

KIET Group of Institutions, Delhi NCR, Ghaziabad
Department of Applied Sciences

(An ISO – 9001: 2008 Certified & 'A' Grade accredited Institution by NAAC)

Session 2022-23 Odd Semester

Program: B.Tech I year	Semester: II / 2K22-23
Course : Soft Skills	Course Code: BAS /205

Course objective: Student will be able to understand correct usage of grammar and vocabulary and apply the concept of LSRW for effective conversational, presentation delivery and social skills in order to transition from institution to the workplace.

Tagging COs with BLs & KCs			
CO No.	Statement of Course Outcome	Bloom's Cognitive Process Level (BL)	Knowledge Category (KC)
After completion of the course, the student will be able to			
CO1	Write professionally in simple and correct English.	3	F,C
CO2	Demonstrate(Apply) active listening with comprehension, and the ability to write clear and well-structured emails and proposals.	3	F,C,P
CO3	Learn the use of correct body language and tone of voice to enhance communication.	2	F,C,P
CO4	Acquire the skills necessary to communicate effectively and deliver presentations with clarity and impact	3	C,P
CO5	Understand and apply some important aspects of core skills, like Leadership and stress management.	2	C,P

Mapping of Course outcomes with Program outcomes CO-POs Matrix												
Course Name (Course Code)												
Course Code	PO-1	PO-2	PO-3	PO-4	PO-5	PO-6	PO-7	PO-8	PO-9	PO-10	PO-11	PO-12
CO-1	-	-	2	2	-	2	1	2	2	3	1	-
CO-2	-	-	1	2	-	1	2	2	3	3	1	2
CO-3	-	-	1	-	-	1	1	2	3	3	-	2
CO-4	-	-	-	1	1	2	2	2	3	3	1	2
CO-5	-	-	1	1	1	2	1	2	3	3	2	3
PO Target	0	0	1.25	1.50	1.00	1.60	1.40	2.00	2.8	3.00	1.25	2.25

Name of Faculty	Signature	Name of Faculty	Signature

Justification : CO1, CO2, CO3, CO4 and CO5 is highly correlated to PO9 as it requires to function effectively as an individual and collaborate in diverse teams in multidisciplinary setting. CO1, CO2, CO3, CO4, CO5 is highly correlated to PO10 as it requires to communicate effectively with the community at large and be able to comprehend and write effective reports and documents to make effective presentations with clarity.

BAS105 / BAS205: SOFT SKILLS

Course Objectives:

1. Students will be enabled to **understand** the correct usage of grammar.
2. Students will be able to **converse** well with effective speaking and listening skills in English.
3. Students will be able to **create** substantial base by the formation of strong professional vocabulary for its application at different platforms and through numerous modes as Comprehension, reading and writing
4. Student will be able to **equip** with basics of communication skills and will **apply** it for practical and oral purposes by being honed up in presentation skills and voice-dynamics.
5. Students will be able **build up** personal traits that will make the transition from institution to workplace smoother and help them to excel in their jobs.

Content	Contact Hours
Unit-1 Applied Grammar and Usage:	8
Transformation of Sentences: Simple, Compound and Complex, Subject-verb agreement, Prefix and Suffix, Advanced Vocabulary: Antonyms, Synonyms, Homophones, , Homophones, New word Formation, Select word power	
Unit-2: Listening and Speaking Skills	8
Active Listening :Meaning and Art of Listening, Traits of a Good Listener, Listening modes, listening and Note taking, Types of Listening, Listening Techniques using Ted Talk Audio listening with script reading, Pronunciation; Speaking style ; content and sequencing.	
Unit-3: Reading and Writing Skills:	8
Reading style: Skimming; Scanning; Churning & Assimilation, Effective writing tools and methods: Inductive Deductive; Exposition; Linear; Interrupted; Spatial & and Chronological etc, Official and Business Letter writing, Agenda, Notices, Minutes of meeting,	
Unit-4: Presentation and Interaction Skills	8
Introduction to oral communication, Nuances and Modes of Speech Delivery, Public speaking: confidence, clarity, and fluency, Individual Speaking: Elements; Non verbal Communication: Kinesics, Paralinguistic features of Voice-Dynamics, Proxemics, Chronemics, and Presentation Strategies: planning, preparation, organization, delivery	
Unit-5: Work- place skills:	8
Leadership qualities; Impact, Communication skills for Leaders: Listening and Responding; Mental health at work place: Managing Stress; Techniques: Application of 4 A's; Avoid; Alter; Access; Adapt	

Course Outcomes:

1. **Write** professionally in simple and correct English.
2. **Demonstrate** active listening with comprehension, and the ability to write clear and well-structured emails and proposals.
3. **Learn** the use of correct body language and tone of voice to enhance communication.
4. **Acquire** the skills necessary to communicate effectively and deliver presentations with clarity and impact
5. **Understand** and apply some important aspects of core skills, like Leadership and stress management.

Prescribed Books:

1. Technical Communication, (Second Ed.); O.U.P., Meenakshi Raman & S.Sharma New Delhi, 2011.
2. Business Communication for Managers, Payal Mehra, Pearson, Delhi, 2012.
3. Personality Development, Harold R. Wallace et. al, Cengage Learning India Pvt. Ltd; New Delhi 2006.
4. Practical Communication by L.U.B. Pandey; A.I.T.B.S. Publications India Ltd.; Krishan Nagar, Delhi 2013.
5. Personality Development & Soft Skills, Barun K.Mitra, Oxford University Press, New Delhi, 2012.
6. Public Speaking, William S. Pfeiffer, Pearson, Delhi, 2012.
7. Human Values, A.N. Tripathi, New Age International Pvt. Ltd. Publishers New Delhi, 2005.
8. English Grammar & Usage, R.P.Sinha, Oxford University Press, New Delhi, 2005.
9. English Grammar & Composition, Wren & Martin S.Chand & Co Ltd, New Delhi, 2009.
10. Soft Skills for Everyone. Jeff Butterfield, Cengage Learning India Pvt. Ltd; New Delhi 2017.