

Syllabus
Skill Enhancement Courses
for
Four-Year Undergraduate Programme (FYUGP)

2023-24 Academic Session



Gauhati University

Gopinath Bardoloi Nagar :: Guwahati-14

SEC0109803: Soft Skill-1

Total Marks: 75 (External: 45 + Internal/Practical: 30)	Credits: 3 [2 (Theory) +1 (Practical)] No. of Hours: 2x11+1x22=44 hours
--	---

Course Description:

This course on Soft Skills for undergraduate students builds on the Skill Enhancement Courses under FYUGP offered in the first semester. It aims to the soft skills of the students. The sustained content in this course is based on Reading and Writing pedagogy, and uses authentic materials to teach students. The accessible short texts used will help the students develop their speaking, reading, writing, vocabulary and grammar skills.

Objectives:

This course will enable students to

- Equip the students with the skills to communicate effectively through innovative teaching methods.
- motivate the students to speak according to the context and with confidence
- train the students in interview skills, group discussions and presentation skills
- expose the students to other important skills such as computing and programming
- enhance the students' interpersonal skills
- improve the students' critical thinking skills
- make them ready to face any interview and group discussion
- inculcate positive attitude in students
- inculcate overall employability skills especially leadership skills, emotional intelligence and other personal attributes crucial for success in business or career.

Learning Outcomes:

This course will well equipped the students with necessary skills for their career building and growth.

Courses it feeds into

This course will feed into all the students across all streams /disciplines and will help them in their preparation for career goals.

Mode of delivery:

Interactive discussions, digital tasks, personalization of topics, exercises and activities based on the selected texts, on the spot writing assignments, pair and group discussions, and feedback sharing.

Evaluation:

Students will be evaluated through an internal component of 50 marks comprising sessional examination, Class test, class assignments, home assignments, class discussions, oral presentations, and so on. There will also be a written end-of-term External examination of 50 marks where students will be evaluated on their understanding of the course and their ability to use the skills and strategies studied in the course.

Course Content:

UNITS	CONTENTS	T	T/P	Total Hours
Unit -I	<ul style="list-style-type: none">• Introduction to Soft Skills- define and understand Soft Skills• List and overcome the filters/barriers in Soft Skills	2	0	02
Unit -II	<ul style="list-style-type: none">• Soft Skills Communication Skills (without being language specific)• Essential and basic rules of Body Language	08	04	12
Unit -III	<ul style="list-style-type: none">• Leadership development• Time management• Teamwork• Critical thinking• Problem solving• interpersonal skills• Manners and attitudes	08	06	14
Unit -IV	<ul style="list-style-type: none">• Handling a Smart Phone in a better way• Basic Computer Knowledge	01	04	05
Unit -V	<ul style="list-style-type: none">• Writing a CV/job applications• GD Skills• Interview skills	03	08	11

Suggested Readings:

1. English and Soft Skills. S.P. Dhanavel. Orient Black Swan 2013
2. Business English. Sharmistha Panja et al. Pearson, 2009.
3. Fluency in English - Part II, Oxford University Press, 2006.
4. Any other books related to the course.
