

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

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SEMESTER-END EXAMINATION

Pattern of the Question Paper for CSS 01

Time: 2 Hours

Maximum Marks: 50

Part - A

1. Comprehension - 5 Marks(Five Multiple Choice Questions)

Part - B

2. Objective Type Questions - 20 Marks (Twenty Multiple Choice Questions)

Part - C

3. One Word Answers - 10 Marks (Ten Questions)

Part - D

4. One Sentence Answers - 10 Marks (Five Questions)

Part - E

5. Matching - 5 Marks (5=6)

Reference Books:

Commissionerate of Collegiate Education, Government of Andhra Pradesh (2015)
JKC -Communication Skills and Soft Skills: Student's Book

Sethi, J., and P.V. Dhamija (1999) *A Course in Phonetics and Spoken English*
New Delhi: Prentice-Hall of India

Daniel Jones (2011)*English Pronouncing Dictionary* (18th Edition) Ed. Peter Roach, Jane Setter, and John Esling

Quirk, Randolph and Sydney Greenbaum (1973) *A University Grammar of English*.
Harlow: Longman. Chapters 2, 3, and 7

White, Goodith (2010) *Listening (Resource Book for Teachers)*. Oxford University
Press

Nageshwar Rao and Rajendra P. Das (2009) *Communication Skills*. Mumbai:
Himalaya
Publishing House

Burton, S.H. (1983) *Mastering English Language*. The Macmillan Press
Limited
Chapter 3: Comprehension

[Grellet](#), Françoise (2007) *Developing Reading Skills*. Cambridge University
Press Roberts, Rachael, Joanne Gakonga, and Andrew Preshous (2004)
IELTS Foundation:

Student's Book. Oxford: Macmillan
Education

Roberts, Rachael, Joanne Gakonga, and Andrew Preshous (2004) *IELTS*
Foundation:
Study Skills. Oxford: Macmillan Education