

**Meerut Institute of Engineering and Technology, Meerut**

**CO-wise Syllabus- Soft Skill**

1	CO-1	Statement	Understand the concept of sentence formation and usefulness of enriched vocabulary.
		Syllabus	<b>Applied Grammar and Usage:</b> Transformation of Sentences: Simple, Compound and Complex, Subject-verb agreement, Prefix and Suffix, Advanced Vocabulary: Antonyms, Synonyms, Homophones, , Homophones, New word Formation, Select word power
2	CO-2	Statement	Apply the skills of active listening and speaking on professional grounds.
		Syllabus	<b>Listening and Speaking Skills:</b> Active Listening :Meaning and Art of Listening, Traits of a Good Listener, Listening modes, listening and Note taking, Types of Listening, Listening
3	CO-3	Statement	Read as well as write clear and well structured official and business documents.
		Syllabus	<b>Reading and Writing Skills:</b> Reading style: Skimming; Scanning; Churning & Assimilation, Effective writing tools and methods: Inductive Deductive; Exposition; Linear; Interrupted; Spatial & and Chronological etc, Official and Business Letter writing, Agenda, Notices, Minutes of meeting.
4	CO-4	Statement	Acquire the skills necessary to deliver impactful presentations.
		Syllabus	<b>Presentation and Interaction Skills</b> Introduction to oral communication, Nuances and Modes of Speech Delivery, Public speaking: confidence, clarity, and fluency, Individual Speaking: Elements; Non verbal Communication: Kinesics, Paralinguistic features of Voice-Dynamics, Proxemics, Chronemics, and Presentation Strategies: planning, preparation, organization, delivery
5	CO-5	Statement	Equip themselves with work-place skills necessary to be a successful professional.
		Syllabus	<b>Work- place skills:</b> Leadership qualities; Impact, Communication skills for Leaders: Listening and Responding; Mental health at work place: Managing Stress; Techniques: Application of 4 A's; Avoid; Alter; Access; Adapt

**B.Tech First Year: Regular Course Lecture Plan Session 2023-24**

<b>Subject Name</b>	<b>Soft Skills-BAS 105/BAS 205</b>
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CO No.	Unit Name	Syllabus Topics	Lecture No
1	Applied Grammar and Usage	Transformation of Sentences: Simple and Compound sentences	1
		Transformation of Sentences: Complex sentences	2
		Subject-Verb Agreement; Prefix and Suffix	3
		Advanced Vocabulary: Antonyms & Synonyms; Homophones & Homonyms	4
		New Word Formation, Select Word Power	5
2	Listening and Speaking Skills	Active Listening: Meaning and Art of Listening, Traits of a Good Listener	6
		Listening Modes, Listening and Note Taking	7
		Types of Listening	8
		Listening Techniques using Ted Talk Audio Listening with Script Reading	9
		Pronunciation and Speaking Style; Content and Sequencing	10
3	Reading and Writing Skills	Reading Style: Skimming, Scanning, Churning & Assimilation	11
		Effective Writing Tools and Methods: Inductive Deductive, Exposition,	12
		Effective Writing Tools and Methods: Linear, Interrupted, Spatial & Chronological	13
		Official & Business Letter Writing (Claim letter)	14
		Official & Business Letter Writing (Sales letter)	15
		Agenda	16
		Notices and Minutes of Meeting	17
4	Presentation and Interaction Skills	Introduction to Oral Communication	18
		Nuances of Speech Delivery	19
		Modes of Speech Delivery	20
		Public Speaking: Confidence, Clarity and Fluency; Individual Speaking: Elements	21
		Non-verbal Communication: Kinesics	22
		Paralinguistic features of Voice Dynamics	23
		Proxemics, Chronemics	24
		Presentation Strategies: Planning, Preparation	25
		Presentation Strategies: Organization, Delivery	26

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<b>CO No.</b>	<b>Unit Name</b>	<b>Syllabus Topics</b>	<b>Lecture No</b>
5	<b>Work-place skills</b>	Leadership Qualities; Impact	27
		Communication skills for Leaders: Listening and Responding	28
		Mental Health at work place: Managing Stress, Techniques	29
		Application of 4 A's; Avoid; Alter; Access; Adapt	30