

English
Semester II

Nomenclature of the Course: **Soft Skills**

Course Code: **B23-SEC-207**

Course Type: **SEC-2**

Level of the Course: **100-199**

Credits: 3 (2 Theory, 1 Tutorial/Composition)

Total Marks: 75

Internal Assessment Marks: 25

End Term Exam Marks: 50

Exam Time: 3 hours

Workload: Theory 2 hours composition 1 hour

Course Learning Outcomes:

After the successful completion of the course, the student will be able to:

207.1 The students will understand various aspects of soft skills.

207.2 The students will improve presentation skills.

207.3 The students will learn various techniques of self-management.

207.4 The students will learn the basics of professional correspondence

Contents of the Course:

Unit- I

- Introduction to Soft Skills
- Time and Stress Management Skills
- Emotional Intelligence Skills
- Life Skills
- Presentation on Soft Skills

Unit II

- Communication Skills
- Presentation Skills
- Voice Modulation
- Pitch and Tempo for Effective Presentation

Unit-III

- Self-Management and Personality Development: Motivation, Positive Attitude and Confidence Building Techniques; Personal Grooming and Hygiene: Defining Strengths, Formal and Informal Presentation of Self
- Situational Conversations

Unit-IV

- Proposal Writing
- Public Speech
- Group Discussion

Instruction for Paper Setter:

Q. 1 This question based on all the 4 Units will have 8 short questions. Students will be required to attempt any 5 in about 30 words each covering. 5*2=10

Q:2 This question with internal choice shall be based on unit I. The student shall attempt one question out of two. 10

Q. 3. This question with internal choice shall be based on unit II. The student shall attempt one question out of two. 10

Q. 4 This question with internal choice shall be based on unit III. The student shall attempt one question out of two. 10

Q:5 This question with internal choice shall be based on unit IV. The student shall attempt one question out of two. 10

Evaluation of Internal Assessment

Internal assessment will be based on the following components:

(i)	Class participation	5 marks
(ii)	Assignments- Presentations	7 marks
(iii)	Mid Term:	13 marks
	Total Marks	25 marks