

ENGUG001: ENHANCING BASIC SOFT SKILLS

Objectives of the Course:

- ✎ **Improve basic skills in communication**
- ✎ **Develop the conversation skills**
- ✎ **Efficiently manage the time and works**
- ✎ **Adopt strategies and techniques to manage procrastination**
- ✎ **Better one's presentation skills**

Unit – 1: Conversation Skills

What is Communication - Types of Communication - Components of effective communication - Importance of Non-Verbal Communication - Function of Humour in Communication - Using Humour in Conversation – Art of Extending a conversation.

Unit – 2: Team Building Skills

Group Discussion – Group Dynamics – Team Building – Team Works and responsibilities - Together Everyone Achieves Miracle (TEAM) - Issues in team work - Leadership through team - Identifying team players.

Unit – 3: Time Management

Understanding the Importance of Time - How to Use the Time Efficiently - Prioritizing and Scheduling the Works - Dealing with Interruptions - How to Avoid Procrastination.

Unit – 4: Personality

Self-Management - SWOT Analysis – Presentation of Self – Dressing for Occasions.

Course Outcomes:

By the end of the Course the Students should be able to:

- *Have better oral communication skills*
- *effectively present their ideas and opinions*
- *Have self-confident by mastering team management skills, and leadership skills*
- *Analyse and correct their barriers in communication*
- *Manage the time effectively*

Reference Books:

1. *Soft Skills by S. Hariharan, N., Sundararajan &, S P Shanmugapriya*
2. *Communicative English by S. Padmasani Kannan*
3. *The Art of Public Speaking by Dale Carnegie and J.Berg Esenwein*