



C.U.SHAH UNIVERSITY – WADHWANCITY

FACULTY OF:- Technology and Engineering

DEPARTMENT OF:- Humanities & Mathematics

SEMESTER :- II **CODE :-** 4TE02SBC2

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					
4TE02SBC2	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 by way of honing their Professional Communication Skills.
- To make them aware of the societal setting of the professional life.
- To train them in basic fundamentals 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.
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Course Outline:-

Unit No.	Content In details including Its Sub Topics	Minimum Number of Hours
0	Prerequisites	02

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

6	Proposal Writing <ul style="list-style-type: none"> • Introduction to Proposal, Definition & Purpose of Proposal • Types, Characteristics of Proposal • Structure of Proposal 	05										
7	Resume Building <ul style="list-style-type: none"> • What is Resume? • What is Employers Looking for? • Resume Pack • Types of Resume 	06										
8	Phonetics <ul style="list-style-type: none"> • Sounds, Vowels & Consonants • Phonetics Transcription 	06										
9	Grammar vocabulary- 2 <ul style="list-style-type: none"> • Homonyms, Homophones • Direct –Indirect • Causal words. • Synonyms, antonyms. 	06										
	Part: C Language through Literature											
10	<table border="0"> <tr> <td>1) Waiting for Death</td> <td>Damodar Mauzo</td> </tr> <tr> <td>2) A gift of Maggie</td> <td>O' Henry</td> </tr> <tr> <td>3) Such Perfection</td> <td>R. K. Narayan</td> </tr> <tr> <td>4) Photographing Mother</td> <td>Sundram</td> </tr> <tr> <td>5) The Road Not Taken</td> <td>Robert Frost</td> </tr> </table>	1) Waiting for Death	Damodar Mauzo	2) A gift of Maggie	O' Henry	3) Such Perfection	R. K. Narayan	4) Photographing Mother	Sundram	5) The Road Not Taken	Robert Frost	14
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4) Photographing Mother	Sundram											
5) The Road Not Taken	Robert Frost											

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.
- Students will become highly skilled and proficient in their field.
- Students will become competent enough to compete in today's cut throat competition

- Students will become self-motivated and self-employable.
- Students will be able to 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*, Sahitya Akademi, New Delhi
11. *Modern Gujarati Poetry: A Selection, translated by Saguna Ramnathan and Rita Kothari*, Sahitya Akademi (English Translation), New Delhi.
12. *Effusions: An Anthology of English Prose and Poetry*, ed. by **Marathwada University**, Oxford University Press, 1987