

## SEMESTER I

<b>U21EN102</b>	<b>BUSINESS COMMUNICATION &amp; VALUE SCIENCE – I (For CSBS)</b>	<b>Category: HSM</b>				
		<b>L</b>	<b>T</b>	<b>P</b>	<b>J</b>	<b>C</b>
		<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>2</b>

### PRE-REQUISITES:

- Nil

### COURSE OBJECTIVES:

- To understand the key concepts of values, life skills and business communication and to motivate students to look within and create a better version of self.
- To focus on the development of basic fluency in English, usage of vocabulary in technical field, strengthen reading and official written communication skill.
- To understand the life skills and their importance in leading a happy and well-adjusted life.

### COURSE OUTCOMES:

Upon completion of the course, the student will be able to

CO1: Recognize the need for life skills and values (Understand)

CO2: Identify own strengths and opportunities (Analyse)

CO3: Recognize the importance of vocabulary enrichment (Understand)

CO4: Understand the basic tenets of communication and apply the basic communication practices in different types of communication (Apply)

CO5: Apply the life skills to different situations (Apply)

### CO-PO MAPPING:

POs Cos	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2
CO1	-	-	-	-	-	-	-	3	-	2	-	-		
CO2	-	-	-	-	-	-	-	-	2	3	-	-		
CO3	-	-	-	-	-	-	-	-	-	3	-	1		
CO4	-	-	-	-	-	-	-	-	2	3	-	1		
CO5	-	-	-	-	-	-	-	2	-	3	-	1		
CO	-	-	-	-	-	-	-	1	0.8	2.8	-	0.6		
Correlation levels:      1: Slight (Low)      2: Moderate (Medium)      3: Substantial (High)														

### SYLLABUS:

#### UNIT I      BASICS FOR COMMUNICATION

**9**

Applications of Tenses – Modal Verbs – Phrasal Verbs – Voices – Sentence formation and Completion – Sentence Structure Word Puzzles – Introducing and Sharing Information – Introducing Peer Members – Note Making – Analyzing and Writing a Review

**UNIT II HUMAN VALUES AND BUSINESS COMMUNICATION 9**

Self-exploration – SWOT Analysis and Goal setting – Values of individuals – Self-work with immersion(Interviewing Community Workers) and narrate what you think are the values that drive them – Writing Newspaper report – record conversation between a celebrity and an interviewer – Self-awareness; Stress management–Team Work

**UNIT III VOCABULARY ENRICHMENT 9**

Word formation: – Word Puzzles – Compound words -Single word substitute – Verbal Analogy-- Phrases – idioms – Significant abbreviations formal business vocabulary – Commonly confused words

**UNIT IV READING AND WRITING SKILLS 9**

Reading articles – Short Comprehension – Creative Writing – Creating Slogans-Create a podcast on a topic – E-Mail Writing – Picture Inference.

**UNIT V LANGUAGE ADEPTNESS 9**

Listening for Specific Information – Listening to TED talks – Announcements – Documentaries – Extempore and Persuasive Speech.

**LIST OF EXERCISES**

1. **Introducing Oneself and Sharing Information**
2. **Presentation on the persona of any well-known person & Role-Play**
3. **Create a podcast on a topic**
4. **Newspaper Report**
5. **Skit Based Communication**
6. **Listening to TED Talks/Announcements and Documentaries**

**Contact Periods:**

Lecture: **15 Periods**      Tutorial: – Periods      Practical: **30 Periods**      Project – Periods  
Total **45 Periods**

**TEXT BOOKS:**

1. Rizvi and Ashraf, “Effective Technical Communication”, 1<sup>st</sup> edition, Mc Graw – Hill, India 2017.
2. Locker, Kitty O., and Stephen Kyo Kaczmarek. “Business Communication: Building Critical Skills”, 6<sup>th</sup> edition, McGraw-Hill / Irwin Publishers, 2014.
3. Subroto Bagchi, “The Professional”, 1<sup>st</sup> edition, Penguin Publishers,2009.

**REFERENCES:**

1. Alan Mc’Carthy and O’dell, “English vocabulary in Use”, 2<sup>nd</sup> edition, Cambridge University Press, 2017
2. APAART: “Speak Well 1” (English language and communication).
3. Saroj Hiremath, “Business Communication”, 1<sup>st</sup> edition, Nirali Prakashan,2018.

**EVALUATION PATTERN:**

Continuous Internal Assessments				End Semester Examinations
<b>Assessment I (Theory) (100 Marks)</b>		<b>Assessment II (Practical) (100 Marks)</b>		<b>Practical Examinations (Examinations will be conducted for 100 Marks)</b>
Individual Assignment / Seminar / MCQ	Written Test	Evaluation of Laboratory Observation, Record <b>(Rubrics Based Assessments)</b>	Test	
<b>40</b>	<b>60</b>	<b>75</b>	<b>25</b>	
<b>25</b>		<b>25</b>		
<b>50</b>				<b>50</b>
<b>Total: 100</b>				

  
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## SEMESTER II

U21EN201	<b>PERSONALITY ENHANCEMENT</b> Common to AD, BM, CH , CE, CS, CS(AIML),EE,EC,ME,MI,IT)	Category: HSM				
		L	T	P	J	C
		1	0	2	0	2

### PRE-REQUISITES:

- Nil

### COURSE OBJECTIVES:

- To develop of personality traits that contributes in the professional environment
- To create a basic awareness about the significance of soft skills in professional and interpersonal communications
- To enhance the level of self-confidence that helps to excel in the leadership skills

### COURSE OUTCOMES:

Upon completion of the course, the student will be able to

**CO1:** Nurture a deep understanding of personality development and interpersonal relationship for overall self-development (Understand)

**CO2:** Communicate proficiently in high-end interviews and in all social situations (Understand)

**CO3:** Synthesize complex concepts and present them in speech and writing (Analyse)

**CO4:** Negotiate and lead teams towards success (Understand)

**CO5:** Present ideas in an effective manner using web tools (Apply)

### CO-PO MAPPING:

Cos \ POs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2
	CO1	-	-	-	-	-	-	-	-	2	3	-	1	
CO2	-	-	-	-	-	-	-	1	2	3	-	1		
CO3	-	-	-	-	-	-	-	-	2	3	-	-		
CO4	-	-	-	-	-	-	-	-	2	3	-	-		
CO5	-	-	-	-	-	-	-	1	-	3	-	-		
CO	-	-	-	-	-	-	-	0.4	1.6	3	-	0.4		
Correlation levels:      1: Slight (Low)      2: Moderate (Medium)      3: Substantial (High)														

### SYLLABUS:

#### UNIT I      LEXICAL REASONING

9

##### Module:1 Establishing Associations

Activity: Verbal Analogy, Logical Reasoning

##### Module:2 Lateral Thinking

Activity: Reasoning and Assertions

##### Module:3 Sentence Completion

Activity: Cloze Test, Single Word Substitutes

**UNIT II SOCIAL CORRESPONDENCE 9**

**Module:4 Etiquettes**

Activity: Brain storming & performing in actions

**Module:5 Introspection**

Activity: SWOT Analysis, Goal Setting

**Module:6 Co-verbal Gesture**

Activity: Body Language, Non verbal cues

**UNIT III ART OF NETWORKING 9**

**Module:7 Addressing a Multitude**

Activity: Welcome address, Vote of Thanks, Public Speaking

**Module:8 Persuasive Communication**

Activity: Making Technical Presentation

**Module:9 Career Oriented Communication**

Activity: Face to face Conversation, Mock Interview

**UNIT IV CRITICAL THINKING 9**

**Module:10 Organizing ideas**

Activity: Mind Mapping

**Module:11 Problem Solving Skills**

Activity: Conflict management, Case Study

**Module:12 Critical Review**

Activity: Book/ Movie Review, Comparative Analysis

**UNIT V CONTENT WRITING 9**

**Module:13 Reports**

Activity: Writing Event Report, Project Report

**Module:14 Writing for Digital platform**

Activity: Writing Posts, Blogs

**Module:15 Developing Content**

Activity: Product Description, Writing Proposals

**LIST OF EXERCISES**

1. Listening to Inspirational Speech
2. Listening to Product Description
3. Book/Movie Review
4. Presentation
5. Mock Interview
6. Public Speaking

**Contact Periods:**

Lecture: **15 Periods**      Tutorial: - Periods      Practical: **30 Periods**      Project: - Periods  
Total: **45 Periods**

**TEXT BOOKS:**


1. Meenakshi Raman & Sangeetha Sharma. "Professional English: for AKTU", 1<sup>st</sup> edition, Oxford University Press. 2018.
2. Barun. K.Mitra. "Personality Development and Soft Skills", OUP India. 2<sup>nd</sup> edition, 2016.

**REFERENCES:**

1. Mathew Allen. "Smart Thinking: Skills for Critical Understanding and Writing", 2<sup>nd</sup> edition, OUP India, 2016.
2. Means, Thomas L, "English and Communication for Colleges", 4<sup>th</sup> edition, Cengage 2017
3. Using English: "A Coursebook for Undergraduate Engineers and Technologists", 1<sup>st</sup> edition, Orient Black Swan, 2017

**EVALUATION PATTERN:**

Continuous Internal Assessments				End Semester Examinations
Assessment I (Theory) (100 Marks)		Assessment II (Practical) (100 Marks)		Practical Examinations (Examinations will be conducted for 100 Marks)
Individual Assignment / Seminar / MCQ	Written Test	Evaluation of Laboratory Observation, Record  (Rubrics Based Assessments)	Test	
40	60	75	25	
25		25		
50				50
Total: 100				50

  
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## SEMESTER II

<b>U21EN202</b>	<b>BUSINESS COMMUNICATION &amp; VALUE SCIENCE – II (For CSBS)</b>					<b>Category: HSM</b>				
						<b>L</b>	<b>T</b>	<b>P</b>	<b>J</b>	<b>C</b>
						<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>2</b>

### PRE-REQUISITES:

- Nil

### COURSE OBJECTIVES:

- To develop effective writing, reading, presentation and group discussion skills.
- To introduce the organizational concepts and theory dedicated to a social cause.
- To identify personality traits and evolve as a better team player.

### COURSE OUTCOMES:

Upon completion of the course, the student will be able to

CO1: Understand and use tools of structured written communication (Understand)

CO2: Develop materials to create an identity for an organization dedicated to a social cause (Apply)

CO3: Identify individual personality types and role in a team (Analyse)

CO4: Understand the basic concepts of Morality and Diversity (Understand)

CO5: Organize an event to generate awareness and get support for a cause (Apply)

### CO-PO MAPPING:

POs COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2
CO1	-	-	-	-	-	-	-	-	-	3	-	1		
CO2	-	-	-	-	-	2	-	1	1	-	-	1		
CO3	-	-	-	-	-	-	-	-	3	2	-	-		
CO4	-	-	-	-	-	-	-	2	-	3	-	1		
CO5	-	-	-	-	-	-	-	-	2	3	-	-		
CO	-	-	-	-	-	0.4	-	0.6	1.2	2.2	-	0.6		
Correlation levels:      1: Slight (Low)      2: Moderate (Medium)      3: Substantial (High)														

### SYLLABUS:

#### UNIT I      LEXICAL REASONING 9

Establishing Associations – Verbal Analogy – Logical Reasoning – Reasoning and Assertions – Cloze test – Single word Substitute – Creating and launching E-magazine – Common Errors– Report Writing

#### UNIT II      SOCIAL CORRESPONDENCE 9

Each group forming an NGO – Create Vision, Mission, Value Statement, and tagline and design a logo – Groups to present their NGOs – Presentation recording and sharing the findings from recording – Practising individual write up for E-magazine and evaluation – Speed Reading Session – Introduction to Skimming and Scanning.

**UNIT III ART OF NETWORKING 9**

Brain Storming Session – Discussing and Exploring the means of articulating and amplifying the Social issue their NGOs are working for – Addressing a Multitude – Welcome Address – Vote of Thanks – Public Speaking

**UNIT IV CRITICAL THINKING 9**

Learn Values from Movies – Film on Diversity – Discussion on key take away of the film – Mind Mapping – Conflict Management–Case Study – Time Management

**UNIT V LISTENING SKILLS 9**

Listening to Product Description-Listening to Inspirational speech – Listening Comprehension – Critical Review-Book / Movie Review – Comparative Analysis

**LIST OF EXERCISES**

1. Create E-Magazine
2. Presentation
3. Public Speaking
4. Listening to Product Description/Inspirational Speech.
5. Listening Comprehension
6. Book/Movie Review

**Contact Periods:**

Lecture: **15 Periods**      Tutorial: – Periods      Practical: **30 Periods**      Project – Periods  
Total **45 Periods**

**TEXT BOOKS:**

1. Shalini Verma, “Development of Life Skills and Professional Practice”, 1<sup>st</sup> edition, Vikas Publishing house Pvt. Ltd., 2014.
2. Barun.K.Mitra, “Personality Development and Soft Skills”, 1<sup>st</sup> edition, OUP India, 2019.

**REFERENCE:**

1. Peter H. Diamandis and Steven Kotler, Abundance: “The Future is Better Than You Think”, 1<sup>st</sup> edition, Free Press, 2012.
2. Sandra Moriarty, Nancy D, William D Mitchell, “Advertising & IMC: Principles and Practice”, 10<sup>th</sup> edition, Pearson Education India, 2016.

**EVALUATION PATTERN:**

Continuous Internal Assessments				End Semester Examinations
<b>Assessment I (Theory) (100 Marks)</b>		<b>Assessment II (Practical) (100 Marks)</b>		<b>Practical Examinations (Examinations will be conducted for 100 Marks)</b>
Individual Assignment / Seminar / MCQ	Written Test	Evaluation of Laboratory Observation, Record <b>(Rubrics Based Assessments)</b>	Test	
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25		25		
50				50
Total: 100				50



## SEMESTER II

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		<b>L</b>	<b>T</b>	<b>P</b>	<b>J</b>	<b>C</b>
		<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>2</b>

### PRE-REQUISITES:

- Nil

### COURSE OBJECTIVES:

- To develop of personality traits that contributes in the professional environment
- To create a basic awareness about the significance of soft skills in professional and interpersonal communications
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### COURSE OUTCOMES:

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**CO1:** Nurture a deep understanding of personality development and interpersonal relationship for overall self-development (Understand)

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CO2	-	-	-	-	-	-	-	1	2	3	-	1		
CO3	-	-	-	-	-	-	-	-	2	3	-	-		
CO4	-	-	-	-	-	-	-	-	2	3	-	-		
CO5	-	-	-	-	-	-	-	1	-	3	-	-		
CO	-	-	-	-	-	-	-	0.4	1.6	3	-	0.4		
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### SYLLABUS:

#### UNIT I      LEXICAL REASONING

9

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Activity: Verbal Analogy, Logical Reasoning

##### Module:2 Lateral Thinking

Activity: Reasoning and Assertions

##### Module:3 Sentence Completion

Activity: Cloze Test, Single Word Substitutes

**UNIT II SOCIAL CORRESPONDENCE 9**

**Module:4 Etiquettes**

Activity: Brain storming & performing in actions

**Module:5 Introspection**

Activity: SWOT Analysis, Goal Setting

**Module:6 Co-verbal Gesture**

Activity: Body Language, Non verbal cues

**UNIT III ART OF NETWORKING 9**

**Module:7 Addressing a Multitude**

Activity: Welcome address, Vote of Thanks, Public Speaking

**Module:8 Persuasive Communication**

Activity: Making Technical Presentation

**Module:9 Career Oriented Communication**

Activity: Face to face Conversation, Mock Interview

**UNIT IV CRITICAL THINKING 9**

**Module:10 Organizing ideas**

Activity: Mind Mapping

**Module:11 Problem Solving Skills**

Activity: Conflict management, Case Study

**Module:12 Critical Review**

Activity: Book/ Movie Review, Comparative Analysis

**UNIT V CONTENT WRITING 9**

**Module:13 Reports**

Activity: Writing Event Report, Project Report

**Module:14 Writing for Digital platform**

Activity: Writing Posts, Blogs

**Module:15 Developing Content**

Activity: Product Description, Writing Proposals

**LIST OF EXERCISES**

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5. Mock Interview
6. Public Speaking

**Contact Periods:**

Lecture: **15 Periods**      Tutorial: - Periods      Practical: **30 Periods**      Project: - Periods  
Total: **45 Periods**

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1. Meenakshi Raman & Sangeetha Sharma. "Professional English: for AKTU", 1<sup>st</sup> edition, Oxford University Press. 2018.
2. Barun. K.Mitra. "Personality Development and Soft Skills", OUP India. 2<sup>nd</sup> edition, 2016.

**REFERENCES:**

1. Mathew Allen. "Smart Thinking: Skills for Critical Understanding and Writing", 2<sup>nd</sup> edition, OUP India, 2016.
2. Means, Thomas L, "English and Communication for Colleges", 4<sup>th</sup> edition, Cengage 2017
3. Using English: "A Coursebook for Undergraduate Engineers and Technologists", 1<sup>st</sup> edition, Orient Black Swan, 2017

**EVALUATION PATTERN:**

Continuous Internal Assessments				End Semester Examinations
Assessment I (Theory) (100 Marks)		Assessment II (Practical) (100 Marks)		Practical Examinations (Examinations will be conducted for 100 Marks)
Individual Assignment / Seminar / MCQ	Written Test	Evaluation of Laboratory Observation, Record  (Rubrics Based Assessments)	Test	
40	60	75	25	
25		25		
50				50
Total: 100				50

  
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<b>U21EN401</b>	<b>BUSINESS COMMUNICATION &amp; VALUE SCIENCE – IV (For CSBS)</b>				<b>Category: HSM</b>				
					<b>L</b>	<b>T</b>	<b>P</b>	<b>J</b>	<b>C</b>
					<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>2</b>

**PRE-REQUISITES:**

- Nil

**COURSE OBJECTIVES:**

- To recognize the importance of diversity in workplace and to recognize the best practices of communicative writing.
- To understand the importance of emotional intelligence in personal and professional lives.
- To understand the importance of corporate social responsibility (CSR) and the importance of corporate etiquettes.

**COURSE OUTCOMES:**

**Upon completion of the course, the student will be able to**

**CO1:** Understand the importance of diversity and recognize the best practices of professional writing (Understand)

**CO2:** Apply knowledge of multiple intelligences and learning styles in interpersonal interactions (Apply)

**CO3:** Comprehend the importance of corporate social responsibility(CSR) and recognize the attributes needed to function in a corporate environment (Understand)

**CO4:** Understand how stress impacts life and work and identify the best practices to manage Stress (Understand)

**CO5:** Recognize the importance of time management and identify the best practices (Analyse)

**CO-PO MAPPING:**

Cos \ POs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2
	CO1	-	-	-	-	-	-	-	-	2	3	-	-	
CO2	-	-	-	-	-	-	-	-	2	3	-	1		
CO3	-	-	-	-	-	2	-	1	-	3	-	-		
CO4	-	-	-	-	-	-	-	-	2	2	-	-		
CO5	-	-	-	-	-	-	-	2	2	-	-	1		
CO	-	-	-	-	-	0.4	-	0.6	1.6	2.2	-	0.4		
Correlation levels:		1: Slight (Low)			2: Moderate (Medium)			3: Substantial (High)						

## **SYLLABUS:**

<b>UNIT I</b>	<b>WORKPLACE ENVIRONMENT AND BUSINESS WRITING</b>	<b>9</b>
Emotional Intelligence – Public Speaking at workplace and real life scenarios – Role Play – Formal and Business letters – Building Professionalism in Work Place		
<b>UNIT II</b>	<b>ETHICS &amp; SOCIAL RESPONSIBILITY</b>	<b>9</b>
Importance of Corporate Social Responsibility (CSR) – Professional Ethics – Organisational Structure in Workplace – Developing Leadership Qualities		
<b>UNIT III</b>	<b>FEEDBACK AND CUSTOMER RELATIONS</b>	<b>9</b>
Best practices to share and receive feedback – Addressing the Grievances of Customer – Practices to Maintain Customer Satisfaction – Customer Survey		
<b>UNIT IV</b>	<b>HR MANAGEMENT</b>	<b>9</b>
Interview Etiquette – Mock Interview – Entrance & Exit Meetings – Drafting Appointment letters – Drafting Joining Letters		
<b>UNIT V</b>	<b>ADVANCED BUSINESS VOCABULARY</b>	<b>9</b>
Business Idioms and Phrases – Greetings at a Business Setting – Digital Communication – Using Web as a source of knowledge Sharing – Statement of purpose – Listening to Dialogues – Business interviews – Life lessons		

## **LIST OF EXERCISES**

1. Public Speaking
2. Role Play
3. Mock Interview
4. Sharing and Receiving feedback
5. Listening Business/Interviews
6. Listening Life Lessons

Contact Periods:

Lecture: <b>15 Periods</b>	Tutorial: – Periods	Practical: <b>30 Periods</b>	Project – Periods
			Total <b>45 Periods</b>

## **TEXT BOOK:**

1. Rajeshkumar Bhatt, "Life Skill Education", 1<sup>st</sup> edition, Notion Press, 2017.
2. Sutapa Banerjee, "Soft Skill: Business and Professional Communication", 1<sup>st</sup> edition, I K International Publishing House, 2008.

## **REFERENCES:**


1. Daniel Goleman, "Emotional Intelligence: Why it can Matter More than IQ", Bantam, 2<sup>nd</sup> edition, 2005.
2. Ryback David, "Putting Emotional Intelligence to Work", 1<sup>st</sup> edition, Routledge, 2011.
3. Dale Carnegie, "How to Develop Self Confidence and Improve Public Speaking - Time – Tested Methods of Persuasion", 1<sup>st</sup> edition, Seekosity, 2019.

**Web References:**

1. <https://www.tata.com/about-us/tata-group-our-heritage>
2. <https://economictimes.indiatimes.com/tata-success-story-is-based-on-humanity-philanthropy-andethics/articleshow/41766592.cms>

**EVALUATION PATTERN:**

Continuous Internal Assessments				End Semester Examinations
<b>Assessment I (Theory) (100 Marks)</b>		<b>Assessment II (Practical) (100 Marks)</b>		<b>Practical Examinations (Examinations will be conducted for 100 Marks)</b>
Individual Assignment / Seminar / MCQ	Written Test	Evaluation of Laboratory Observation, Record <b>(Rubrics Based Assessments)</b>	Test	
<b>40</b>	<b>60</b>	<b>75</b>	<b>25</b>	
<b>25</b>		<b>25</b>		
<b>50</b>				<b>50</b>
<b>Total: 100</b>				

  
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U21SSG01	<b>SOFT SKILLS – I</b>	<b>Category: HSM</b>				
		<b>L</b>	<b>T</b>	<b>P</b>	<b>J</b>	<b>C</b>
		<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>

**PRE-REQUISITES:**

- Nil

**COURSE OBJECTIVES:**

- To inculcate potential skills and to work as a team effectively.
- To develop confidence and enhance interpersonal skills.

**COURSE OUTCOMES:**

**Upon completion of the course, the student will be able to**

**CO1:** Enhance decision making and negotiation skills (Analyse)

**CO2:** Maintain open, effective, and Professional Communication (Apply)

**CO-PO MAPPING:**

Cos \ POs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2
	<b>CO1</b>	-	-	-	-	-	-	-	-	-	3	-	2	
<b>CO2</b>	-	-	-	-	-	-	-	-	2	3	-	1		
<b>CO</b>	-	-	-	-	-	-	-	-	1	3	-	1.5		
Correlation levels:      1: Slight (Low)      2: Moderate (Medium)      3: Substantial (High)														

**SYLLABUS:**

**UNIT I      VERBAL COMPETENCE      10**

Verbal Analogy – Spotting Errors – Ordering of Sentences – Cloze Test – Effective Listening – Reading Comprehension

**UNIT II      EFFECTIVE COMMUNICATION      10**

Overcoming Communication Barriers – Body Language and its Etiquettes – Contextual Communication – 7C's of Communication – Listening to Documentaries

**UNIT III      INTERPERSONAL SKILLS      10**

Group Decision Making – Paralanguage – Negotiation Skills – Preparation & Planning, Bargaining & Problem Solving –Self Grooming – SWOT Analysis

**Contact Periods:**

Lecture:      - Periods      Tutorial:      - Periods      Practical      **30 Periods**      Project      – Periods  
Total      **30 Periods**

**TEXT BOOKS:**


- 1.Prashant Sharma,“Soft Skills: Personality Development for Life Success”,1<sup>st</sup> edition, BPB Publications,2022
- 2.Suresh Kumar E, Sreehari P and Savithri J, “Communication Skills and Soft Skills: An Integrated Approach”, 1<sup>st</sup> edition, Dorling Kindersley, 2011.

**REFERENCES:**

1. Jeff Butterfield, “Problem Solving and Decision Making”, 2<sup>nd</sup> edition, Course Technology, 2010.
2. Wushow Bill Chou, “Fast-Tracking your Career: Soft Skills for Engineering and IT Professionals”, 1<sup>st</sup> edition, IEEE Press, 2013.

**EVALUATION PATTERN:**

<b>Continuous Internal Assessments</b>	<b>Marks</b>
<b>Test - I</b>	<b>50</b>
<b>Test - II</b>	<b>50</b>
<b>Total</b>	<b>100</b>



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U21SSG02	SOFT SKILLS - II	Category: HSM				
		L	T	P	J	C
		0	0	2	0	1

**PRE-REQUISITES:**

- Nil

**COURSE OBJECTIVES:**

- To understand the importance of communication and enhance self confidence
- To acquire employability skills

**COURSE OUTCOMES:**

**Upon completion of the course, the student will be able to**

CO1: Actively participate in Group Discussion (Analyze)

CO2: Enhance interview skills and make effective Presentation (Apply)

**CO-PO MAPPING:**

Cos \ POs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2
	CO1	-	-	-	-	-	-	-	-	2	3	-	-	
CO2	-	-	-	-	-	-	-	-	2	3	-	-		
CO	-	-	-	-	-	-	-	-	2	3	-	-		
Correlation levels: 1: Slight (Low) 2: Moderate (Medium) 3: Substantial (High)														

**SYLLABUS:**

**UNIT I PRESENTATION SKILLS 10**

Presentation Techniques – Time Management Techniques – Body language – Managerial Skills – Making Effective Presentation

**UNIT II GROUP DISCUSSION AND PUBLIC SPEAKING 10**

Introduction to Group Discussion – Understanding Group Dynamics – Group Discussion Strategies– Activities to Improve GD Skills – Public Speaking Techniques – Public Speaking Activiti

**UNIT III INTERVIEW SKILLS 10**

Listening to Interviews – Preparation for the Interview – Interview Techniques and Etiquettes – Handling Stress Interview – Mock Interview – Online Interview Techniques

**Contact Periods:**

Lecture: -Periods Tutorial: -Periods Practical: 30 Periods Project – Periods  
Total 30 Periods

**TEXT BOOKS:**


1. Prashant Sharma, “Soft Skills: Personality Development for Life Success”, BPB Publications, 1<sup>st</sup> edition, 2022.
2. Leader Interpersonal and Influence Skills: The Soft Skills of Leadership.” Routledge Publications, 2014.

**REFERENCES:**

1. Ghosh B N, “Managing Soft Skills for Personality Development”, 1<sup>st</sup> edition ,Tata McGraw-Hill, 2012.
2. Nitin Bhatnagar and Mamta Bhatnagar, “Effective Communication and Soft Skills Strategies for Success”, 1<sup>st</sup> edition, Pearson Education, 2012.

**EVALUATION PATTERN:**

<b>Continuous Internal Assessments</b>	<b>Marks</b>
<b>Test - I</b>	<b>50</b>
<b>Test - II</b>	<b>50</b>
<b>Total</b>	<b>100</b>



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**TEXT BOOKS:**


1. Daniel Goleman, "Emotional Intelligence: Why it Can Matter More Than IQ", 1<sup>st</sup> edition, Bloomsbury, 2009.
2. Alan Barker, "Improve Your Communication Skills : Present with Confidence; Write with Style; Learn Skills of Persuasion", 1<sup>st</sup> edition, Kogan Page, 2010.

**REFERENCES:**

1. Jeremy Stranks, "Stress at Work: Management and Prevention", 1<sup>st</sup> edition, Butterworth- Heinemann, 2005.
2. Edward J Watson, "Emotional Intelligence: A Practical Guide on How to Control Your Emotions and Achieve Lifelong Social Success", 1<sup>st</sup> edition, Amazon Digital Services LLC, 2016.

**EVALUATION PATTERN:**

<b>Continuous Internal Assessments</b>	<b>Marks</b>
<b>Test - I</b>	<b>50</b>
<b>Test - II</b>	<b>50</b>
<b>Total</b>	<b>100</b>



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## SEMESTER I

<b>U21EN101</b>	<b>ENGLISH FOR TECHNOLOGISTS</b> <b>Common to</b> <b>AD, BM, CH, CE, CS, CS(AIML), EE, EC, ME, MI, IT</b>	<b>Category: HSM</b>				
		<b>L</b>	<b>T</b>	<b>P</b>	<b>J</b>	<b>C</b>
		<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>2</b>

### PRE-REQUISITES:

- Nil

### COURSE OBJECTIVES:

- To infer and interpret the meaning of Technical, Business, Social and Academic contexts.
- To enhance the listening skills and facilitate effective pronunciation.
- To make effective presentation and conversation in technical and professional environment.

### COURSE OUTCOMES:

**Upon completion of the course, the student will be able to**

**CO1:** Comprehend language and learn strategies for error-free communication (Understand)

**CO2:** Improve speaking skills in academic and social contexts (Apply)

**CO3:** Enhance both reading and writing skills to excel in professional career (Analyse)

**CO4:** Evaluate different perspectives on a topic (Analyse)

**CO5:** Develop listening skills to understand complex business communication in a variety of global English accents through Personality Development (Understand)

### CO-PO MAPPING:

Cos \ POs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2
	CO1	-	-	-	-	-	-	-	-	-	3	-	1	
CO2	-	-	-	-	-	-	-	-	2	3	-	-		
CO3	-	-	-	-	-	-	-	-	2	3	-	1		
CO4	-	-	-	-	-	-	-	-	2	3	-	-		
CO5	-	-	-	-	-	-	-	2	-	3	-	1		
CO	-	-	-	-	-	-	-	0.4	1.2	3	-	0.6		

Correlation levels:      1: Slight (Low)      2: Moderate (Medium)      3: Substantial (High)

### SYLLABUS:

#### UNIT I      SUBJECTIVE INTROSPECTION

9

##### Module:1 Vocabulary Building

Activity: Word Puzzles, Snappy words, Word Sleuthing

##### Module:2 Introducing and Sharing Information

Activity: Get to know oneself, Introducing Peer Members

##### Module:3 Opinion Paragraph

Activity: Note making, analyzing and writing a review

**UNIT II CAREER ENHANCEMENT 9**

**Module:4 Reading Comprehension**

Activity: Reading Newspaper articles/Blogs, Sentence completion

**Module:5E-mail Communication**

Activity: Drafting personal and professional emails

**Module:6 Career Profiling**

Activity: Resume Writing & Digital Profiling

**UNIT III LANGUAGE ADEPTNESS 9**

**Module:7 Rewriting passages**

Activity: Conversion of voices & Rephrasing Articles

**Module:8 Enhancing Pronunciation skills**

Activity: Listening to short technical Reels and reproducing it

**Module:9 Making Conversations**

Activity: Role play & Narrating Incidents

**UNIT IV TECHNICAL WRITING 9**

**Module:10 Spotting Errors**

Activity: Proof reading, Rewriting sentences

**Module:11 Data interpretation**

Activity: Interpretation of Graphics/Charts/Graphs

**Module:12 Expository Writing**

Activity: Picture inference, Captions for Posters& Products

**UNIT V LANGUAGE UPSKILLING 9**

**Module:13 Listening for Specific Information**

Activity: TED talks/Announcement/Documentaries

**Module:14 Presentation**

Activity: Extempore & Persuasive Speech

**Module:15 Team Communication**

Activity: Team building activities, Group Discussion

**LIST OF EXERCISES**

1. Introducing oneself
2. Role play
3. Listening to short technical Reels
4. Listening to TED Talks/ Announcements/ Documentaries
5. Presentation
6. Group Discussion

**Contact Periods:**

Lecture: **15 Periods**      Tutorial: - Periods      Practical: **30 Periods**      Project: - Periods  
Total: **45 Periods**

**TEXT BOOKS:**


1. Ashraf Rizvi, "Effective Technical Communication", 2<sup>nd</sup> edition, Mc Graw – Hill. India 2017.
2. Rod Ellis, "English for Engineers & Technologists", Vol. II: (English for Engineers and Technologist: A Skills Approach). 2<sup>nd</sup> edition, Orient Black Swan, 1990.

**REFERENCES:**

1. Raymond Murphy, "Intermediate English Grammar", 2<sup>nd</sup> edition, Cambridge University Press, 2009.
2. Thomas L Means, "English and Communication for Colleges", 4<sup>th</sup> edition, Cengage 2017.
3. Using English: "A Coursebook for Undergraduate Engineers and Technologists", 1<sup>st</sup> edition, Orient Black Swan, 2017.

**EVALUATION PATTERN:**

Continuous Internal Assessments				End Semester Examinations
Assessment I (Theory) (100 Marks)		Assessment II (Practical) (100 Marks)		Practical Examinations  (Examinations will be conducted for 100 Marks)
Individual Assignment / Seminar / MCQ	Written Test	Evaluation of Laboratory Observation, Record  (Rubrics Based Assessments)	Test	
40	60	75	25	
25		25		
50				50
50				50
<b>Total: 100</b>				

  
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