

**Course Title: SOFT SKILLS – I**

Course Code: 11BB2306

---

**Objective:** Soft skills course intends to build confidence in the students to be able to ideate and speak about themselves and communicate both in the oral and written medium in reasonably good English. It also develops the personality of the students through Social Skills. The course prepares students for successfully undertaking internship program.

**Unit I:** Introduction to soft skills and their importance in different walks of life - Language proficiency - Voice modulation - Writing circulars and notices - Developing conversation skills.

**Unit II:** Building Confidence - Personal grooming - Adaptability - Forming habits - General awareness.

**Unit III:** Motivation – Attitude - listening skills - facing social dilemmas.

**Unit IV:** Persuasive skills - Realizing dreams - Focusing on important points - GD level 1

**Unit V:** Work Ethics - Problem-solving / Reasoning / Creativity – Adaptability - Handling emotions.

**Recommended Text Book(s):**

1. Communication Skills - Meenakshi Raman and Sangeetha Sharma
2. English Conversation Practice-Grand Taylor

**Recommended Reference Books:**

1. Business Communication-Process& Product –Mary Ellen Guffey.
2. The Definitive Book of Body Language-Allan and Barbara Pease.