



Justice Basheer Ahmed Sayeed College for Women

Soft Skills

The modern work place being interpersonal, learning skills such as Listening, Speaking, Reading and writing are mandatory to ensure the smooth flow of ideas which would prevent any barriers or conflicts. Since the employers seek candidates who can perform well and fit to the culture of the company, it is the role of the educational institution to horn such skills in students. The Department of English has introduced the Soft Skills paper to the first year undergraduate students in the year 2011. Every student of I year UG has to compulsorily take up the Soft Skills paper I in the first Semester and Soft skills paper II in the second semester.

Objectives

- To encourage students to speak in English and to strengthen their confidence to converse in English.
- To develop the skill of writing clearly and concisely
- To enable students to communicate appropriately and efficiently.
- To learn the art of socializing with co- workers and clients
- To know the right use of language or remarks that will enhance the interpersonal relationship

Learning Outcomes

- To master the art of listening and interacting
- To use the right words and build strong relationship with colleagues and clients
- To present their thoughts in a concise manner
- To transfer information in a different medium
- To understand the text structure and predict the sequence of ideas
- To improve the comprehension level and imbibe more vocabulary

Methodology

- ❖ Activity based tasks are given
- ❖ Interesting and challenging exercises are designed for students with advanced skills
- ❖ Group work, pair work and role play are introduced to ensure participation by the students
- ❖ TED TALKS , Videos, Documentaries, Short films etc. are used to introduce students to the accent of the native speakers
- ❖ Emphasis is laid on reading newspapers and watching programmes in English on the T.V

Syllabus

Unit I: Listening Skills

Qualities of a good listener

Tips for effective listening

Academic listening

Listening to Talks and Presentations

Unit II: Reading Skills

Skimming – Newspaper and periodicals

Scanning – Dictionary, Comprehension passages

Critical Reading

Unit III: Personality Development

Essentials of Personality Development

Non Verbal Communication

Positive Thinking

Essentials and importance of Teamwork

Duration

Students take up the Soft Skills paper in their I year in both the semesters. At the end of the course, written exam is conducted for forty marks and oral exam is conducted for 10 marks.