



ANIL NEERUKONDA INSTITUTE OF TECHNOLOGY & SCIENCES (A)
(Affiliated to AU, Approved by AICTE, Accredited by NBA & NAAC 'A' GRADE)
Sangivalasa-531 162, Bheemunipatnam Mandal, Visakhapatnam Dt.
Phone: 08933-225083/84/87, Fax: 226395
III/IV B.TECH SEM-I & II

W.e.f. 2015-16 admitted batch
SOFT SKILLS LAB

Credits : 02

Instruction: 3 Periods

Sessional Marks: 100

Course Objectives

- To inculcate effective communication skills with appropriate body language.
- To produce potent leaders, productive team players and effective individuals with proper professional ethics.
- To enable students to make successful oral presentations using relevant content.
- To train students for Group discussions and job Interviews which improves their employability skills.
- To make the students understand the importance of setting realistic goals and achieving them using time management techniques.

Course Outcomes

At the end of the course, students will be able to:	
1	Comprehend the core engineering subjects using effective verbal and nonverbal communication skills.
2	Present accurate and relevant information efficiently, using suitable material aids.
3	Work effectively as individuals as well as in teams and emerge as responsible leaders with appropriate professional ethics.
4	Participate in group discussions and interviews using analytical and problem solving abilities, which enhance their employability skills.
5	Set time bound goals and realize them through strategic plans for successful career.

SYLLABUS

UNIT-I :

Art of communication(CO1)

9 Periods

1. Definition of Communication
2. Types of Communication
3. Non-verbal Communication
4. Listening skills
5. Feed back

D.A. - Practice of proper hand shake, practice of different postures and gestures and activity on giving feedback

UNIT- II:

Presentation Skills(CO2)

6 Periods

1. Purpose
2. Effective presentation strategies
3. Analysis of audience
4. Preparing an outline of the presentation,
5. Audio –visual aids
6. Body language.

D.A. -Group presentation by each team

UNIT- III :

Group Discussions (CO4)

9 Periods

1. Introduction- as a part of selection process-guidelines for GD
2. Types of GD
3. Nature of topics of G.D
4. Roles to be played by participants in a GD
5. Evaluation process

D.A–Group discussions

UNIT – IV:

Team Building and Leadership (CO3)

6 Periods

1. Importance of team work
2. Different stages of team formation
3. Good team vs. effective team
4. Team player and Team leader
5. Types of leadership
6. Decision making and negotiating skills

D.A-Decision making for a given situation

UNIT –V:

Time- Management (CO5)

3 Periods

1. Importance of time-management
2. Time-Management models
3. Prioritization
4. The art of saying ‘No’
5. Identifying Time Wasters

D.A -Time- Bound activities devised by the facilitator

UNIT- VI:

Goal-Setting(CO5)

3 Periods

1. Different type of Goals (Immediate and Short term)
2. ‘SMART’ Goals
3. Strategies to achieve goals

D.A - Prepare a chart of immediate, short term and long term goals

UNIT- VI:

Job- Interview (CO4)

9 Periods

1. Preparing Resumes and C.V's
2. Preparing for the interview
3. FAQ's (Integrity, Stress management, Close- Ask questions)

D.A –Mock interviews

REFERENCE BOOKS:

1. Sanjay Kumar and Pushpalata, *Communication Skills* ,Oxford University Press , 2011.
2. Allan Pease, **Body Language**, Sheldon Press,1997.
3. John A. Kline and BhavnaBhalla, *Speaking Effectively; Achieving Excellence in Presentations*, Pearson publication, 2013.
4. Marc Mancini, *Time Management*, Tata McGraw Hill publishing Comp.Ltd.,2003.
5. Peter Veruki, *The 250 Job Interview Questions*,Adams Media Corporation Avon, Massachusetts,1999.
