SAINTGITS COLLEGE OF APPLIED SCIENCES
PATHAMUTTOM, KOTTAYAM

SOFT SKILLS

SYLLABUS

MODULE I: Speeches & Presentation

Speeches - Characteristics of a good speed, How to make speech effective

Presentation - Planning, preparation, organizing, rehearsing & delivery. How to make presentation, The various presentation tools along with guidelines of effective presentation, Boredom factors of presentation and How to overcome them, Interactive Presentation and Presentation as a part of job interview.

MODULE II: Business Communication

Crafting messages for electronic media, choosing media for brief messages- email, creating effective email messages, text messages

MODULE III: Job Interviews

Resume Writing skills, Guide lines for good Resume, Writing application letters and other employment messages, application follow-ups, understanding the interviewing process, common types of interviews, preparing for a job interview, stages of every interview-warm-up, question answer session. Follow-up after an interview.

MODULE IV: Group Discussion

GD protocols and guidelines