

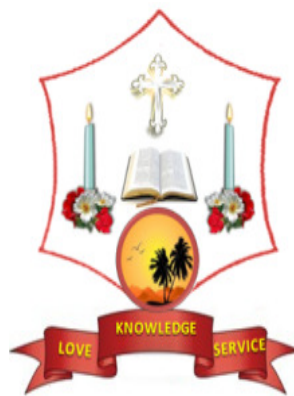
THANTHAI HANS ROEVER COLLEGE

(Autonomous)

(Affiliated to Bharathidasan University, Nationally accredited by NAAC)

Perambalur – 621 220, Tamil Nadu , India

NON MAJOR ELECTIVE



CHOICE BASED CREDIT SYSTEM SYLLABUS

SEMESTER PATTERN

PG & RESEARCH DEPARTMENT OF ENGLISH

(For the candidates to be admitted from the academic year 2018-2019 onwards)

NON MAJOR ELECTIVE-I

COMMUNICATION SKILLS & SOFT SKILLS

Credit : 2
Semester : III
Hours : 2

Code: **18UENNME1**
Internal Marks: 25
External Marks: 75

UNIT -I: INTRODUCTION TO COMMUNICATION AND SOFT SKILLS

The process of communication – types - barriers –four parameters of soft skills (communication, emotional, functional and personality skills)

UNIT -II: LISTENING AND SPEAKING

Listening stories –narrating the stories in their own words –questioning and answering

UNIT -III: READING AND WRITING

The importance of Reading – types (skimming, scanning, intensive and extensive)

The importance of writing – types of discourse (narrative, descriptive, explanative and argumentative)

UNIT -IV: GROUP DISCUSSION & INTERVIEW SKILLS

UNIT-V : LEADERSHIP QUALITIES.

Books for References:

1. **Let's Speak English** , Dr.Vincent (CDs 1-5)
2. **Spoken English for You** , G.Radhakrishnapilai

NON MAJOR ELECTIVE-II
PERSONALITY DEVELOPMENT

Credit : 2
Semester : IV
Hours : 2

Code: **18UENNME2**
Internal Marks: 25
External Marks: 75

Objectives :

- To provide the students with information on the development of personality
- To make them understand to various factors regarding confidence building positive approach and so on
- To enable them to understand leadership qualities and personality oriented job skills

UNIT -I:

What is personality?- Determinants of Personality

UNIT -II:

Self – Evaluation – Importance of Attitude and Aptitude

UNIT -III:

Communication: Verbal and Non-Verbal

UNIT -IV:

Building up Confidence – Problem Solving Techniques

UNIT-V:

Public speaking Skills

Books for References:

1. **Basic Managerial Skills for All** – Rev McGrath
2. **Communicating for Results** – Cheryl Hamilton