

**SYLLABUS FOR FUNCTIONAL ENGLISH FOR THE FOUR-YEAR
UNDERGRADUATE PROGRAMME (FYUP) IMPLEMENTED IN AUGUST 2022 IN
ACCORDANCE WITH NEP (2020)**

Semester: V

Course Code: FEN522N

Course Type: Minor

Course Title: Soft Skills

Credits: 3+1

Course Objectives:

- To develop effective verbal communication skills for clear and concise expression and enhance written communication skills for professional correspondence.
- To strengthen critical thinking skills for effective problem-solving and develop creative approaches to address challenges and find solutions.
- To improve public speaking skills for effective presentations and enhance the ability to communicate ideas persuasively to various audiences.
- To cultivate a proactive mindset and take initiative in achieving personal and professional goals.

Unit I: Soft Skills Development

- Introduction to Soft Skills
- Aspects of Soft Skills, Critical Thinking, Lateral thinking
- Importance of Soft Skills in personal and professional life
- Projecting a positive social image: grooming, body language, eye contact, social etiquettes, manners in conversation

Unit II: Effective Communication/Technical Writing

- Communication Skills – Verbal and Non-Verbal
- Social Skills – time management, stress management, work-life balance
- Developing Key Traits – motivation, negotiation, leadership
- Writing for the Web: content writing and online articles
- Employment Communication: job applications, emails for job enquiries and networking, cover letter, joining report
- Creating technical reports and proposals



Unit III: Presentation Skills/ Workplace etiquette

- Skills for Oral Presentations; Extempore Speaking; Group Discussions; Use of Multimedia Aids in Presentations
- Interview Preparation
- Corporate/Business etiquettes: dress code, emotional intelligence, professional body language, interpersonal communication, workplace etiquette, networking and relationship building

Tutorials: Assignments to be based on Unit II and Unit III.

Course outcome:

Upon completion of the course, the student will be able to:

- Effectively communicate through verbal/oral communication and improve language skills.
- Write precise briefs or reports and technical documents and actively participate in group discussion/meetings/interviews.
- Become an effective individual through goal/target setting, self motivation and practicing creative thinking.
- Function effectively in multi-disciplinary and heterogeneous teams through the knowledge of team work, Inter-personal relationships and leadership quality.

Suggested Reading:

- Smith, John. *Mastering Communication: A Guide to Soft Skills*. Acme Publishing, 2010.
- Patel, Anita. *Effective Time Management: A Soft Skills Approach*. Zenith Publications, 2017.
- Duck, Steve. *The Handbook of Communication Skills*. Routledge, 2014.
- Goleman, Daniel. *Emotional Intelligence: Why It Can Matter More Than IQ*. Bantam Books, 1995.
- Smith, John. *Mastering the Art of Presentations*. Acme Publishing, 2010.
- Johnson, Mary A. *Effective Speaking: A Guide to Powerful Presentations*. HarperCollins, 2015.
- Davis, Michael. *Speak Like a Pro: A Guide to Effective Communication*. Penguin Books, 2013.

