

Sixth Semester Skill Development Paper-II

Hours:32

Objective: To make them to equip different skills required for their career.

- Unit-1.** Defining Communication-Special features of communication, Communication process – importance of Communication-Barriers to communication-Tips for effective communication-Tips for powerful presentation-Art of public speaking- public speaking tips.
- Unit-2.** Carrer planning-Benefits of career planning-Guidelines for choosing career-Myths about choosing a career- Tips for successful career planning-Things one should Know while starting career and during his career.
- Unit-3.** Preparing CV/Resume-Introduction-Meaning-Difference among Bio-data, CV and Resume-The purpose, facts, tips of writing Bio-data, CV and Resume. Tips to write cover letter.
- Unit-4.** Interview Skills –Introduction- Types of Interview- Types of questions asked- Telephonic Interview-Dress code –Tips to make good impression in an interview- How to search for Job effectively.
- Unit-5.** Time Management- Importance of time Management: Steps for time Management- Features of time-Secrets of time Management-Tips for effective time Management. Stress Management- effects of stress-kinds of stress-stress Management tips.

Reference books:

1. Soft Skills – Dr. K .ALEX S. Chand & Co., Ltd.,
Ram Nagar, New Delhi-110055.
2. Personality - Dr. R.C. Bhatia. Ane Books Pvt. Ltd.,
Development Ansari Road, New Delhi-110002, India, Daryaganj.
3. Soft Skills John. Z Sonmez,dreamtech Press, 19-A, Ansaari Road,
Daryaganj, New Delhi-110002.

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Fifth Semester - Skill Development Paper-I

Hours: 32

Objective: To enable the students to understand the importance of Personality and develop soft skills for their future life.

- Unit-1. Personality : Meaning-Development- components of Personality-Elements of Success-Determinants of Personality- Soft skills-importance of soft skills-different soft skills-skills training.
- Unit-2. Know Thyself/Self-Discovery: Importance of knowing yourself- SWOT analysis-Benefits of SWOT analysis-SWOT analysis grid-Questions to complete the grid.
- Unit-3. Forming values:Introduction-Meaning-what is value & values relating to education- self and others, Civic responsibility, Personal values-cultural values, Social values.
- Unit-4. Art of listening: Benefits of active listening-common poor listening habits-Listening Tips-Art of reading – determining reading rates-Activities for increasing reading rates: Art of writing-importance of writing-writing tips. Art of E-mail writing.
- Unit-5. Body Language: Forms of body language –Parts of body language-Developing confidence with correct body language. Etiquette and Manners-Benefits of Etiquette and manners-Practicing good manners. Manners in different places and functions.

Reference books:

4. Soft Skills – Dr. K .ALEX S. Chand & Co., Ltd.,
Ram Nagar, New Delhi-110055.
5. Personality - Dr. R.C. Bhatia. Ane Books Pvt. Ltd.,
Development Ansari Road, New Delhi-110002, India, Daryaganj.
6. Soft Skills John. Z Sonmez,dreamtech Press, 19-A, Ansaari Road,
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