

**NATIONAL INSTITUTE OF TECHNOLOGY
JAMSHEDPUR, JHARKHAND-831014
Course Handout**

Course Code: HS1301 (CS Branch)
Course Title: Introduction to Soft Skills
Instructor-in-Charge: Dr Rajiv Bhushan

Course Description`

Introduction to Speech Skills, Rules of Accent, Intonation, Group Discussion, Personal Interviews, Curriculum Vitae, Minutes Writing, Report Writing Presentation Skills, Negotiation Skills, Multicultural Communication, Time Management, Decision Making, Assertiveness, Emotional Intelligence, Critical Thinking, Problem Solving

Scope

- To equip the students with the tools and techniques for good communication skills
- To provide the ways and means of enhancing creativity which is essential to think out of the box for finding innovative solutions to the existing problems
- To develop in them a flair for team building and an attitude to work as team players
- To improve employability of students by training them in such a way that they are confident and competent enough to bag a job

Objectives

- This course will enable students to evolve as a successful professional with soft skills (interpersonal skills, emotional intelligence, life skills and survival skills)
- The course will help students understand and appreciate the requirement of expressing themselves properly while facing interviews and professional challenges afterwards

Text Books

- T1.** Rizvi M Ashraf “Effective Technical Communication” Tata McGraw Hill, New Delhi.
T2. Sethi J, Kamlesh Sadanand and D V Jindal “A Practical Course in English Communication” PHI Learning, New Delhi.
T3. Sen Leena “Communication Skills” PHI Pvt. Ltd., New Delhi.
T4. Mishra Sunita and C Muralikrishna “Communication Skills for Engineers” Pearson Education, Delhi.
T5. Das Bikram K and et al. “An Introduction to Professional English and Soft Skills” Cambridge University Press India Pvt. Ltd., New Delhi.
T6. Butterfield, Jeff “Illustrated Course Guides: Problem Solving and Decision Making - Soft Skills for a Digital Workplace” 3rd Edition
T7. Butterfield Jeff “Soft Skills for Everyone”
T8. Gopaldaswamy Ramesh “The Ace of Soft Skills: Attitude, Communication and Etiquette for Success”

T9 Mitra Barun. “Personality Development and Soft Skills”

T.10 Dhanavel S.P “English and Soft Skills

T. 11 Kumar Sanjay and Pushplata “Communication Skills”

Course Plan

Lecture No.	Learning Objectives	Topics to be Covered	Refer to Chapter, See (Book)
1-3	Illustrating the rules of Accent	Rules of Accent	6(T2)
4	Familiarity with Pitch and Tone	Intonation	9(T2)
5-12	Rules of Group Discussion and Practice Sessions	Group Discussion	10(T1)
13-14	Necessary Orientation	Mock Interviews	9(T1)
15-16	Kinds of CV and Format	Curriculum Vitae	22(T1)
17	Elements of Minutes Writing	Minutes Writing	10 (T4)
18-19	Different Formats and Kinds	Report Writing	25(T1) (T 11)
20-21	Necessity of making a Presentation, Features of Good Presentation and its Delivery	Presentation Skills	7(T5)
22-24	Definition, Factors and Techniques of Negotiation	Negotiation Skills	5(T4)
25-27	Gestures, Postures, Eye Contact, Facial Expressions, Time, Space, Touch, Voice	Non Verbal Communication/ Body Language	3(T3)
28-30	Cultural Protocol, Intercultural Communication, Multicultural Communication and Cross Cultural Communication	Multicultural Communication	8(T3)
31-32	Time-wasters, Obligations, Knowing Priorities, Steps to effective Time Management	Time Management	7(T5)
33-34	Characteristics, Types and the Six Steps to Rational Decision- Making	Decision Making	7(T5)
35-36	Clear, confident and controlled Assertion without aggression or passive acceptance	Assertiveness	(T10)
37-38	Definition, Characteristics and how to improve Emotional Intelligence	Emotional Intelligence	7 (T5) T8, T9
39-40	Understand the links between ideas.	Critical Thinking	T6

	Recognise, build and appraise arguments. Identify inconsistencies and errors in reasoning. Reflect on the justification of their own assumptions, beliefs and values		T7
41-42	To understand and aspire towards Active listening, Analysis, Research, Creativity. Communication, Dependability, Decision making, Team-building to become an efficient problem solver.	Problem Solving	T6 T7

Evaluation Scheme

EC No.	Evaluation Component	Duration	Weightage	Date & Time	Nature of the Component
1	Mid Sem Exam	1 Hr	30%		Closed Book
2	End Sem Exam	2 Hrs	40%		Open Book
3	Interaction/Quiz/Assignment	-----	30%		Closed Book

Consultation Hour: 5 pm to 6 pm (Tuesday)