



PERIYAR UNIVERSITY
(NAAC 'A' GRADE- STATE UNIVERSITY- NIRF RANK 68)
SALEM – 636 011
DEPARTMENT OF ENGLISH

Value Added Course

SOFT SKILLS

Semester: I

Hrs: 30

Code: 19ENGVA01

Credit: 1

Introduction:

Department of English offers Value Added Course “**Soft Skills**” for the students of the university departments in order to inculcate human values and instill necessary personal and social skills to enrich the wellbeing of an individual and the society. The course provides an opportunity for the stakeholders to strengthen their capacities to meet the challenges of the present and future. The foundation of humanity is being aware of human values and duties of an individual. Knowing and managing one’s soft skills establish the basis for attaining the above said qualities. Hence, this course facilitates to build the archetypes of a successful personality under all walks of life.

Course Outcome

On successful completion of the course, the students will be able to

CO1- understand the significance of Soft Skills

CO2- understand the uniqueness of skill sets that are necessary for success

CO3- analyse the emotions of one’s own and others

Syllabus

Introduction: Definition, Advantages of Soft Skills, How to Gain Soft Skills.

Life Skills: Attitude, Emotional Intelligence, Interpersonal Skills, Self-Development.

Communication Skills: Listening, Speaking, Reading, Writing, Presentation Skills.

Employability Skills: Interview Skills, Group Discussion.

Corporate Skills: Leadership Qualities, Negotiation Skills, Time Management, Stress Management.