

21ENGU00C1/21ENGI00C1: SOFT SKILLS
(Compulsory Soft Skills Course – 2 Credits – 2 Hours/wk.)

Objectives:

- To help the students improve their communication skills; and
- To enhance their holistic development and improve their employability skills.

Unit I

- Introducing Soft Skills
- Effective Communication for Success

Unit 2

- Influencing Skills
- Lateral Thinking Skills

Unit 3

- Time Management
- Presentation Skills

Unit 4

- Effective Team Work Skills
- Inter-personal Skills

Unit 5

- Interviewing Skills
- Negotiation Skills

Textbook:

Antonyamy and Chandra. *Soft Skills and Personality Development: A Handbook of Employability Skills*. Chennai: Vijay Nicole, 2012.

21ENGP00C1 – COMMUNICATION AND SOFT SKILLS
(Soft Skills Course – Compulsory Non Credit course –
2 Credits - 2 Hours/wk.)

(For all PG students except MA ECS students)

Objectives:

- To help the students improve their communication and life and soft skills; and
- To enhance their personality and employability skills.

UNIT I

- Basics of Communication
- Barriers to Communication

UNIT II

- Communication and Language Skills
- Communicating in a Global Language

UNIT III

- Resumes and Cover Letters
- Group Discussions

UNIT IV

- Business communication
- Intercultural Communication

UNIT V

- Professional Communication
- Interviews

Textbook:

Krishnaswamy, Dhariwal and Krishnaswamy. *Mastering Communication Skills and Soft Skills*. Blomsbury, 2015.

Assessment: There is no ESE. Assessment is totally internal and is performance-based.