

Subject Code: \_\_\_\_\_  
(For COE use only)

Dr. G.R.DAMODARAN COLLEGE OF SCIENCE, COIMBATORE – 14  
DEPARTMENT OF ENGLISH  
NON MAJOR ELECTIVE PERSONALITY DEVELOPMENT AND SOFT SKILLS  
EFFECTIVE FROM THE ACADEMIC YEAR 2015-2016  
II YEAR UG SYLLABUS- SEMESTER III - 300N

**Objectives:**

- To give realistic perspective of work and work expectations.
- To help formulate problem solving skills and, to guide students in making appropriate and responsible decisions.
- To create a desire to fulfill individual goals and to educate students about unproductive thinking, self-defeating emotional impulses, and self-defeating behaviours.

**Unit I** (4 hrs)  
Soft skills-self-awareness, self-esteem-intra and inter personal relationship- empathy -decision making- goal setting- confidence building and assertive behavior.

**Unit II** (4 hrs)  
Art of writing- resume' writing - e-mail drafting-reporting- interview skills- types of interviews- interview techniques- time management and stress management.

**Unit III** (4 hrs)  
Presentation skills-technical reports-visual presentation-documentation-ICT (information communication technology) -managing conferences and events.

**Unit IV** (4 hrs)  
Leadership skills- life-altering skills- Establishing rapport-Team Building and team work - problem solving skills -stress management.

**Unit V** (4 hrs)  
Creativity process-convergent and divergent thinking- neuro-linguistic programming- transactional analysis-ego states - life positions- types of transactions - Edward De Bono's Six Thinking Hats.

**ACTIVITIES**

- Introspective exercises- responses from real-life situations
- Application letter/profile writing/resume' writing/e-mail drafting/analyzing and reflecting on interview questions
- Mock interviews
- Mini presentations /PPT
- Group activities-group juggling/coping skills activities
- Skill Building activities i) Enthusiasm and attitude
- ii)Networking
- iii)Problem solving and critical thinking

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2014-2015  
onwards

**TEXT BOOK**

Developing Communication Skills, Krishna Mohan, Meera Banerji, MacMillan India Ltd. 2004.

**REFERENCE BOOKS**

1. Dr.K.Alex, "Soft Skills Know Yourself & Know the World", S. Chand & Company Ltd, 2009.
2. Test of Reasoning, Edgar Thorpe, Tata Mc GrawHill, 2007, 4<sup>th</sup> Edition.
3. Writing for the Technical Professions by Kristin R. Woolever. Addison Wesley Longman , 1999 .
4. Professional Communication by Priyanka Singh. Atlantic Publishers & Distributors (p)Ltd2013.

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