

Foundation Course - 6

COMMUNICATION SKILLS AND SOFT SKILLS-2 (CSS -2)

COURSE CONTENT (30 hours)

CSS 02 aims at improving the speaking skills of the learner. For many learners of English, the sound-spelling relationship of the language appears anarchic. Another problem many Indian learners face is English word accent. Unit I and Unit II help learners overcome these problems to a great extent. The remaining units are on the two productive skills, speaking and writing. The techniques of day-to-day conversations and the important characteristics of interviews and GDs presented in this course strengthen the learner's speaking skills. The last unit presents various aspects of presentation in writing.

Unit I: Pronunciation - 1

The Sounds of English

Unit II: Pronunciation – 2

1. Word Accent
2. Intonation

Unit III: Speaking Skills -1

1. Conversation Skills
2. Interview Skills
3. Presentation Skills
4. Public Speaking

Unit IV: Speaking Skills -2

1. Role Play
2. Debate
3. Group Discussion

Unit V: Writing Skills

1. Spelling
2. Punctuation
3. Information Transfer
 - Tables
 - Bar Diagrams
 - Line Graphs
 - Pie Diagrams
 - Flow Charts
 - Tree Diagrams
 - Pictures

Foundation Course -7

COMMUNICATION SKILLS AND SOFT SKILLS-3 (CSS -3)

COURSE CONTENT (30 hours)

A current axiom is that hard skills will get a person an interview, but soft skills will get that person the job. Unit I of the course is on soft skills, which are absolutely necessary in the global job market. Writing is considered the most difficult of all the skills. Units II to V help the learner improve their writing skills, especially academic/formal writing.

Unit I: Soft Skills

1. Positive Attitude
2. Body Language
3. SWOT/SWOC Analysis
4. Emotional Intelligence
5. Netiquette

Unit II: Paragraph Writing

1. Paragraph Structure
2. Development of Ideas

Unit III: Paraphrasing and Summarizing

1. Elements of Effective Paraphrasing
2. Techniques for Paraphrasing
3. What Makes a Good Summary?
4. Stages of Summarizing

Unit IV: Letter Writing

1. Letter Writing (Formal and Informal)
2. E-correspondence

Unit V:

1. Resume and CV
2. Cover Letter