

Soft Skill Syllabus

S.No	Module	No. of Lectures
1	Introduction to Communication: Need for Effective Communication.	02
2	The Process of Communication: Levels of communication: Significance of technical communication. Barriers to Communication: Flow of communication; Use of language in communication;	02
3	Barriers to Communication: Types of barriers; Miscommunication; Noise; Overcoming measures.	03
4	Listening Skills: Listening as an active skill; Types of Listeners; Listening for general content; Listening to fill up information; Intensive Listening, Listening for specific information; Developing effective listening skills; Barriers to effective listening skills.	04
5	Reading Skills Previewing techniques; Skimming; Scanning; Understanding the gist of an argument; identifying the topic sentence; Inferring lexical and contextual meaning, recognizing coherence and sequencing of sentences; Improving comprehension skills.	03

6	Writing Skills : Sentence formation; Use of appropriate diction; Paragraph and Essay Writing; Coherence and Cohesion	02
7	Letter Writing: Formal, informal and business letters.	03
8	Job Application: Cover letter, Differences between bio-data, CV and Resume.	04
9	Report Writing: Basics of Report Writing; Structure of a report; Types of reports	03
10	Non-verbal Communication and Body Language: Norms of non-verbal communication; Interpreting body- language Cues; Kinesics; Proxemics; Chronemics; Effective use of body language	04
11	Interview Skills : Types of Interviews; Ensuring success Job interviews; Appropriate use of non-verbal communication.	04
12	Group Discussion Group discussion as a type of presentation, Ensuring success in group discussions.	04
13	Presentation Skills: Oral presentation and public speaking skills, business presentations	03
14	Technology-based Communication : Netiquettes: effective e-mail messages, power-point presentation; enhancing editingskills	03
	Total Number of Lectures	45