

**VALUE ADDED COURSE 2019-'20** 

### SOFT SKILLS



LEARN . GROW . EXCEL





### AROUT THE COURSE

This course is primarily designed for first year BCA students to enhance their communication and presentation skills. The course offers them a platform to showcase their creativity and to improve their critical thinking skills. It helps them in relationship building and deliver ideas confidently.

### **OBJECTIVES**

- Improve communication skills
- Improve English vocabulary
- Team building
- Develop leadership qualities
- Improve reading, writing and presentation skills

### EXPECTED OUTCOMES

On successful completion of the course, students will be able to:

- Develop communication skills
- Develop presentation skills
- Become self-confident

# THIS SKILL CAN HIGHLY INFLUENCE HOW WELL AN INDIVIDUAL INTERACTS WITH EACH OTHER A COLLEGE IS A TRAINING GROUND TO DEVELOP VARIOUS SKILLS AND ATTRIBUTES BOTH ACADEMIC AND PERSONAL



### **FEATURES**

- It helps to improve reading skills and creativity.
- Enable students to express opinions and views confidently.
- Structured syllabus help students to clear competitive examination
- Discussion on current topics to improve their vocabulary and creativity.

### DURATION

30 HOURS

### RELEVANCE

- It is highly valued in the modern workplace.
- It enhances public relations.

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### CONTENT

- Module I
  - Role plays
  - Speaking activities based on newspaper articles, reports, advertisements etc.
  - Debates and group discussions.
- Module 2
  - -Vocabulary building exercises (Quizzes, gap filling exercises, synonyms, reading activities.
- Module 3
  - Making Powerpoint presentations choosing topic, framing title, structure, content creation using images.
  - Presentation etiquettes (voice modulation, eye contact, gestures etc.)
- Module 4
  - Formal letters, e-mails, notices, memos etc.

### **ADVANTAGES**

- Feedback offered for practical sessions like group discussions, debate and power point presentations.
- Individual attention.
- Improves team dynamics.





### 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



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