

**2HS01: PROFESSIONAL SOFT SKILLS
CREDITS – 2 (LTP:1,0,1)**

Course Objectives:

To equip students with Professional soft skills like communication, interviews, group discussion, presentation etc. The subject also will enable them to learn interpersonal skills, work culture and effective management of time and stress. .

Teaching and Assessment Scheme:

Teaching Scheme (Hours per week)			Credits	Assessment Scheme				Total Marks
L	T	P		C	Theory Marks		Practical Marks	
			ESE		CE	ESE	CE	100
1	0	2*	2	30	20	20	30	

***Will be conducted in Class Room**

Course Contents:

Unit No.	Topics	Teaching Hours
1	Communication skills: Process of communication, Flows of Communication in organization, Barriers to communication (Formal Flow – Upward, Downward, lateral and diagonal, Strategies to improve Organizational Communication, Effectiveness in Managerial Communication, and importance of technical communication, Non verbal communication	2
2	Interviews and Meetings: Types of interview, General preparation for interview, Gathering information about the company, knowing about the role/job position, Types of interviewing questions, Non-verbal communication to win the interview.	2
3	Meeting and Conferences: Planning a meeting (Agenda and notice), Conducting a meeting, Post meeting actions (Minutes), Planning & Conducting a Conference (anchoring and Report writing), and Video/web conferences ,Identifying Strengths and Weakness	2
4	Presentation Skills and Letters: Effective Presentation strategies: Purpose, analyzing the audience and locale, organizing the content Oral presentation, Graphic presentation, Presentation aids, Personality Development. Newsletters, technical article and business letters. Technical Reports, characteristics, Importance, objectives, categories of report, format structure of reports, types of reports	4
5	Group Discussion: Qualities needed for effective group discussion. Email etiquettes, Telephone Etiquettes, Role and responsibility of engineer, Work culture in jobs. Work place, rights and responsibilities	3
6	Time and Stress Management:	2

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Unit No.	Topics	Teaching Hours
	Concept & Importance of Time Management, Techniques of Time Management, and Concept & Importance of Stress Management, Techniques of Stress Management, and Overcoming Stage fear and Interpersonal Relationships	
Total		15

Activities for Practical (Conducted in Class Room)

Sr. No	Activity	Duration (Hours)	Nature of Activity
1	Mock interview	1	Individual
2	Letter Writing	1	Individual
3	Group Discussion	2	Group
4	Group Discussion	2	Group
5	Presentation	2	Individual
6	Presentation	2	Group
7	CV preparation	1	Individual
8	Extempore (over coming stage fear)	1	Individual
9	Aptitude Test	1	Individual
10	Writing skills	1	Individual

List of References:

1. G,S,B,K Babu Rao, "*Business Communication and Soft Skill*", Himalaya Publishing house (1st Edition)
2. Diane Hacker, "*Pocket Style Manual*", Bedford Publication, New York, 2003. (ISBN 0312406843)
3. Shiv Khera, "*You Can Win*", Macmillan Books, New York, 2003.
4. Raman Sharma, "*Technical Communications*", Oxford Publication, London, 2004.
5. "*Ethics in Engineering practice and research*" (2nd Edition) by Caroline Whit beck Cambridge
6. Sharma, R. and Mohan, K. "*Business Correspondence and Report Writing*", TMH New Delhi 2002.

Course Outcomes (COs):

At the end of this course students will be able to ...

1. Understand the communication process and communicate professionally.
2. Participate in Group Discussion and evaluate the same.
3. Develop Interview skills and Write Reports
4. Make effective Presentations.
5. Conduct meetings and conferences.
6. Effectively manage time and stress.