

DEPARTMENT OF HUMANITIES AND SOCIAL SCIENCES
MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

Scheme/Specialization: B.Tech. (I / II Semester)

DETAILS OF THE COURSE

Course Code	Course Title	Credits	Lecture	Tutorial	Practical	Studio
26HSP101	Soft Skills: Foundational Lab	1	0	0	2	0

PREREQUISITE

None

COURSE TYPE

Core Course

COURSE OBJECTIVE

The course aims to foster soft skills and communication in professional and interpersonal communications and facilitate an all-round development of personality. It also envisions to expose students to right attitudinal and behavioural aspects and to build the same through activities.

COURSE OUTCOMES

CO1	Demonstrate knowledge of personal beliefs and values and a commitment to continuing personal reflection and reassessment.
CO2	Develop self-esteem and self-confidence to effectively manage personal and professional relationships.
CO3	Gain a functional understanding of basic English grammar and eliminate errors in language usage.
CO4	Be a better communicator in written and spoken form of communication.

COURSE ASSESSMENT

Course Assessment (culminating to the final grade), will be made up of the following:

S. No.	Component	Weightage
a)	Continuous Assessment (Participation, involvement in activities)	50%
b)	Mid-term Examination	20%
c)	End Semester Examination	30%

COURSE CONTENTS

Module I

Self-awareness and SWOT analysis, Social Awareness, Developing Self-Esteem and Building Self-Confidence

Activities: Self-introduction, SWOT analysis, Group discussion, Extempore, Role Plays, Picture Perception

Assessment: Through Viva-voce/ Group Discussion/ Role Play/Extempore

Module II

Seven Elements of Effective communication, Verbal and Non-Verbal Communication, English Language Skills: Vocabulary Building, Reading Comprehension, Usage of Tense, Subject-Verb Agreement, Passive Voice, Conditionals, Common Errors

Activities: Practice on Language Lab Software, Worksheets on Grammar

Assessment: End-Term Examination (Oral and Written)

TEXT BOOKS/ REFERENCE BOOKS

1. Language Lab Software: Study Skills Success, Clarity English Success, Active Reading, and Tense Buster.
2. Green, David. *Contemporary English Grammar –Structures and Composition*. MacMillan India. 2014.
3. Stephen R. Covey, *The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change*.
4. Carol S. Dweck “Mindset: The New Psychology of Success”.
5. Kerry Patterson, Joseph Grenny, Ron McMillan, and Al Switzler, *Crucial Conversations: Tools for Talking When Stakes Are High*.
6. Dorch, Patricia. *What Are Soft Skills?* New York: Executive Dress Publisher, 2013.
7. Kamin, Maxine. *Soft Skills Revolution: A Guide for Connecting with Compassion for Trainers, Teams, and Leaders*. Washington, DC: Pfeiffer & Company, 2013.
8. Klaus, Peggy, Jane Rohman & Molly Hamaker. *The Hard Truth about Soft Skills*. London: HarperCollins E-books, 2008.
9. Petes S. J., Francis. *Soft Skills and Professional Communication*. New Delhi: Tata McGraw-Hill Education, 2011.
10. Gopalaswamy, Ramesh. *The Ace of Soft Skills: Attitude, Communication and Etiquette for Success*. India: Pearson Publication ,2010.