

Unit-I**Communication Skills Verbal-Oral Communication & Written Communication****3**

Listening, Reading, Speaking, Writing(LSRW),Letter Writing, Tips on improved Written Communication
Exercise-Speak Out five lines about the person who inspired you, Test your hand writing

Unit-II**Body Language****3**

Body talk-Forms of body language-Parts of Body Language-Types of Body language-Improving your
body Language - Gestures and Body movement
Exercise-Interpreting Body Language

Unit-III**Priority Management & Time Management****3**

Prioritization-levels-Stone, Pebbles, and Sand Experiment
Exercise - List your priorities in life

Time Management-Availability of time-"Time" Resource - Become a Time Manager-resolve conflict
between Urgent tasks & important tasks.

Exercise-Calculation of your one day routine-How you spend? & How to spend?

Unit-IV**Career Planning****3**

Introduction-Benefits of career planning-Guidelines for choosing a career-Tips for successful career
planning- Developing career goals
Exercise-Prepare yourself a better career planning

Unit-V**Developing Positive Attitude**

Introduction -The power of positive attitude - Obstacles in developing positive attitude - Staying
positive - Examples of positive attitudes -Staying negative attitudes - Examples of negative attitude -
Overcoming negative attitude.

Exercise-Measuring your positive attitude

Total Periods:15**BOOK FOR REFERENCE:**

R1:Alex.K"SoftSkills-Knowyourselfandtheworld",Second Edition,Sultan Chand Publications &CoLtd.,2011

R2:Soft SkillsforaBigImpact,RenuShorey2021

R3:Soft Skills:The software developer's life manual, JohnZ.Sonmez

E-BOOKS:

E1:[https://drive.google.com/file/d/18aSzAB2PfwfBT3_HOD1vObpe0KQF1vFf/view\(NPTEL\)](https://drive.google.com/file/d/18aSzAB2PfwfBT3_HOD1vObpe0KQF1vFf/view(NPTEL))

E2:[https://drive.google.com/file/d/1s-NyOgflVz4WB6_3FCDMxhklkd98GrM8/view\(NPTEL-Tamil\)](https://drive.google.com/file/d/1s-NyOgflVz4WB6_3FCDMxhklkd98GrM8/view(NPTEL-Tamil))

E3: <https://mu.ac.in/wp-content/uploads/2021/07/Soft-Skills-Development.pdf>

E4:<https://www.osou.ac.in/eresources/Soft-Skills-ccs04.pdf>

WEB RESOURCE:

W1:<https://nptel.ac.in/courses/109104107>

W2:<https://in.indeed.com/career-advice/career-development/collaboration-skills>

W3: <https://youtu.be/LG3xuiVqaOQ>