

SEMESTER II PART: IV	22USOFS28 – Soft Skills	CREDIT:1 HOURS:1
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Course Objectives:

1. To develop the receptive skills of listening and reading.
2. To improve the skills of interpreting and transcoding information.
3. To develop the presentation skills of speaking and writing.
4. To improve communication skills with reference to Personal and interpersonal Interaction.
5. To enhance the personality traits with regard to employability.

Unit I: Receptive Skills of Communication.

1. Listening and Documenting
2. Reading Comprehension

Unit II: Skills of Interpretation

1. Reading and following Instructions
2. Interpreting and Transcoding information

Unit III: Speaking Skills

1. Developing Personal Speaking Skills
2. Development of Interpersonal Speaking Skills

Unit IV: Writing Techniques

1. Writing Without Mistakes
2. How to Apply for a Job.

Unit V: Development of Personality Traits

1. Norms of Etiquette
2. Eye Contact

Course Outcomes:

1. The students understand the receptive skills of listening and reading.
2. Students learn how to interpret and transcode information.
3. Students learn Personal and Interpersonal Skills of Speaking.
4. Students learn to write without mistakes.
5. Students become aware of the effect of Good Personality Traits.

Text Book:

1. Board of Editors, Vijay Nicole's Handbook of Soft Skills, Vijay Nicole Imprint Pvt Lt, 2018.

Supplementary Readings

1. Board of Editors, , Soft Skills, W.B. Publishing House Chennai.
2. Ravi Shankar.L & Titus H.S, Soft Skills, Trichy Publishers, Saligramam, Chennai, 2018.