

Skill Enhancement Course (SEC): Personality Development and Communication Skills

BA/BSc/BBA- (CBCS/UG-common core) – Semester III

2 credits (2 hours per week)

OBJECTIVES OF THE COURSE:

To create awareness and motivation among UG learners about personality development in terms of their basic skills including goal setting and time management; To train the learners adequately by exposure to theory and practice pertaining to these skills.

THE SYLLABUS:

Unit I: Basics of English - Tenses, reported speech; Acquiring the communication skills- Interpersonal skills, Speaking skills (brief speeches, group discussion) ; Writing skills (paragraph, summary, note making, Editing, business letters)

Unit II: Acquiring the soft skills for personality development: Body language; goal setting; Time management; Emotional Intelligence; problem-solving; Team work

Suggested Reading:

1. Jeremy Harmer & John Arnold. *Advanced Speaking Skills*. Essex, Longman Group Limited, 1978.
2. Hedwig Lewis. *Body Language: A Guide for Professionals*. Response Books (a division of Sage Publications India, Pvt. Ltd.,) New Delhi., 1998.
3. Daniel Goldman. *Emotional Intelligence*. New York, Bantam Books, 1995.
4. Rajiv Mishra, *Personality Development*, Rupa & Co.
5. Sherfield, R.M , Montgomery, Moody, *Developing Soft Skills*, Pearson 2010
6. Barun K Mitra, *Personality Development and Soft Skills*, Oxford University Press

(Total 16 topics to be taught in 25-30 hrs during the semester)