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**SAINTGITS COLLEGE OF APPLIED SCIENCES**

**VALUE ADDED COURSE 2019-'20**

# SOFT SKILLS



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### ABOUT THE COURSE

This course is primarily designed for first year 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.

### 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, 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.



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