BONAM VENKATA CHALAMAYYA INSTITUTE OF TECHNOLOGY & SCIENCE

(AUTONOMOUS)

DEPARTMENT OF ARTIFICIAL INTELLIGENCE & MACHINE LEARNING

III Year II Semester

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SOFT SKILLS

23SC6L04

COURSE OBJECTIVES:

• To equip the students with the skills to effectively communicate in English

• To train the students in interview skills, group discussions and presentation skills

• To motivate the students to develop confidence

• To enhance the students' interpersonal skills

• To improve the students' writing skills

UNIT – I: Analytical Thinking & Listening Skills: Self-Introduction, Shaping Young Minds - A Talk by Azim Premji (Listening Activity), Self – Analysis, Developing Positive Attitude, Perception. Communication Skills: Verbal Communication; Non Verbal Communication (Body Language)

UNIT – II: Self-Management Skills: Anger Management, Stress Management, Time Management, Six Thinking Hats, Team Building, Leadership Qualities Etiquette: Social Etiquette, Business Etiquette, Telephone Etiquette, Dining Etiquette
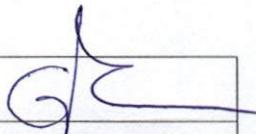
UNIT – III: Standard Operation Methods: Basic Grammars, Tenses, Prepositions, Pronunciation, Letter Writing; Note Making, Note Taking, Minutes Preparation, Email & Letter Writing

UNIT-IV: Job-Oriented Skills: Group Discussion, Mock Group Discussions, Resume Preparation, Interview Skills, Mock Interviews

UNIT-V: Interpersonal relationships: Introduction, Importance, Types, Uses, Factors affecting interpersonal relationships, Accommodating different styles, Consequences of interpersonal relationships

TEXT BOOKS:

1. Barun K. Mitra, Personality Development and Soft Skills, Oxford University Press, 2011.

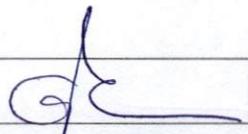2. S.P. Dhanavel, English and Soft Skills, Orient Blackswan, 2010.

Dr. O. SRINIVAS RAO, Professor, Department of CSE, UCEK JNTUK, Kakinada	Dr. JIMSON MATHEW Professor Dept of Computer Science and Engg. Indian Institute of Technology Patna	Prof. CHAPRAM SUDHAKAR Professor, Department of CSE, National Institute of Technology, Warangal - 506 004 Telangana, INDIA	Mr. RAJESH BOBBURI COO & Director, HighQ Labs Pvt Ltd, Rajahmahendravaram	Mrs. G VIJAYA KUMARI Assoc Professor &HoD Department of CSE-AI & DS, AIML B.V.C.I.T.S, Batlapalem

REFERENCE BOOKS:

1. R.S.Aggarwal, A Modern Approach to Verbal & Non-Verbal Reasoning, S.Chand& Company Ltd., 2018.

2. Raman, Meenakshi& Sharma, Sangeeta, Technical Communication Principles and Practice, Oxford University Press, 2011.

E-RESOURCES:

1. https://swayam-plus.swayam2.ac.in/courses/course-details?id=P_CAMBR_01

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