

**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.*

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<b>SOFT SKILLS SEM- II</b>		
<b>Common for all branches</b>	<b>Credits : 1.5</b>	<b>Sessional</b>
	<b>Marks: 100</b>	

**III/IV B.TECH SEM-I & II**

**(W.e.f. 2019- 20 admitted batch)**

**1 Period- Theory, 3 Periods - Lab**

**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**

<b>At the end of the course, students will be able to:</b>	
1	Comprehend the core engineering subjects using effective verbal and nonverbal communication skills and present spontaneously on the subjects.
2	Present accurate and relevant information efficiently on the given topics, using suitable material aids.
3	Participate in group discussions, present analytical perception on various issues with confidence.
4	Understand the different types of professional interviews and present with confidence the professional interviews.
5	Work effectively in teams, emerge as responsible leaders and able to set time bound goals.

**SYLLABUS**

**UNIT- I: Effective Communication Skills**  
**9 Periods CO1**

**Theory- Formal and informal expressions in business communication, Telephone etiquette, Just a minute(JAM) procedure, Extempore – Tips  
LAB:**

1. Definition of Communication, Effective Communication
2. Types of Communication
3. Barriers To Communication
4. Non-verbal Communication-Postures and gestures
5. Listening skills- types, analyzing videos and news.
6. Feedback Etiquette
7. Role Plays

**Activities- Just a Minute (JAM) practice of different postures and gestures and activity on giving feedback and role plays listening news and reading Newspapers.**

**UNIT- II: Presentation Skills  
Periods CO2**

**9**

**Theory:** Elocution, analogies, YES-NO statements (sticking to a particular line of reasoning (sticking to a particular line of reasoning). Paragraph writing, supplying a suitable beginning/ending/middle sentence to make the paragraphs.

**LAB:**

1. Content, outline Structure and Packaging
2. Effective presentation strategies
3. Analysis of audience
4. Using audio –visual aids
5. Presenting with confidence
6. Professional grooming and Body language.

**Activities. -1.Group presentation by each team- Individual evaluation,  
2. Paragraph writing tasks .**

**UNIT- III: Group Discussions  
Periods CO3**

**9**

**Theory:** Fact- inference-judgment (to identify statements as FIJ), General essay writing, writing issues and arguments, story writing.

**LAB:**

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

**Activities–1.Group discussions and Individual evaluation  
2. Essay writing assignments.**

**Theory: Resume writing- types, statement of purpose’, ‘letters of recommendation**

**LAB:**

1. Different types of interviews (with emphasis on personal interview),  
Stress management
2. Self Esteem
3. Goal-Setting- setting- SMART goals
4. Decision making for a given situation
5. Frequently asked questions FAQ’s – (preparation for an interview)
6. E mail etiquette- Email format- dos and don’ts.

**Activities–1.Mock interviews evaluation,**  
**2. Writing Resume, letters assignments.**

**UNIT – V: Team Building, Leadership Skills and Attitude**  
**9 Periods CO5**

**Theory: Information Transfer- (IELTS) tables, bar diagrams, and pie charts) Book Review Assignments/Contests**

**LAB:**

1. Importance of team work
2. Different stages of team formation
3. Good team vs. effective team, Team player and Team leader
4. Decision making and negotiating skills
5. Types of leadership
6. Importance of time-management- Prioritization, The art of saying ‘No’,
7. Identifying Time Wasters

**Activities – 1.Graphs Interpretation evaluation, Time- Bound and team activities**  
**2. Debates –Teams participation.**

**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 Bhavna Bhalla, *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.
6. Text Books: 1. Hurlock, E.B **Personality Development** , 28th Reprint. New Delhi: Tata McGraw Hill. 2006.

7. Stephen P. Robbins and Timothy A. Judge **Organizational Behavior** 16th Edition: Prentice Hall. 2014 .
8. Covey, Stephen R. The 7 Habits of Highly Effective People: Restoring the Character Ethic. 2004.
9. Monipally M. "***Business Communication Strategies***" publisher : McGraw Hill Education (5 October 2001)

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