



## **C.U.SHAH UNIVERSITY – WADHWANCITY**

**FACULTY OF:-** Technology and Engineering

**DEPARTMENT OF:-** Humanities & Mathematics

**SEMESTER :- II CODE :-** 4TE02SBC1

**NAME –** SOFT SKILLS AND BEHAVIOURAL COMMUNICATION

### **TEACHING & EVALUATION SCHEME:-**

Subject Code	Name of the Subject	Teaching Scheme (Hours)				Evaluation Scheme								
		Th	Tu	P	Total	Theory					Practical (Marks)			Total
						Sessional Exam		University Exam		Total	Pr/ Viva	TW	Total	
						Marks	Hrs	Marks	Hrs					
4TE02SBC1	Soft Skills and Behavioural Communication (SBC)	2	0	2	4	30	1.5	70	3	100	30	20	50	150

### **Objectives:-**

- To give a global competitive edge to the students to hone their Professional Communication Skills.
- To make the students aware of the societal setting of the professional life.
- To train them in basic fundamental skills of Communication – LSRW

### **Prerequisites:-**

- Students should have basic knowledge of English Language and grammar.
- Students should have ability to speak and write correct sentences in their day to day language.
- Students should be familiar with correct usage of language.

### **Course Outline:-**

Unit No.	Content in detail including sub topics	Minimum Number of Hours
0	Prerequisites	02

	<b>Part: A Soft Skills &amp; Behavioural Skills</b>	
<b>1</b>	<b>Contributor Personality Development, Personal Grooming</b> <ul style="list-style-type: none"> <li>• Introduction to Contributor Personality Development</li> <li>• Personal Grooming &amp; Etiquettes-Basics, Workplace etiquettes &amp; PC Etiquettes</li> <li>• Behavioural Skills</li> <li>• Logos, Pathos, Ethos and Kairos</li> </ul>	<b>08</b>
<b>2</b>	<b>Group Discussion</b> <ul style="list-style-type: none"> <li>• What is GD , Objectives of GD</li> <li>• Difference between debate and GD</li> <li>• Techniques of GD</li> <li>• GD : As a Part of Selection Process</li> <li>• Criteria to Judge GD</li> <li>• Mock GD Sessions</li> </ul>	<b>06</b>
<b>3</b>	<b>Interview Skills</b> <ul style="list-style-type: none"> <li>• Objectives</li> <li>• Types of Interview</li> <li>• Preparatory steps for Interview</li> <li>• Expectations of Employers from prospective employees</li> <li>• Mock Interview Sessions</li> </ul>	<b>06</b>
<b>4</b>	<b>Presentation Skills</b> <ul style="list-style-type: none"> <li>• Skills required for presentation</li> <li>• Types of competency required</li> <li>• Nuances/Modes of Delivery – Impromptu , extempore, manuscript</li> <li>• Non- verbal elements – Vocal elements, Pronunciation, Do's/Don'ts, Visual aids</li> <li>• Preparatory steps for presentation—Planning &amp; Outlining &amp; Structuring</li> </ul>	<b>06</b>
	<b>Part B: Developing Writing Skills</b>	
<b>5</b>	<b>Report Writing</b> <ul style="list-style-type: none"> <li>• Introduction to Report, Importance, Objectives of report</li> <li>• Characteristics of Report</li> <li>• Types of Report</li> <li>• Lay out &amp; Structure of report</li> <li>• Project-(Mini Report Submission)</li> </ul>	<b>08</b>

<b>6</b>	<b>Proposal Writing</b> <ul style="list-style-type: none"> <li>• Introduction to Proposal, Definition &amp; Purpose of Proposal</li> <li>• Types, Characteristics of Proposal</li> <li>• Structure of Proposal</li> </ul>	<b>05</b>
<b>7</b>	<b>Resume Building</b> <ul style="list-style-type: none"> <li>• What is Resume?</li> <li>• What is Employers Looking for?</li> <li>• Resume Pack</li> <li>• Types of Resume</li> </ul>	<b>06</b>
<b>8</b>	<b>Phonetics</b> <ul style="list-style-type: none"> <li>• Sounds, Vowels &amp; Consonants</li> <li>• Phonetics Transcription</li> </ul>	<b>06</b>
<b>9</b>	<b>Grammar vocabulary- 2</b> <ul style="list-style-type: none"> <li>• Homonyms, Homophones</li> <li>• Direct –Indirect</li> <li>• Causal words.</li> <li>• Synonyms, antonyms.</li> </ul>	<b>06</b>
	<b>Part: C Language through Literature</b>	
	Part-1 Prose:- <ol style="list-style-type: none"> <li>1) Waiting for Death      Damodar Mauzo</li> <li>2) An Astrologer's Day      R. K. Narayan</li> <li>3) A gift of Maggie      O' Henry</li> <li>4) Such Perfection      R. K. Narayan</li> <li>5) Dasi the Bridegroom      R. K. Narayan</li> </ol> Part-2 Poetry: <ol style="list-style-type: none"> <li>1) Photographing Mother      Sundram</li> <li>2) Evening Song      Nalin Raval</li> <li>3) Sonnet      William Shakespeare</li> <li>4) The Road Not Taken      Robert Frost</li> <li>5) Stopping By Woods on a Snowy Evening      Robert Frost</li> </ol>	<b>16</b>

## Learning Out comes:-

At the end of the course, students will be able to

- Communicate across the cultures in professional groups.
- Develop their critical listening skills.
- Improve their competences in professional writing.
- Use grammar & vocabulary in correct and appropriate manner.
- Articulate different sounds in effective ways.
- Improve their speaking skills in day to day life.
- Become techno-friendly.
- Become highly skilled and proficient in their field.
- Become competent enough to compete in today's cut throat competition
- Become self-motivated and self-employable.
- Understand the value of the ethics and principles of corporate world

## Books Recommended:-

1. **Green Andy**, *Effective Personal Communication Skills For Public Relations*, Kogan Page, Limited, 2006
2. **John M. Penrose, Jr., Robert W. Rasberry, Robert J. Myers**, *Advanced Business Communication*, Thomson/South-Western, 2004
3. *Technical Communication*, **D.K.Chakradev**, Tech-max publication
4. *Basic Business Communication*, **Flatly and Lesicar**
5. *Basic Communication Skills for Technology*, **Andrea J. Rutherford**, Pearson Education
6. *From sentence to paragraph*, **William J. Kelly and Deborah L. Lawton**, Longman
7. *Technical Communication : Principles and Practice*, **Meenaxi Raman and Sangeeta Sharma**, Oxford Press
8. *An Intermediate English Grammar*, **Raymond Murphy**, Cambridge University Press
9. *A High School English Grammar*, **Wren & Martin**, S. Chand Publication
10. *Contemporary Indian Short Stories, Series – I & II*, SahityaAkademi, New Delhi
11. *Modern Gujarati Poetry: A Selection*, translated by **Saguna Ramnathan and Rita Kothari**, SahityaAkademi (English Translation), New Delhi.
12. *Effusions: An Anthology of English Prose and Poetry*, ed. by **Marathwada University**, Oxford University Press, 1987