



SAINTGITS
LEARN.GROW.EXCEL



SAINTGITS COLLEGE OF APPLIED SCIENCES

VALUE ADDED COURSE 2017-'18

SOFT SKILLS



LEARN . GROW . EXCEL



Amey



SAINTGITS
LEARN.GROW.EXCEL

ABOUT THE COURSE

This course is primarily design for first year **BCA, BA** 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**



LEARN . GROW . EXCEL

FEATURES

- It helps to improve reading skills and creativity.
- Enable students to express views and opinions 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.

CONTENT

- **Module 1**
 - 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, title creation, structure, content, acknowledging sources, 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
LEARN.GROW.EXCEL



Amey

LEARN . GROW . EXCEL



SAINTGITS COLLEGE OF APPLIED SCIENCES PATHAMUTTOM, KOTTAYAM

SAINTGITS
LEARN.GROW.EXCEL

SOFT SKILLS

SYLLABUS

MODULE I: Speeches & Presentation

Speeches - Characteristics of a good speech, 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

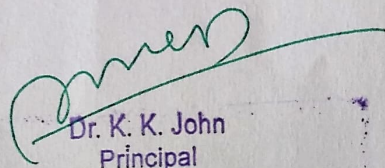
Crafting messages for electronic media, choosing media for brief messages- email, creating effective email messages, text messages

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


Dr. K. K. John
Principal


Saintgits College of Applied Sciences
Kottukulam Hills, Pathamuttom P.O.
Kottayam- 686 532, Kerala



STUDENTS ATTENDANCE


Roll No	Name	Month	06	06	06	06	07	07	08	08	08	08	09	
		Date	06	13	20	27	11	15	22	29	05	12	19	26
		Hour	1	3	4	1	1	2	1	4	3	4	1	1
1.	A. Athiya	X	X	X	X	X	X	a	X	X	X	X	X	X
2.	A.S. Sharma	X	X	X	X	X	a	X	X	a	X	X	X	X
3.	Abin Josy	X	X	X	X	X	a	X	X	a	X	X	X	X
4.	Akash S.K	X	X	X	a	a	X	a	X	X	X	X	X	X
5.	Akhil Joseph	X	X	X	X	X	a	X	X	X	X	X	X	X
6.	Aleesha Alphons George	X	X	X	X	X	X	a	X	X	a	X	a	X
7.	Alan Francis	X	X	X	X	a	X	X	X	X	X	X	X	X
8.	Azyan B.N	X	X	X	a	X	X	X	X	X	a	X	X	X
9.	Devika Rajesh	X	X	X	a	X	X	X	X	X	X	X	X	a
10.	George S Itty	X	X	X	a	X	X	X	X	X	X	X	X	X
11.	Gokul krishnan Nair	X	X	X	X	X	X	X	X	X	X	X	X	X
12.	Jesin Mariam Jozu	X	X	X	X	a	a	X	X	X	X	X	X	X
13.	Indu P Anand	X	X	X	X	X	a	X	X	X	X	a	X	X
14.	Jaisil Geo Paradan	X	X	X	X	X	X	X	X	X	X	X	X	X
15.	Jestin Vaniyapurayil Thomas	X	X	X	X	X	a	X	X	X	X	X	X	a
16.	Jewel Nicholas	X	X	X	X	X	a	X	X	X	X	X	X	X
17.	Jilin John Thomas	X	X	X	X	X	X	X	X	X	X	X	X	X
18.	Jithin Varghese Thomas	X	X	X	X	a	X	X	X	X	X	a	X	X
19.	Jobin Chacko Thomas	a	X	a	X	X	X	X	X	X	X	X	X	X
20.	Jobin Jolly Joseph	a	X	a	X	X	X	X	X	X	X	X	X	X
21.	John K Mathew	X	X	X	X	X	X	X	X	X	X	X	X	X
22.	Jojo R	X	X	X	X	X	X	X	X	X	X	X	X	X
23.	Ken Joshy Jacob	a	a	X	a	X	X	X	X	X	X	X	X	X
24.	Meerakshi Mohan	X	a	a	X	X	X	X	X	X	X	X	X	X
25.	Meslin Vaniyapurayil Abraham	X	X	X	a	X	X	X	X	X	a	X	X	X
26.	Navarag krishnan	X	X	a	X	X	X	X	X	X	X	X	X	X
27.	Neezafa Praveen	X	X	X	a	X	X	X	X	X	X	X	X	X
28.	Nevin Kuriakose	X	X	X	a	X	X	X	X	X	X	a	X	a
29.	Nikhil Rajeev	X	X	X	X	X	X	X	X	X	X	X	X	X
30.	Nikhila Elizabeth Joseph	X	a	a	X	a	a	a	X	X	X	X	X	X
Name of the Faculty & Signature		A1	A1	A1	A2	A2	A2	A2	A2	A2	A2	A2	A2	A2
Signature of the lecturer incharge		<p>ANU ZACHARIA</p> 												

STUDENTS ATTENDANCE

Roll No	Name	09	11	12	12	12	1	1	1	1	1	1	2	2	2	2	3	3	3
Date		09	7	14	18	19	6	9	14	20	23	23	26	29	20	27	23	30	31
Hour		5	1	1	1	1	1	4	1	5	2	1	1	1	2	3	3	1	
1.	A. Athiya	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	a
2.	A.S. Sharma	X	X	X	X	X	X	X	X	a	X	X	X	X	X	a	X	X	X
3.	Abin Josy	a	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	a
4.	Akash S.K	X	a	X	X	X	X	X	X	X	X	X	a	X	X	X	X	X	X
5.	Akhil Joseph	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6.	Aleesha Alphons George	X	X	X	X	X	X	X	X	X	X	X	X	X	a	X	X	X	X
7.	Alan Francis	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8.	Azyan B.N	X	a	X	X	X	X	X	X	X	X	X	X	X	a	X	X	X	X
9.	Devika Rajesh	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10.	George S Itty	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11.	Gokul krishnan Nair	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12.	Jesin Mariam Jozu	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13.	Indu P Anand	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14.	Jaisil Geo Paradan	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15.	Jestin Vaniyapurayil Thomas	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16.	Jewel Nicholas	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17.	Jilin John Thomas	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18.	Jithin Varghese Thomas	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
19.	Jobin Chacko Thomas	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20.	Jobin Jolly Joseph	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
21.	John K Mathew	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
22.	Jojo R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
23.	Ken Joshy Jacob	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
24.	Meerakshi Mohan	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
25.	Meslin Vaniyapurayil Abraham	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
26.	Navarag krishnan	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
27.	Neezafa Praveen	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
28.	Nevin Kuriakose	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
29.	Nikhil Rajeev	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
30.	Nikhila Elizabeth Joseph	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Name of the Faculty & Signature		A1	A1	A1	A2	A2	A2	A2	A2	A2	A2	A2	A2	A2	A2	A2	A2	A2	A2
Signature of the lecturer incharge		<p>ANU ZACHARIA</p> 																	




STUDENTS ATTENDANCE

Roll No		Month	06	06	06	06	07	07	07	08	08	08	08	08	08	09	
		Date	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20
		Hour	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
31	Riya Swan George	X	X	X	X	a	X	a	X	X	X	X	X	X	X	X	
32	Robin Roy	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X	
33	Rohan kastik	X	a	a	a	X	X	a	a	X	X	X	X	X	X	X	
34	Shubin Dani Shine	X	X	X	X	a	X	X	X	X	X	X	X	X	X	a	
35	Szelekshmi P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	✓	
36	Sweetha Susan John	a	X	X	X	X	X	X	X	X	X	a	X	X	X	✓	
37	Tony Chacko	X	X	X	X	X	X	X	X	X	X	X	X	X	X	✓	
38	Unnimaya S.H	X	X	a	X	X	X	X	X	a	X	X	X	X	a	X	
Name of the Faculty & Signature		ANU ZACHARIA															
Signature of the lecturer incharge																	

Signature of the lecturer incharge

STUDENTS ATTENDANCE

Roll No		Month	06	06	06	06	07	07	07	08	08	08	08	08	08	09	
		Date	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20
		Hour	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
39		X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	
40		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
41		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
42		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
43		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
44		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
45		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
46		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
47		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
48		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
49		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
50		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
51		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
52		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
53		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
54		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
55		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
56		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
57		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
58		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
59		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
60		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
61		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
62		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
63		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
64		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
65		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
66		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
67		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
68		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
69		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
70		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
71		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
72		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
73		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
74		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
75		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
76		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
77		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
78		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
79		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
80		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
81		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
82		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
83		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
84		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
85		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
86		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
87		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
88		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
89		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
90		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
91		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
92		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
93		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
94		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
95		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
96		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
97		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
98		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
99		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
100		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Name of the Faculty & Signature		ANU ZACHARIA															
Signature of the lecturer incharge																	

Total Absent

