



Service Course

Eng: SC 132 Soft Skills

Soft Skills

The course of Soft Skills aims to improve communication skills among the students. It also helps them for development of holistic personality.

Unit I : Soft Skills, the components of communication, principles of communication, how to overcome barriers in communication

Unit II: Listening Skills, Reading Comprehension

Unit III: Written Communication, Speaking Skills, Group Discussion, Interview, Public Speech, How to make effective presentation

Unit IV: Importance of Ethics and Respect

Unit V : Responsibilities of the Leader

Unit VI : Meeting, Seminar, Conference

Unit VII: Soft Skills for career advancement

Unit IX: Communication Skills: Spoken English, Phonetics, Accent, Intonation

Unit X : Self Development and Evaluation, career planning.