

DEVA MATHA COLLEGE KURAVILANGAD

Affiliated to Mahatma Gandhi University, Kottayam



Syllabus

**Add-on Course
in**

Add on Course in Professional and Social Skills

2017-18



DEVA MATHA COLLEGE KURAVILANGAD

General Add on Courses 2017-2018

1). Editing And Proof Reading

- for III UG And II PG Students

2). Digital Literacy

-for Second Year UG Students

3). Professional And Social Skills

- for First Year UG And PG Students



Benny Mathias

Syllabus

Objectives

- To equip the students with Professional & Social skills
- To equip the students with group discussion skills
- To identify practises that improve Efficiency at workplace

Module-1-Social Skills

(10Hrs)

Definition-Meaning-Different Social Skills- Social Skills and Soft Skills- Notion of Power-Soft Power- Hard Power-Social Skills as Individual's Soft Power. Soft Skills is/as Individual's Power.

Module-II- Speaking

(10Hrs)

Principles of Public Speaking-Personal Benefits of Public Speaking- Evolution of Public Speaking- How to prepare for public speaking- Creating a powerful structure- Using your voice effectively- Dynamic language

MODULE-III-Group Discussion & Interview

(10Hrs)

Characteristics of a Group Discussion- Process of Group Discussion- - Traits to be Possessed-Essential requirements- Do's and Don'ts in a GD Preparing before an interview- Assess strengths & weakness, likes & dislikes, goals- Preparation for the interview- Research, Practice questions, Dress rehearsal

Outcome

- Focus on strategies and techniques of cracking a Group Discussion to perform well in Group Discussion stage of selection process
- Create and present organized and focussed messages in public speaking settings.
- Develop intra and inter personal communication skills

Mode of Evaluation

Test& Assignment

| | | |
|-----------------|-----------|-----------------------------|
| Grading: | A+ | :>=80% |
| | A | :>=70% to <80% |
| | B | :>=60% to <70% |
| | C | :>=50% to <60% |
| | D | :>=40% to <50% |

Resource Persons

Mrs. AnuP.Mathew

Dr.Brincy Mathew

Mr. Reneesh Thomas



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