

UNIVERSITY OF MADRAS

Choice Based Credit System (CBCS)

Regulations for Courses on Soft Skills

Common to all UG and 5 year Integrated Programmes of the
Affiliated Non-autonomous Colleges (w.e.f 2013-14)

1. GENERAL OBJECTIVES

Courses on Soft skills are intended to improve the communication skills enrich personality development, Computing skills, Quantitative aptitude and knowledge of Foreign language of the students. These courses are intended to enhance the employability of the students. The courses will help to bridge the gap between the skill requirements of the employer or industry and the competency of the students.

2. ELIGIBILITY FOR THE AWARD OF THE DEGREE

A candidate shall be eligible for the award of the degree only if he/she has undergone the prescribed courses on Soft Skills.

For three year UG degree Programme, a candidate must undergo a minimum of 4 courses with a total of 12 credits (4 x 3=12 credits). Students can undergo more than 4 Soft skill courses and the best of 4 courses will be considered for grading.

The Students enrolled in 5 year Integrated programme must undergo additional courses for 8 credits and a summer Internship of 2 credits.

3. EXAMINATIONS

Examinations for the courses on soft skills will be held along with the semester examinations of the core and elective courses.

4. COURSES ON SOFT SKILLS AND SCHEME OF EXAMINATION

The Courses on Soft Skills may be offered at the College/Institutional level in a fixed time slot for all students. Students of all departments must be allowed to choose any of the approved Soft Skill courses. All the courses will be offered in all semesters. If the demand for a course is less than 20 (students) in a college/institution, the course need not be offered.

A candidate shall not choose a course on Soft Skills closely related to his/her UG degree programme. The Chairperson /Board of Studies will identify courses on Soft Skills related to the major field of study (Example: A Computer Science student will not be permitted to choose Soft Skill courses on computer skills).

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5. SCHEME OF EXAMINATION:

PAPER	NAME OF THE COURSE	MAX.MARKS		TOTAL	COURSE TO BE TAUGHT BY
		CIA	EXT		
LANGUAGE AND COMMUNICATION					
1	Essentials of Language and Communication – Level I	50	50	100	English Faculty
2	Essentials of Language and Communication – Level II	50	50	100	
3	Essentials of Spoken and Presentation Skill – Level I	50	50	100	
4	Essentials of Spoken and Presentation Skill – Level II	50	50	100	
5	Technical Writing and Presentation	50	50	100	
PERSONALITY ENRICHMENT					
6	Personality Enrichment – Level I	50	50	100	Psychology Faculty
7	Personality Enrichment – Level II	50	50	100	
COMPUTING SKILLS					
8	Computing Skill – Level I	50	50	100	Computer Science Faculty
9	Computing Skill – Level II	50	50	100	
10	French – Level I	50	50	100	Qualified French Faculty
11	French – Level II	50	50	100	
12	German – Level I	50	50	100	Qualified French Faculty
13	German – Level II	50	50	100	
14	Quantitative Aptitude	50	50	100	Maths Faculty
15	*Effective Presentation Skills	50	50	100	
16	*Skills in Communication	50	50	100	
17	*Basic writing skills in Tamil	50	50	100	
18	*Technical Writing Skill	50	50	100	

*Papers prescribed specifically for hearing impaired students of UG and Five year Integrated Courses

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6. (A) CONTINUOUS INTERNAL ASSESSMENT (CIA) – 50 marks

The break up of Continuous Internal Assessment (CIA) is as follows:

PAPER	COURSE NAME	Written Test	Oral Test	Seminar/ Presentation	Assign/ Term Paper	Practical/ General/ Discussion	Total Marks
1	Essentials of Language and Communication – Level I	10	10	10	10	10	50
2	Essentials of Language and Communication – Level II	10	10	10	10	10	50
3	Essentials of Spoken and Presentation Skill – Level I		20	10	10	10	50
4	Essentials of Spoken and Presentation Skill – Level II		20	10	10	10	50
5	Technical Writing and Presentation	10	10	10	10	10	50
	PERSONALITY ENRICHMENT						
6	Personality Enrichment – Level I	10	10	10	10	10	50
7	Personality Enrichment – Level II	10	10	10	10	10	50
	COMPUTING SKILLS						
8	Computing Skill – Level I					50	50
9	Computing Skill – Level II					50	50
10	French – Level I	20	15		15		50
11	French – Level II	20	15		15		50
12	German – Level I	20	15		15		50
13	German – Level II	20	15		15		50
14	Quantitative Aptitude	20	10	10	10		50
15	*Effective Presentation Skills						
16	*Skills in Communication						
17	*Basic writing skills in Tamil						
18	*Technical Writing Skill						

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(B) UNIVERSITY EXAMINATION (50 marks)

A written examination for 3 hours for 50 marks will be conducted along with the Core and Elective course examinations. The papers will be evaluated as per the existing procedure followed for Core and Elective courses.

(C) UNIVERSITY PRACTICAL EXAMINATION (50 Marks)

7. REQUIREMENTS FOR PROCEEDING TO SUBSEQUENT SEMESTER:

- i. Candidates shall register their name for the First Semester Examination after the admission in the U.G. courses
- ii. Candidates shall be permitted to proceed, from the First Semester up to Final Semester irrespective of their failure in any of the Semester examinations subject to the condition that the candidates should register for all the arrear subjects of earlier semesters along with current (subsequent) semester subjects
- iii. Candidates shall be eligible to go to subsequent semester, only if they earn, sufficient attendance as prescribed therefore by the Syndicate from time to time.
- iv. Provided in the case of candidate earning less than 50% of attendance in any one of the semesters due to any extraordinary circumstance such as medical grounds. Such candidates who shall produce Medical Certificate issued by the Authorised Medical Attendant (AMA), duly certified by the Principal of the College, shall be permitted to proceed to the next semester and to complete the course of study. Such candidate shall have to repeat
- v. the missed semester by rejoining after completion of final semester of the course, after paying the fee for the break of study as prescribed by the University from time to time.

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8. PASSING MINIMUM:

A candidate shall be declared to have passed:

- a) There shall be no Passing Minimum for Internal.
- b) For External Examination, Passing Minimum shall be of 40% (Forty Percentage) of the maximum marks prescribed for the paper
- c) In the aggregate (External +Internal) the passing minimum shall be of 40%.
- d) He/She shall be declared to have passed the whole examination, if he/she passes in all the papers and practicals wherever prescribed / as per the scheme of examinations by earning 140 CREDITS in Parts –I, II, III, IV & V. He /She shall also fulfill the extension activities prescribed earning a minimum of I Credit to qualify for the Degree.

9. CLASSIFICATION OF SUCCESSFUL CANDIDATES FOR SOFT SKILL PAPER:

There will be separate grading, weighted overall grade point and classification (First, Second and Third Class) for the Courses on Soft Skills.

Successful candidates passing the examinations for Core Courses together and securing the marks (i) 60 percent and above (ii) 50 percent and above but below 60 percent in the aggregate of the marks prescribed for the Soft skill courses together shall be declared to have passed the examination in the **FIRST and SECOND** Class respectively. All other successful candidates shall be declared to have passed the examinations in the **Third Class**.

Successful Candidates who obtain 75% of the marks in the aggregate (CIA + External) shall be deemed to have passed the examination in **First Class with Distinction**, provided they pass all the examinations (theory and practical papers), prescribed for the soft skill course in the First appearance.

10. GRADING SYSTEM:

As followed in the other Under-graduate degree papers

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11. QUESTION PAPER PATTERN for

1. ESSENTIALS OF LANGUAGE AND COMMUNICATION - Level- I
2. ESSENTIALS OF LANGUAGE AND COMMUNICATION - Level- II
3. ESSENTIALS OF SPOKEN AND PRESENTATION SKILLS - Level- I
4. ESSENTIALS OF SPOKEN AND PRESENTATION SKILLS - Level - II
5. TECHNICAL WRITING AND PRESENTATION

Max. Marks: 50

Duration : 3 Hrs.

Part – A	Answer Any ten questions out of 15 Each question carries 2 marks	10 x 2 Marks = 20 Marks
Part – B	Answer Any five Questions out of 8 Each questions carries 6 marks	5 x 6 Marks = 30 Marks

12. Question Paper Pattern for

6. Personality Enrichment Level – I
7. Personality Enrichment Level – II

Max. Marks : 50

Duration: 3 Hrs.

Part – A	Answer all the Questions. Each Question carries 2 marks. Write a short note in the following for 50 words:	10 x 2 Marks = 20 Marks
Part – B	Answer any 5 questions out of 7. Each question carries 6 marks. Answer should not exceed 500 words	5 x 6 Marks = 30 Marks

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Question Paper Pattern for

- 8. Computing Skills Level – I
- 9. Computing Skills Level – II

8. Computing Skills Level – I

Max. Marks: 50
Duration: 3 Hrs.

Note: All questions carry equal marks (5 x 10 Marks =50 Marks)

- 1. (a) or (b) (Based on Unit I)
- 2. (a) or (b) (Based on Unit II)
- 3. (a) or (b) (Based on Unit III)
- 4. (a) or (b) (Based on Unit IV)
- 5. (a) or (b) (Based on Unit V)

For examiners: (i) each question could contain sub questions, if need be
(ii) question 1 is descriptive as the Unit I is introduction.

9. Computing Skills Level – II

Max. Marks: 50
Duration : 3 Hrs.

Note: All questions carry equal marks (5 x 10 Marks = 50 Marks)

- (1) (a) or (b) (Based on Unit I)
- (2) (a) or (b) (Based on Unit II)
- (3) (a) or (b) (Based on Unit III)
- (4) (a) or (b) (Based on Unit IV)
- (5) (a) or (b) (Based on Unit V)

For examiners: (i) each question could contain sub questions, if need be

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Question Paper Pattern for

10. FRENCH - LEVEL - I
11. FRENCH - LEVEL - II
12. GERMAN - LEVEL - I
13. GERMAN - LEVEL - II

Max. Marks : 50
Duration : 3 Hrs.

Section A

4 x 5 Marks = 20 Marks

1. Answer all the Questions each question carries 5 marks
Four (4) Questions based on Grammar from exercises
taken from the text

Section B

10 x 1.5 Marks = 15 Marks

2. Answer 10 questions out of 15 Questions
short questions on simple elements of civilization taken from the text
Prescribed

3. Answer 3 Questions out of 4 Questions **3 x 5 Marks = 15 Marks**
based on vocabulary question taken from the text prescribed
(simple comprehension, micro dialogue – reorganize the text)

Question Paper Pattern for

14. Quantitative Aptitude

Maximum: 50 Marks
Duration: 3 Hours

(5 X 4 = 20 Marks)

Part – A

Answer all Questions

Each question carries 4 marks
(either-or Type : covering all the five Units)

Q.1 to Q.5

Part-B

(3 x 10 = 30 Marks)

Answer any THREE questions out of 5 Questions.
Each question carries 10 marks.
(One Question from each Unit.)
Q.6 to Q.10.

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Question Paper Pattern for

15. Effective Presentation Skills(for the Physically challenged)
16. Skills in Communication (for the Physically challenged)
17. Basic writing skills in Tamil (for the Physically challenged)
18. Technical Writing Skill (for the physically challenged)

Note: The **Papers 15 to 18** prescribed specifically for hearing impaired students of **UG and Five year Integrated Courses.**

Max. Marks : 50
Duration : 3 Hrs.

Part – A

Write a short note in the following :
Answer any 10 Questions (out of 12 Questions)

10 x 3Marks = 30 Marks

(Question from Unit-I and IV)

Part – B

Answer any 5 Questions (out of 8 Questions)
(Question from each unit)

5 x 4 Marks = 20 Marks

Continuous Internal Assessment (CIA)- 50 Marks

The Break-up of Continuous Internal Assessment (CIA) is as follows:

1. Written Test	-	20 Marks
2. Oral Test	-	15 Marks
3. Assignment	-	15 Marks
Total	-	50 Marks

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BP4-SS001

SOFTSKILL: ESSENTIALS OF LANGUAGE AND COMMUNICATION

LEVEL I

UNIT I

Recap of Language Skills – Speech, Grammar, Vocabulary, Phrase, clause, sentence, Punctuation.

UNIT II

Fluency building

What is fluency – Why is fluency important – Types of fluency – Oral fluency – Reading fluency – Writing fluency – Barriers of fluency – How to develop fluency.

UNIT III

Principles of communication: LSRW in communication.

What is meant by LSRW Skills – Why it is important – How it is useful – How to develop the skills?

Oral – Speaking words, articulation, speaking clearly.

Written communication – Generating ideas/ gathering data organizing ideas, Setting goals, Note taking, Outlining, Drafting, Revising, Editing and Proof reading.

Non verbal communication – Body language, Signs and symbols, Territory/Zone, Object language.

RECOMMENDED TEXTS:

Hewing, Martin. 1999. Advanced English Grammar: A Self-study Reference and practice

Book for South Asian Students. Reprint 2003. Cambridge University Press. New Delhi.

Lewis, Norman. 1991. Word Power Made Easy. Pocket Books.

Hall and Shepherd. The Anti-Grammar Book: Discovery Activities for Grammar Teaching Longman.

Powell. In Company. MacMillan.

Cotton, et al. Market Lader. Longman.

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BP4-SS002

Essentials of Language and Communication

Level – II

UNIT-I

Speaking Skills

Formal and Informal Conversation – Conversation in the work place – Interviews – Public Speech – Lectures.

UNIT – II

Listening Skill

Comprehending – Retaining – Responding – Tactics – Barriers to Listening – Overcoming listening barriers – Misconception about listening.

UNIT – III

Reading Skill

Acquiring reading – Reading Development – methods teaching – Reading difficulties.

UNIT – IV

Writing skill

Note-making – CV's – Report writing, copy writing, Agenda – Minutes – Circular – Essay writing on any current issues – paragraph – Essay writing, Writing Research papers – Dissertation.

UNIT-V

Business Correspondence

Meaning of Business correspondence – Importance of Business Correspondence essential qualities of a business letters. Different types of business letters – cover letter, thank you letters, message through email and Fax, Acceptance letters, rejection letters, and withdrawal letters.

Recommended Texts:

Minippally, Methukutty. M. 2001. Business Communication Strategies. 11th Reprint. Tata McGraw – Hill. New Delhi.

SasiKumar. V and P.V. Dharmija. 1993. Spoken English: A Self-Learning Guide Conversation Practice. 34th reprint. Tata McGraw – Hill. New Delhi.

Swets, Paul. W. 1983. The Art of Talking So That People Will Listen: Getting Through to Family, Friends and Business Associates. Prentice Hall Press. New York.

John, Seely The Oxford guide to writing and speaking. Oxford U P, 1998, Delhi.

The Process of Writing: Planning and Research, Writing, Drafting and Revising.

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BP4-SS003

ESSENTIALS OF SPOKEN AND PRESENTATION SKILLS LEVEL – I

UNIT – I

Communication Skills for effective Business Presentation, perfecting oral skills; aural skills; Reading Skills

UNIT – II

Non Verbal Communication: cultural codes for effective and business Presentations; Business Etiquettes.

UNIT – III

Informal and Informal conversations, Introducing, Opening and closing Speeches, Inviting, thanking, Apologizing, Expressing anger Resolving conflict, Giving and taking information.

UNIT – IV

Etiquettes for Public Speaking (extempore and lectures), Interviews and Group Discussions, Telephone conversations and Business Meetings

UNIT – V

Etiquettes for Business presentations – Team presentations and Individual presentation.

Recommended texts:

Powell. In Company. MacMillan.

Cotton, et al. Market Leader. Longman.

Pease, Allan. 1998. *Body Language: How to Read Others Thoughts by their Gestures*. Suda Publications. New Delhi.

Gardner, Howard. 1993. *Multiple Intelligences: The Theory in Practice: A Reader Basic Book*. New York.

De Bono, Edward. 2000. *Six Thinking Hats*. 2nd Edition. Penguin Books. De Bono, Edward. 1993. *Serious Creativity*. Re print. Harper Business.

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BP4-SS004

ESSENTIALS OF SPOKEN AND PRESENTATION SKILLS LEVEL – II

Unit – I

Body Language – Kinesics, Proxemics, Para linguistic, Chronemics, Nuances of Speech Delivery.

Personality Development: Building self esteem.

Unit – II

Team work and participating in group discussions – Team building and Team work, Team briefing, Role of Team leader, Conflict resolution, Methodology of Group discussions, Role Functions in Group Discussion, Types of Non – functional Behavior, Improving group performance. Participating in Mock group discussions.

Unit – III

Interviews – Types of Interviews, preparing for interviews, facing interviews, reviewing performance, participating in mock interviews.

Unit – IV

Business Presentations – Preparing successful presentations, thinking about audience, making effective use of visual aid, Delivering presentation, using prompts, dealing with questions and interruptions, Mock presentations.

Recommended Texts:

Peter, Francis. *Soft Skills and Professional Communication*. New Delhi: Tata McGraw Hill. 2012. Print.

Singh, Prakash and Raman, Meenakshi. *Business Communication*. New Delhi: Oxford UP. 2006. Print.

Bailey, Edward P. *Writing and Speaking at Work: A Practical Guide for Business Communication*. Pennsylvania: Prentice Hall. 2007. Print.

Pease, Allan and Peas, Barbara. *The Definitive Book of Body Language*. New York: Random House. 2006. Print.

De Bono, Edward. 1993. *Serious Creativity*. Re print. Harper Business.

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BP4-SS005

TECHNICAL WRITING AND PRESENTATION

Objectives of the Course: Aims to teach oral and written skills in English with illustrations and examples drawn from project reports, paper presentations and published papers in scientific journals. The grammar exercises are not taught in a rule-based manner but through observation and use in specific contexts. Newspaper and popular scientific reports are also included as course material. Presentation skills are taught through practice sessions. During the course, all participants make presentations and also critique the presentations by others. Emphasis is placed on teaching how to present the same findings orally and in writing.

Syllabus Outline:

Unit I Reinforcement of Language Skills

[Correcting common errors] – Verbosity – How to avoid unnecessary jargon – Words and Usage – List of “aura” words, Synonyms and Antonyms – Phrasing, Tense, Voice, Prepositions, Punctuation. Type of technical reports – creating specs, lab manuals, worksheets.

Unit II Organization of Ideas

1. Preparing a Basic plan – Structuring the ideas, collecting the relevant materials
2. Creating Outlines – Headings of Sections, Topic Sentences.
3. Reviewing Sentences and Rewriting Paragraphs
4. Revising Drafts

Unit III Contents of a Report [Some Basic Research Methodology]

1. Cover and title page
2. Table of Contents
3. List of Tables and Figures
4. Preface, Foreword, Acknowledgement
5. Abstract
6. Introduction
7. Body (in Sections and Subsections)
8. Results

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9. Conclusions and Recommendations
10. Appendices
11. References

Unit IV Format [Both physical and stylistic]

1. Margins
2. Headings
3. Indentation
4. Pagination
5. Type face and fonts
6. Abbreviations
7. Symbols
8. Layouts
9. Proofreading Symbols

Unit V Presentation of the Report

1. Difference between Oral Presentations and Written Reports (Even when the material is the same)
2. How to give a good presentation?
3. Proper use of technological aids
4. Discussion skills

Recommended Texts :

E Handouts of Renssalaer Polytechnic, USA.[necessary permission has to be obtained by the course instructor for classroom use]www.rpi.edu

Gupta, Ruby and Anugrah Rohini Lall. Basic Technical Communication. Cambridge University Press, 2009.

Hoover, Hardy. Essentials for the Scientific and Technical Writer.1970; Rpt.New York: Dover Publications, Inc.,1980

Kirkman, John. Good Style for Scientific and Engineering Writing. London: Pitman Publishing Ltd., 1980.

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BP4-SS006

PERSONALITY ENRICHMENT – LEVEL I

Unit 1- Self Disclosure

Characteristics of self disclosure – Self disclosure benefits and appropriateness –
Self disclosure and self awareness – Self disclosure and feedback.

Exercise:

1. Self Description– Reflect and answer the following questions on a sheet of paper about yourself: Who am I? What am I like? How do others perceive me? What are my strengths as a person? In what areas do I want to develop greater skills?
2. Adjective Checklist – the following exercise is aimed at providing an opportunity for participants to disclose their view of themselves to the other members of their group and to receive feedback on how the other group members perceive them.
3. Self Disclosure and Self Awareness – the purpose of this exercise is to allow participants to focus on the areas as described in the Johari Window.

Unit II – Anger, Stress and Managing Feelings

The nature of stress- managing stress through social support systems – the nature of anger – guidelines for managing anger constructively – dealing with an angry person

Exercise:

1. Handling put downs techniques practiced through role plays.
2. changing your feelings discuss how people can make their assumptions more constructively.
3. defusing the Bomb exercise discuss how one can manage provocations.

Unit III – Interpersonal Effectiveness

Managing anxiety and fear – Breathing – an antidote to stress – progressive muscle relaxation – understanding your shyness – building one' self esteem – avoiding self blame – taking risks, tolerating failure, persisting and celebrating success – self talk.

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Exercise:

1. being positive about yourself
2. Understanding your shyness analyze the social situation of shyness and the causes of your shyness.
3. Systematic Muscle Relaxation train one in the procedure for systematic muscle relaxation.
4. Learning how to breathe deeply help one to relax systematically when one is anxious by controlling one's breathing.

Unit IV: Study Skills

Importance of study environment – using VCR3 to increase memory power: visualizing, concentrating, relating, repeating, reviewing- memory hindrances – memory helpers – knowing vs memorizing – memory and studying – the SQ3R method; survey, write questions, read, recite , review – mnemonic devices – rhymes – acronyms – pegging – cooperative learning .

Exercise:

1. Using the techniques of memory enhancers to review your classroom and textbook notes

Unit V: Goal Setting and Managing Time

The basis of effective goals – steps to be followed to obtain optimum results from goal setting – Identifying the reasons for procrastination – guidelines to overcome procrastination – priority management at home and college

Exercise:

1. Steps to prepare one's short term goals and long term goals.
2. Role play activity through reflection of identifying how priority management affect one's ability to live a balanced life.

Reference:

1. Johnson, D.W. (1997). Reaching out – Interpersonal Effectiveness and Self Actualization. 6th ed. Boston: Allyn and Bacon.
2. Sherfield, R. M. ; Montgomery, R.J. and Moody, P, G. (2010). Developing Soft Skills. 4thed. New Delhi: Pearson.
3. Robbins, S. P. and Hunsaker, Phillip, L. (2009). Training in Interpersonal skills. Tips for managing people at work. 5th ed. New Delhi: PHI Learning.

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BP4-SS007

PERSONALITY ENRICHMENT – LEVEL II

Unit 1 : Stress Management

The Nature of Stress – A wellness Lifestyle – Distress symptoms: emotional distress, cognitive distress, behavioral distress, physical distress symptoms – managing stress : exercise, nutrition, sleep, healthy pleasures – self talk and stress – Relaxation Methods: breathing techniques, meditation techniques, visualization techniques – self hypnosis- muscle relaxation techniques – Using social support.

Exercise:

1. Distressors and Distress Symptoms
2. Identifying Personal uses for self talk management
3. Social support networks from which you draw and networks through which you give social support

Unit 2: Maintaining Trust

Developing and maintaining trust – being trusting and trustworthy – building interpersonal trust – reestablishing trust after it has been broken – trusting appropriately – trust and friendship.

Exercise:

1. Practicing Trust Building Skills
2. Developing Trust

Unit 3: Resolving Interpersonal Conflicts

Understanding conflicts of Interests- conflict strategies – negotiating to win – negotiating to solve the problems – steps for effective problem solving negotiating – refusal skills.

Exercise:

1. Non verbal conflict
2. Confronting the opposition
3. Using the conflict strategies – role playing

Unit 4: Applying Emotional Intelligence

Emotional Intelligence and emotional competence - components of emotional intelligence – behavioral skills of emotional intelligence.

Exercise:

1. Role model using a modeling/group exercise

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Unit 5: Enhancing self esteem

Self theory and the Johari window- Characteristics of fully functioning individuals – manifestations of low and high self esteem – techniques for enhancing self esteem – nurturance techniques -

Exercise:

1. Weakness-strength
2. managing your pig identify areas of self criticism and dealing with negative messages.
3. Nurturing relationships

Reference

1. Schafer, W. (1998). Stress Management for Wellness. 4th edition. Australia: Thomson & Wadsworth.
2. Johnson, D.W. (1997). Reaching out – Interpersonal Effectiveness and Self Actualization. 6th ed. Boston: Allyn and Bacon.
3. Robbins, S. P. and Hunsaker, Phillip, L. (2009). Training in Interpersonal skills. Tips for managing people at work. 5th ed. New Delhi: PHI Learning.
4. Frey, D and Carlock , C. (1989). Enhancing Self Esteem. 2nd edition. Indiana: Accelerated Development INC.

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BP4-SS008

COMPUTING SKILLS – LEVEL - I

Objective:

The major objective in introducing the course is to impart hands on training to students in Microsoft Office essentials like MS Word, MS Excel and MS Access. The course is basic course offered at two levels exclusively meant for students who have no computer knowledge. Course is designed as a practical oriented course and not for chalk and board teaching.

Pre-requisite : NIL

Unit 1 : Introduction to computers – classification of computers; Computers inside – Hardware (processing, memory i/o, storage etc), Software (Systems, application); Operating Systems – DOS, LINUX, UNIX, Windows ; Programming – Overview, need and skills; Networking Basics; Virus; Hacking

Unit 2 : Word processing - Operating of word documents like open, close, save, print ; Editing Text – tools, formatting , bullets, layout ; Navigating word – Keyword, mouse, document formatting ; paragraph alignment - indentation, headers, footers, numbering; printing – preview, options

Unit 3 : File Management – Importance of file management, backing of files, files and folders- editing, deleting, retrieving, renaming, subfolders; Manipulating windows – minimize, maximize; power point basics- terminology- templates, viewing

Unit 4 : Spreadsheets – MS Excel – opening, entering text and data, formatting, navigating; Formulas- entering, handling and copying; charts- creating, formatting and printing, header and footer, centering of data; printing

Unit 5 : Networking - Internet explorer; www – working, browsing, searching, saving; bookmark – features, favorite, create, delete ; printing webpage; email – creating, receiving, reading and sending messages

Note – Unit 2 -5 are to be taught as practical with hands on experience

References :

1. Introduction to Computers – Peter Norton, Tata McGraw-Hill, India
2. Microsoft 2003 – Jennifer Ackerman Kettel et al., Tata Mc-Graw Hill, India
3. Working In Microsoft office 2006– Ron Mansfield , Tata Mc-Graw Hill, India

Examinations :

1. Sessional tests could be based on Theory and practical
2. End semester is based on practical examination only

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BP4-SS009

COMPUTING SKILLS – LEVEL II

Objective:

The major objective in introducing the course is to impart hands on training to students in Microsoft Office essentials like MS Word, MS Excel and MS Access. The course is basic course offered at two levels exclusively meant for students with no computer knowledge. Course is designed as a practical oriented course and not for chalk and board teaching.

Pre-requisite : Essentials of Microsoft office as given in Level I

Unit 1 : Word processing - Auto formatting; Paragraph and character styles – creating , modifying and using styles; Templates – modifying, attaching and controlling; Tables and columns - creating, manipulating and formulating; mail merge; labels- creating

Unit 2 : Data Management – MS Access - Introduction, concepts and terms; database and tables- creating, data types, editing fields, renaming, resizing of fields, finding, sorting and displaying of data –printing

Unit 3 : Spreadsheets – MS Excel – Worksheets – moving, copying, sorting, inserting of cells, rows, columns; Charts – creating, editing, adding, rotating, printing, deleting and controlling; graphics- creating and placing, drawing lines and shapes; using multiple worksheets ;printing

Unit 4 : Presentations – Power point- starting, browsing and saving, creating, editing, formatting of text and paragraphs, inserting tables and charts; Presentation through slides, handouts and printing.

Unit 5 : Graphics and Multimedia - Clip art – create and insert; shapes- draw, insert and copy; create a flow

Note – Unit 1 -5 are to be taught as practical with hands on experience

References :

1. Introduction to Computers – Peter Norton, Tata McGraw-Hill, India
2. Microsoft 2003 – Jennifer Ackerman Kettel et al., Tata Mc-Graw Hill, India
4. Working In Microsoft office 2006– Ron Mansfield , Tata Mc-Graw Hill, India

Examinations :

1. Sessional tests could be based on Theory and practical
2. End semester is based on practical examination only

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BP4-SS010

FRENCH – LEVEL - I

For students admitted in 2013-2014 and thereafter

DURATION: 15 weeks per semester
2 Hours per week on a single day (Total=30 hours)

PREREQUISITES: Complete beginners with no prior knowledge of the language.

OBJECTIVES: At a time when the knowledge of a foreign language has become an indispensable tool, this course in French will give an opportunity for learners to get a basic knowledge of a widely used European language. The course is based on a minimum vocabulary necessary and allows the learner to develop elementary communication skills in French.

COURSE CONTENT:

UNIT I

- *Les salutations*; Saluer et se présenter
- Premier contact avec la langue française

UNIT II

- *Comptons ensemble*: Epeler les noms et dire les nombres
- Les alphabets et les nombres 1-20

UNIT III

- *Les copains*; Demander et dire les nationalités
- Le verbe : '*être*' et les articles indéfinis ; les pronoms sujets et le pluriels des noms

UNIT IV

- *Devinez*. Les interrogations ;
- Les nombres de 21- 100

UNIT V

- *Dans la classe*: Présenter quelqu'un ; demander et dire son âge
- Verbe '*avoir*' et les adjectifs

TEXT BOOK:

RANJIT, Mahitha & SINGH, Monica, *Apprenons le français-I*, Saraswathi House Pvt Ltd, New Delhi (revised edition) 2008 Leçons 1-5

RECOMMENDED READING :

QUINTON-POISSON, Sylvie et al : *FESTIVAL-1*, CLE International, Paris, 2005

MERIEUX, Régine et al : *CONNEXIONS -1*, Didier, Paris, 2004

CAPELLE, Guy, MENAND, Robert : *TAXI-1*, Hachette, Paris, 2003

GIRARDET, Jacky, PECHEUR, Jacques : *CAMPUS -1*, CLE International, Paris, 2002

BAYLON, Christian et al : *FORUM-1*, Hachette, Paris, 2000

WEBSITES: www.fle.fr; www.bonjourdefrance.com; www.polarfle.com

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BP4-SS011

FRENCH - LEVEL – II

For students admitted in 2013-2014 and thereafter

- DURATION:** 15 weeks per semester
2 Hours per week – on a single day (Total=30 hours)
- PREREQUISITES:** Basic knowledge of French Language (Level I only)
- OBJECTIVES:** This course continues from the Level I in permitting the students to develop further their language and communication skills in French a widely used European language. The learners will improve their stock of vocabulary and will acquire more structures that will serve to put them more at ease when using French in the classroom and outside.

COURSE CONTENT:

UNIT I

- Les amis de Caroline : Les nationalités; utiliser les articles
- Les articles définis; le pluriel : masculin et féminin

UNIT II

- *Quel jour est-il?*: Les jours de la semaine ; Répondre aux questions
- Verbe : 'aller'

UNIT III

- *La famille de Manuel*: Exprimer la préférence
- Les verbes : 'aimer' et 'parler'

UNIT IV

- *Les vacances*: Raconter un événement; Les mois de l'année
- Revision des verbes étudiés

UNIT V

- *Le drapeau de mon pays* : décrire la couleur d'un objet
- Le féminin et le pluriel des couleurs

TEXT BOOK:

RANJIT, Mahitha & SINGH, Monica, *Apprenons le français-I*, Saraswathi House Pvt Ltd, New Delhi (revised edition) 2008 Leçons 6-1

RECOMMENDED READING :

QUINTON-POISSON, Sylvie et al : *FESTIVAL-I*, CLE International, Paris, 2005

MERIEUX, Régine et al : *CONNEXIONS -I*, Didier, Paris, 2004

CAPELLE, Guy, MENAND, Robert : *TAXI-I*, Hachette, Paris, 2003

GIRARDET, Jacky, PECHEUR, Jacques : *CAMPUS -I*, CLE International, Paris, 2002

BAYLON, Christian et al : *FORUM-I*, Hachette, Paris, 2000

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BP4-SS012

GERMAN - LEVEL- I

DURATION: 15 WEEKS – 5 UNITS

2 HOURS per week on a single day.

PREREQUISITES: Complete beginners (no prior knowledge required).

OBJECTIVES: To provide learners with rudimentary knowledge of the German language.

UNIT 1

- Self Introduction
- Greetings

Grammar

- Auxiliary Verbs 'to be' and 'to have' personal pronouns in Nominative case.
- The German Alphabet.
- Position of the verbs : Aussage, W-Frage , Ja /Nein Frage
- The definite Article: die, der, das

Vocab

- Countries, Languages, Professions
- Federal States in Germany.
- Numbers 1 to 50.
- Studienfaecher

UNIT 2

- At the restaurant

Grammar

- W-Frage, Conjugation in Present tense.
- Nominative- Definite, Indefinite and Negative articles.
- Accusative-Indefinite and Negative article

Vocab

- Words relating to Eateries: -For e.g. Restaurant, Cafe, Kneipe etc
- Numbers 51-100

UNIT 3

- Living **Grammar:**
- Accusative-The definite article.

Vocab:

- Places of living, gadgets and home appliances.

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UNIT 4

- Hobbies, Daily routine
- Elements of time/The reading of time.

Grammar:

- Separable Verbs
- Irregular verbs
- Modal verbs-

Koennen, Moechten, Wollen

- Preposition-(temporal) im ; am ; um **Vocab:**
- Hobbies,
- Elements of Time, (second, minute, hour etc.,)
- Days of the week,
- Months of the year,
- Seasons

UNIT 5:

Professions

Grammar:

- duerfen, muessen
- Preposition (local)
- bei, in, als.

Vocab:

Words pertaining to the different professions

TEXT BOOKS TANGRAM AKTUELL NIVEAUSTUFE A1/1
 Themen level 1

Websites www.german.about.com
www.deutschewelle.com www.youtube.com

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BP4-SS013

GERMAN - LEVEL - II

DURATION: 15 WEEKS – 5 UNITS

2 HOURS per week on a single day.

PREREQUISITES:

German for Beginners Level 1 or its equivalent.

OBJECTIVES: To reinforce the knowledge acquired at level 1.

UNIT 1 Leisure Activities

Grammar:

- Prepositions in and zu

Ins Kino , ins Theater In die Disko
Zum Bahnhof, Zur Schule

Vocab: Words pertaining to leisure activities

UNIT 2 Family

Grammar:

- Possessive pronouns in Nominative and Accusative
- Family Members
- Relationships

UNIT 3 Human body and Health

Grammar:

- Sollen

Vocab:

- Illnesses,
- Parts of the human Body

UNIT 4 Finding your way around

Grammar:

- Imperativ

Vocab:

- Important places (of visit) in a city

UNIT 5 Travel, Modes of Transport

Grammar:

- Perfekt, Praeteritum of Sein and Haben

Vocab:

- Words / Terms related to travel (in die Berge, etc.,)

TEXT BOOKS TANGRAM AKTUELL NIVEAUSTUFE A1/1
Themen Level 1

Websites www.german.about.com
www.deutschewelle.com www.youtube.com

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BP4-SS014

QUANTITATIVE APTITUDE

Unit-1

Divisibility – HCF and LCM – Decimal Fractions – Square roots and Cube Roots
– Logarithms – Antilogarithms.

Unit-II

Averages – Percentage – Profit and Loss - Ratio and Proposition – Partnership –
Alligation and mixture.

Unit-III

Time and work – Pipes and Cistern – Time and Distance – Boats and Streams.

Unit-IV

Simple Interest – Compound Interest – Stocks and Shares – True Discount –
Banker's discount.

Unit-V

Area – Volume and surface Areas – Heights and Distances –
Data Interpretation : Tabulation – Bar Graphs – Pie Charts – Line Graphs.

Reference:

1. R.S. Aggarwal, Objective Arithmetic , S. Chand & Company, New Delhi ,
2005
2. Govind Prasad Singh and Rakesh Kumar, Text Book of Quickest
Mathematics (for all Competitive Examinations), Kiran Prakashan, 2012
3. R.S. Aggarwal, Quantitative Aptitude, S. Chand & Company, New Delhi,
2012
