

SOFT SKILLS - SYLLABUS

(FOR STUDENTS OF B.A. ENGLISH LITERATURE)



**CHOICE BASED CREDIT SYSTEM SYLLABUS
(2015-16 ONWARDS)**

**H.H. THE RAJAH'S COLLEGE (AUTONOMOUS)
Re-Accredited at B⁺ by NAAC
(Affiliated to the Bharathidasan University, Tiruchirappalli)
PUDUKKOTTAI – 622 001**

SOFT SKILLS (FOR STUDENTS OF B.A. ENGLISH LITERATURE)

1. COMMUNICATION SKILLS-PAPER I

Unit I

i) Process of communication ii) Levels of communication : Extra personal – Intrapersonal – Interpersonal – Organisational – Mass iii) Flow of communication : Downward – Upward – Lateral – Diagonal iv) Barriers to communication v) Importance of Communication

\Unit II

i) Non-verbal Communication: Body Language – Personal appearance – Gestures – Facial Expression – Eye contact – Space Distancing

Unit III

Oral Communication : Face to face conversation – Telephonic conversation – Interview – Instruction – Dictation

Unit IV

Oral Presentation: Presentation steps – Structure of the content – Audience awareness – Modes of delivery – Vocal aspects – Time Management

Unit V

Active Listening : Importance of Listening – Listening situations – Barriers to Listening – Developing Listening Skills.

PRESCRIBED TEXT

Developing Communication Skills – Krishna Mohan & Meera Banerji

2. COMMUNICATION SKILLS-PAPER II

Unit I

Meetings: Purpose – Procedure – Chairmanship – Participation- Physical arrangements

Unit II

Seminars and conferences: Types of Discussion groups – Conducting Seminars – Organising conferences

Unit III

Group Discussion: Group Dynamics – Purposes – Organisation

Unit IV

Audio and visual Aids: Basic Principles and guidelines – Types of Audio visual aids and their use.

Unit V

Reading: Intensive reading – Reading the content – skimming the text – understanding the gist – scanning – Helping hints for reading comprehension

PRESCRIBED TEXT

Developing Communication Skills – Krishna Mohan & Meera Banerji

3. COMMUNICATIVE SKILLS – PAPER III

Unit I : Precis writing

Forms of condensation – skills required – guidelines – practical hints

Unit II : Business Correspondence

Purpose – Structure – Layout and form – Qualities – Job Application Letter

Unit III : Memorandum Writing Contents – Types – Structure

Unit IV : Notice Agenda & Minutes

Unit V : Graphic Aids : Uses – Types (Tables & Figures)

PRESCRIBED TEXT

Developing Communication Skills – Krishna Mohan & Meera Banerji