

20PEB329P					Personality Development and Communication Skill					
Teaching Scheme					Examination Scheme					
L	T	P	C	Hrs/Week	Theory			Practical		Total Marks
					MS	ES	IA	LW	LE/Viva	
0	0	2	1	-	-	-	-	50	50	100

COURSE OBJECTIVES

- To help the students in building vocabulary-based skills.
- To learn active listening and responding skills.
- To enhance team building and time management skills.
- To develop skills to communicate clearly.

UNIT 1

Self-Analysis: SWOT Analysis, who am I, Attributes, Importance of Self Confidence, Self Esteem. Creativity: Out of box thinking, Lateral Thinking. Attitude: Factors influencing Attitude, Challenges and lessons from Attitude, Etiquette. Motivation: Factors of motivation, Self-talk, Intrinsic & Extrinsic Motivators.

UNIT 2

Leadership: Skills for a good Leader, Assessment of Leadership Skills Decision Making: Importance and necessity of Decision Making, Process and practical way of Decision Making, Weighing Positive & Negatives.

UNIT 3

Interpersonal Skills: Gratitude Understanding the relationship between Leadership Networking & Team work. Assessing Interpersonal Skills Situation description of Interpersonal Skill. Team Work: Necessity of Team Work Personally, Socially and Educationally.

UNIT 4

Goal Setting: Wish List, SMART Goals, Blue print for success, Short Term, Long Term, Life Time Goals. Time Management: Value of time, Diagnosing Time Management, Weekly Planner To do list, Prioritizing work.

COURSE OUTCOMES

On completion of the course, student will be able to

- CO1: Make use of techniques of Grammar and Vocabulary.
- CO2: Apply business etiquette skills effectively an engineer requires
- CO3: Understand the importance of teamwork and Oral Communication
- CO4: Apply the conceptual understanding of communication into everyday practice.
- CO5: Develop written communication.

TEXT/REFERENCE BOOKS

1. SOFT SKILLS, 2015, Career Development Centre, Green Pearl Publications.
2. Covey Steven, Seven Habits of Highly Effective Teens, New York, Fireside Publishers, 1998.
3. Carnegie Dale, How to win Friends and Influence People, New York: Simon & Schuster, 1998.
4. Thomas A Harris, I am ok, You are ok, New York-Harper and Row, 1972
5. Daniel Coleman, Emotional Intelligence, Bantam Book, 2006
6. Robin Sharma A monk who sold his Ferrari, 1997.

END SEMESTER EXAMINATION QUESTION PAPER PATTERN

Max. Marks: 100

PART A: Evaluation Based on the class performance and Laboratory book

PART B: Viva Examination based conducted experiments

Exam Duration: 3 Hrs

50 Marks

50 Marks