



Ability Enhancement Compulsory Course (AECC) Soft Skill-1  
Communication Skills for Employment – I

Hour: 2

Credit: 2

Subject Code: U23UAEC11

**Course Outcomes:**

On completion of this course, students will be able to

CO 1: Get introduced with different types of Communication

CO 2: Effectively Communicate oral and written communications and improve listening skills

CO 3: Demonstrate ethical communication behaviours and perspectives

CO 4: Develop good leadership and interpersonal skills for creating a positive work / study environment

CO 5: Actively participate in group discussions, interviews, meetings and prepare and deliver presentations.

**Unit I: Intrapersonal Skills**

1. Know Thyself/Understanding Self
2. Attributes Regarded as Soft Skills
3. Knowing Yourself – Self Dictionary
4. SWOT Analysis
5. Developing Positive Attitude
6. Improving Perceptions
7. Forming Values

**Unit-II: Interpersonal Skills**

1. Interpersonal Skills/Understanding Others
2. Team Building/Group Dynamics
3. Networking

**Unit – III: Communicative Skills**

1. Communicative Skills
2. Listening Skills
3. Speaking Skills
4. Reading Skills
5. Writing Skills
6. Art of Writing E-Mail

**Unit-IV: Corporate Skills**

1. Corporate Skills/Working with Others
2. Etiquette
3. Manners
4. Time Management
5. Stress Management

**Unit-V: Job Skills**

1. Selling Self/Job Hunting
2. Writing a Resume or Curriculum Vitae
3. Cover Letter
4. Interview Skills
5. Mock Interview
6. Group Discussion
7. Career Planning
8. Goal Setting

**Book Prescribed**

Dr. Eugin Amala. *Soft Skills*. Manimekala Publishing House, 2021.