

**Communication and Soft Skills–II****Objectives:**

1. To introduce students to higher level of comprehension, develop oral and written communication skills, bring awareness about personality development, time management and how to work in groups to achieve a desired goal.
2. The course is designed to prepare students to use language and skills in real life and work situations.
3. To prepare students to give presentations in effective manner and develop their soft skills.

Unit	Topic	Wheightage
1	<p><b>Written Communication:</b></p> <ul style="list-style-type: none"> <li>• Job Application Letter</li> <li>• Biodata/CV/Resume</li> <li>• Interview Letter</li> <li>• Job-offer Letter</li> <li>• Resignation Letter</li> </ul> <p><b>Reference Books:</b></p> <p>1. Rajendra Pal and J.S. Korlahalli. <i>Essentials of Business Communication</i>. New Delhi: Sultan Chand &amp; Sons, 2004.</p> <p>2. Asha Kaul. <i>Effective Business Communication</i>. New Delhi: Prentice-Hall of India, 2001</p>	20%
2	<p><b>Soft Skills Development:</b></p> <p><b>1. How to Conduct Meetings?</b></p> <ul style="list-style-type: none"> <li>• Drafting of Notices and Circulars</li> <li>• Drafting of Agendas</li> <li>• Drafting of Minutes</li> <li>• Role of Chairperson</li> <li>• Role of Members</li> <li>• Role of Convener/ Moderator/ Secretary</li> </ul>	20%
3	<p><b>Goal Setting</b></p> <ul style="list-style-type: none"> <li>• Significance of goals to individuals</li> <li>• Concept of SMART Goals</li> <li>• Difference between dreams and goals</li> <li>• Significance of written goals</li> </ul>	20%

4	<p><b>Assertiveness and Confidence</b></p> <ul style="list-style-type: none"> <li>• Significance of Assertiveness</li> <li>• Ways to develop Assertiveness</li> <li>• Significance of positive self-talks or Autosuggestions</li> <li>• Ways to develop confidence</li> </ul>	20%
5	<p><b>Time Management:</b></p> <ul style="list-style-type: none"> <li>• Objective and Significance of Time Management</li> <li>• Steps of Effective Time Management</li> <li>• Time Wasters/ Stealers and ways to overcome them</li> <li>• Procrastination and ways to avoid it.</li> </ul>	20%
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**Reference Books:**

1. Shiv Khera. *YOU CAN WIN*. New Delhi: Macmillan, 1998.
2. Graham Roberts-Phelps. *Handbook of Time Management*. New Delhi: Viva Books, 2003.