

Module 1: Technical Communication and Soft Skills (During 1 st Semester)	
Part 1	Chapter 1: Introduction to Soft Skills
Part 2 Life Skills	Chapter 2: Attitude Chapter 3: Emotional Intelligence Chapter 4: Interpersonal Skills Chapter 5: Self-Development
Part 3 Communication Skills	Chapter 6: Process of Communication Chapter 7: Listening Skills Chapter 8: Speaking Skills Chapter 9: Reading Skills Chapter 10: Writing Skills Chapter 11: Telephone Skills
Part 4 Team Work and Management	Chapter 12: Team Work Chapter 13: Behavioral Skills Chapter 14: Ethics and Moral Values

Module 2: Business Communication and Presentation Skills (During 2 nd Semester)
Chapter 1: Introduction to Business Communication Chapter 2: Process of and Barriers to Communication Chapter 3: Communication Channels and Directions Chapter 4: Word Formation Chapter 5: Vocabulary Chapter 6: Requisite of Sentence Construction Chapter 7: Paragraph Development Chapter 8: Precise Writing Chapter 9: Non Verbal Communication Chapter 10: Presentation Skills

Module 3: Workshop on “Motivation and Self Development” (During 3 rd Semester)
3 day workshop on “Motivation and Self Development” Topics: Desire, Faith, Imagination, Organized Planning, Decision, Persistence, Power of the Mind, Six Ghosts of Fear.

Module 4: Employability Skills (During 5 th Semester)
Chapter 1: Resumes and Job Applications Chapter 2: Interview Skills Chapter 3: Group Discussions Chapter 4: Managerial Skills Chapter 5: Negotiating Skills Chapter 6: Time Management Chapter 7: Etiquettes

Module 5: Employability Skills (During 7 th Semester)
Chapter 1: Business Correspondence Chapter 2: Type of Business Correspondence Chapter 4: Report Writing Chapter 5: Technical Documents Chapter 6: Stress Management Chapter 7: Leadership and Leadership Qualities Chapter 8: Quantitative Aptitude