

C. U. SHAH UNIVERSITY – WADHWAN CITY



Faculty : Arts & Humanities
Department : English
 (Common for all branches)
Course : Master of Arts (M. A.)
Semester : I
Name of Subject : Soft Skills
Subject Code : 5AH01SOS1



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 (I)	TW (I)	Total (I)	
						Marks	Hrs	Marks	Hrs					
5AH01SOS1	Soft Skills (Common for all branches)	0	0	2	2	--	--	--	--	00	50	50	100	100

Note:

- i) This is a foundation course, so PG students are expected to study this subject by self-learning. In most of the cases, the teacher's role will be as a felicitator only.
- ii) This paper is specially designed to develop the soft skills of the students which will be useful at different work places.
- iii) No theory exams will be conducted at either department or university level.
- iv) Only practical evaluation will be done by concern department.
- v) More focus should be given to activity based learning rather than theory classes.

Objectives:

Courses on Soft skills are intended to improve the communication skills enrich personality development, Computing skills, Quantitative aptitude and knowledge of Foreign language of the students. These courses are intended to enhance the employability of the students. The courses will help to bridge the

gap between the skill requirements of the employer or industry and the competency of the students.

Prerequisites:

- Students should have a vision to understand the importance of skills.
- Students must be aware with some literary terms through which they can understand the soft skills.

Course Outline:-

Unit No.	Content	Maximum Hours
0	Prerequisites	
1	What is Soft Skills? Importance of Soft Skills at Work Places	
2	Inter Personal Skills, Leadership, Critical Thinking, Goal Setting, Team Work, Non Verbal Skills	
3	Personality Development, Attires, Grooming	
4	Various Etiquettes	
5	Soft Skills at Interview, Group Discussion, Presentation Skills	
Total:		30

Given below Practical Exercises will be performed to evaluate the students:

1. **Self-Description**– Reflect and answer the following questions on a sheet of paper about yourself: Who am I? What am I like? How do others perceive me? What are my strengths as a person? In what areas do I want to develop greater skills?
2. **Adjective Checklist** – the following exercise is aimed at providing an opportunity for participants to disclose their view of themselves to the other members of their group and to receive feedback on how the other group members perceive them.
3. **Self-Disclosure and Self-Awareness** – the purpose of this exercise is to allow participants to focus on the areas as described in the Johari Window.

4. Handling put downs techniques practiced through role plays.
5. Changing your feelings discuss how people can make their assumptions more constructively.
6. Defusing the Bomb exercise discuss how one can manage provocations.
7. Being positive about yourself.
8. Understanding your shyness analyze the social situation of shyness and the causes of your shyness.
9. Systematic Muscle Relaxation train one in the procedure for systematic muscle relaxation.
10. Learning how to breathe deeply help one to relax systematically when one is anxious by controlling one's breathing.
11. Using the techniques of memory enhancers to review your classroom and textbook notes
12. Steps to prepare one's short term goals and long term goals.
13. Role play activity through reelection of identifying how priority management affect one's ability to live a balanced life.
14. Practicing Trust Building Skills / Developing Trust
15. Using the conflict strategies – role playing
16. Role model using a modeling/group exercise
17. Weakness-strength
18. Managing your pig identify areas of self-criticism and dealing with negative messages.
19. Nurturing relationships
20. Social support networks from which you draw and networks through which you give social support.

*** Evaluation Scheme:**

1) Written Test: 20 Marks

2) Oral Test : 20 Marks

3) Seminar / Presentation / Quizzes: 20 Marks

4) Assignments / Project / Activities/Work book: 20 Marks

5) Practical / General Discussion: 20 Marks

Total : 100 Marks

Learning Out comes:

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

- i) Importance of Soft skills at work places.
- ii) How to impart skills for successful candidate in present scenario.

Reading Recommended:

1. Minippally, Methukutty. M. 2001. Business Communication Strategies. 11th Reprint. Tata McGraw – Hill. New Delhi.
2. SasiKumar. V and P.V. Dharmija. 1993. Spoken English: A Self-Learning Guide Conversation Practice. 34th reprint. Tata McGraw – Hill. New Delhi.
3. Swets, Paul. W. 1983. The Art of Talking So That People Will Listen: Getting Through to Family, Friends and Business Associates. Prentice Hall Press. New York.
4. Pease, Allan. 1998. *Body Language: How to Read Others Thoughts by their Gestures*. Suda Publications. New Delhi.
5. Peter, Francis. *Soft Skills and Professional Communication*. New Delhi: Tata McGraw Hill. 2012. Print.
6. Singh, Prakash and Raman, Meenakshi. *Business Communication*. New Delhi: Oxford UP. 2006. Print.
7. Johnson, D.W. (1997). Reaching out – Interpersonal Effectiveness and Self-Actualization. 6th ed. Boston: Allyn and Bacon.
8. Sherfield, R. M. ; Montgomery, R.J. and Moody, P, G. (2010). Developing Soft Skills. 4th ed. New Delhi: Pearson.
9. Robbins, S. P. and Hunsaker, Phillip, L. (2009). Training in Interpersonal skills. Tips for managing people at work. 5th ed. New Delhi: PHI Learning.
10. Schafer, W. (1998). Stress Management for Wellness. 4th edition. Australia: Thomson & Wadsworth.
11. Robbins, S. P. and Hunsaker, Phillip, L. (2009). Training in Interpersonal skills. Tips for managing people at work. 5th ed. New Delhi: PHI Learning.