



JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY KAKINADA
KAKINADA – 533 003, Andhra Pradesh, India
DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

II Year – II Semester		L	T	P	C
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SOFT SKILLS (SKILL ORIENTED COURSE)					

Course Outcomes:

At the end of the Course, the Student will be able to:

CO1 Use language fluently, accurately and appropriately in debates and group discussions
 CO2 Use their skills of listening comprehension to communicate effectively in cross-cultural contexts.

CO3 Learn and use new vocabulary.

CO 4 Write resumes, project reports and reviews.

CO5 Exhibit interview skills and develop soft skills.

1. Group Discussion—dynamics of group discussion, Lateral thinking, Brain storming.
2. Interview Skills— concept and process, pre-interview planning, opening strategies, answering strategies, interview through teleand video-conferencing.
3. Meetings-making meeting effective, chairing a meeting, decision-making, seeking opinions, interrupting and handling interruptions, clarifications, closure, Negotiation skills.
4. Listening comprehension – Achieving ability to comprehend material delivered at relatively fast speed; comprehending spoken material in Standard Indian English, British English, and American English.
5. Cross-Cultural Communication / Non-Verbal Communication, Problems of Language, Lack of Language equivalency/ difficulties in using English.
6. Vocabulary building, Creativity in using Advertisements, Case Studies etc.
7. Personality Development: Decision-Making, Problem Solving, Goal Setting, Time Management & Positive Thinking.
8. Resume writing –structure and presentation, planning, defining the career objective.
9. Writing Skills—Letter writing, Email etiquette; Essays for competitive examinations, Analyzing news paper articles.
10. Technical Report Writing/Project Proposals—Types of format and styles, subject matter—organization, clarity,
11. Coherence and style, planning, data-collection, tools, analysis- Progress and Project Reports.



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REFERENCES:

1. M.Ashraf Rizvi, “Effective Technical Communication”, Tata McGraw-Hill Publishing Company Ltd. 2005.
2. Andrea J.Rutherford, “Basic Communication Skills for Technology”, 2nd Edition, Pearson Education, 2007.
3. Meenakshi Raman & Sangeeta Sharma, “Technical Communication”, Oxford University Press, 2011.
4. DELTA 'skey to the Next Generation TOEFL Test: “Advanced Skill Practice,” New Age