson</li> <li>Working with Emotional Intelligence - David Goleman.</li> <li>Developing Communication Skills by Krishna Mohan and Meera Banerji; MacMilla Ltd., Delhi.</li> </ol>	n India						
	Soft Skills: Meenakshi Raman.							
Reference		2						
Books	2. Audio—Visuals / Hand Outs (Compiled/Created by T&P Cell, P.V.P.Siddhartha Institute of							
20011	Technology), Board & Chalk and Interactive Sessions							