



JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY KAKINADA
KAKINADA – 533 003, Andhra Pradesh, India

DEPARTMENT OF INFORMATION TECHNOLOGY

III Year – I Semester		L	T	P	C
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EMPLOYABILITY SKILLS-I					

Course Objectives:

The main objective of this course is to assist students in developing employability skills and personal qualities related to gaining and sustaining employment.

Course Outcomes: The end of the course student will be able to

- Understand the corporate etiquette.
- Make presentations effectively with appropriate body language
- Be composed with positive attitude
- Understand the core competencies to succeed in professional and personal life

UNIT I:

Analytical Thinking & Listening Skills: Self-Introduction, Shaping Young Minds - A Talk by Azim Premji (Listening Activity), Self – Analysis, Developing Positive Attitude, Perception.

Communication Skills: Verbal Communication; Non Verbal Communication (Body Language)

UNIT II:

Self-Management Skills: Anger Management, Stress Management, Time Management, Six Thinking Hats, Team Building, Leadership Qualities

Etiquette: Social Etiquette, Business Etiquette, Telephone Etiquette, Dining Etiquette

UNIT III:

Standard Operation Methods: Note Making, Note Taking, Minutes Preparation, Email & Letter Writing

Verbal Ability: Synonyms, Antonyms, One Word Substitutes-Correction of Sentences-Analogies, Spotting Errors, Sentence Completion, Course of Action -Sentences Assumptions, Sentence Arguments, Reading Comprehension, Practice work

UNIT IV:

Job-Oriented Skills –I: Group Discussion, Mock Group Discussions

UNIT V:

Job-Oriented Skills –II: Resume Preparation, Interview Skills, Mock Interviews

Text Books and Reference Books:

1. Barun K. Mitra, Personality Development and Soft Skills, Oxford University Press, 2011.
2. S.P. Dhanavel, English and Soft Skills, Orient Blackswan, 2010.
3. R.S. Aggarwal, A Modern Approach to Verbal & Non-Verbal Reasoning, S.Chand & Company Ltd., 2018.
4. Raman, Meenakshi & Sharma, Sangeeta, Technical Communication Principles and Practice, Oxford University Press, 2011.

e-resources:

1. www.Indiabix.com
2. www.freshersworld.com