



KKR & KSR INSTITUTE OF TECHNOLOGY AND SCIENCES
(Autonomous)

Accredited by NBA & NAAC with Grade "A" and Affiliated to JNTUK-Kakinada
Vinjanampadu, Vatticherukuru Mandal, Guntur, Andhra Pradesh 522017

S. No	Course Code	Course Title	L	T	P	C	IM	EM	TM
THEORY									
1	20SH2T01	Communicative English	3	0	0	3	30	70	100
2	20SH2T02	Applied Physics	3	0	0	3	30	70	100
3	20SH2T07	Linear Algebra & Vector Calculus	3	0	0	3	30	70	100
4	20EC2T01	Digital Logic Design	3	0	0	3	30	70	100
5	20CS2T01	Python Programming	3	0	0	3	30	70	100
6	20GE2M01	Environmental Sciences	2	0	0	0	--	--	--
PRACTICAL									
8	20SH2L01	Communicative English Skills Lab	0	0	3	1.5	15	35	50
9	20SH2L02	Applied Physics Lab	0	0	3	1.5	15	35	50
10	20CS2L01	Python Programming Lab	0	0	3	1.5	15	35	50
Total Credits						19.5	195	455	650


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2013

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Course Code	Course Name	L	T	P	C
20SH2L01	COMMUNICATIVE ENGLISH SKILLS LAB (COMMON TO ALL BRANCHES)	0	0	3	1.5

Module - I:

Introduction to Phonetics.

- a) Brief Introduction to Consonants
- b) Brief Introduction to Vowels & Diphthongs

Module - II:

Listening Comprehension

- a) Comprehending Spoken material in British English.
- b) Comprehending Spoken material in American English.
- c) Intelligent Listening in Situations.

Module -III:

Role – Play / Dialogue Writing

- a) Introducing one and others.
- b) Asking for and giving information.
- c) Asking for and responding to give directions.
- d) Seeking permission, requests.
- e) Apologizing.

Module - IV:

Communication Skills

- a) Verbal and Non – verbal communications
- b) Barriers of communication.
- c) Body Language – Voluntary and Involuntary.

Module - V:

Presentation Skills.

- a) Extempore
- b) JAM Sessions
- c) Paper Presentation

Module - VI:

- a) Group Discussions: Dos and Don'ts- Types, Modalities
- Resume Preparation

References:

1. Infotech English, Maruthi Publications (with Compact Disc).
2. Exercises in Spoken English Part 1,2,3,4, OUP and CIEFL.
3. English Pronunciation in use- Mark Hancock, Cambridge University Press.
4. English Phonetics and Phonology-Peter Roach, Cambridge University Press.
5. English Pronunciation in use- Mark Hewings, Cambridge University Press.
6. English Pronunciation Dictionary- Daniel Jones, Cambridge University Press.
7. English Phonetics for Indian Students- P. Bala Subramanian, Mac Millan Publications.
8. Technical Communication- Meenakshi Raman, Sangeeta Sharma, Oxford University Press.
9. Technical Communication- Gajendra Singh Chauhan, SmitaKashiramka, Cengage Publications.



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SOFT SKILLS COURSE STRUCTURE

PROGRAMME OUTCOMES (Pos)

After completion of The Course, the students will be able to:

- PO1:** Analyse and understand the importance of verbal and non verbal communication
- PO2:** Connect and work with others to achieve a set task
- PO3:** Develop self-motivation, raised aspirations and belief in one's own abilities
- PO4:** Attend group discussion / meetings / interviews and prepare & deliver Presentations
- PO5:** seek jobs in the field of Computer and Insurance sector
- PO6:** demonstrate bonding with peers by respecting the opinions and beliefs of others
- PO7:** Focus on the opportunities available in BPO and Hotel Industries

SOFT SKILLS PAPER I

Course Objectives :

- i) To inculcate positive attitude among the learners
- ii) To introduce goal setting to the learners
- iii) To instill effective communicative skills in the learners
- iv) To enrich the vocabulary of the learners
- v) To teach how to write resume

Course Outcomes :

On the successful completion of the course, students will be able to

CO1 : develop positive attitude

CO2 : Know how to set goals

CO3 : develop effective communicative skills

CO4 : enrich their vocabulary

CO5 : Learn to write resume

Unit - I

POSITIVE ATTITUDE : attitude --- features of attitudes ---formation of attitudes--- psychological factors --- change of attitudes --ways of changing attitude in a person -- the power of positive attitude ---the benefits of positive attitude --- developing positive attitude --- obstacles in developing positive attitude -- negative attitude --- the causes of negative attitude ---the consequences of negative attitude ---how to change negative attitude

Unit - II

GOAL SETTING---introduction --importance of goal setting -- goal definition --- types of goals ---what exactly goal setting --- why people don't set goals ---how to choose the right goals --SMART GOALS ---Career goals ---benefits of career goal setting ---- goal setting tips

UNIT III

COMMUNICATION SKILLS – communication process –types of communication --- barriers to effective communication --- listening skills --- importance of tone of voice --- voice clarity ---verbal expressiveness –tips to develop communication skills --- government initiatives – job roles

UNIT IV

VOCABULARY ENRICHMENT -- definition and importance – word formation : prefixes and suffixes --- compound words ---- compound nouns – compound adjectives ---synonyms and antonyms ---homonyms – homophones --- idioms and phrases---- one word substitutes --- confused words –tips for vocabulary enrichment -- oral presentation : techniques and tasks ---self –introduction--- talking about objects --- description of person --- welcome speech --- vote of thanks ---

UNIT V

RESUME WRITING: Definition --- Resume development ---how does a resume work for you –information that appears on most resumes --- resume writing tips – online resumes --- guidelines for submitting resumes on the web ---computer friendly resume tips

Mapping with Programme Outcomes

PAPER I	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1	6	9	9	6	3	6	9
CO2	6	9	9	6	3	6	9
CO3	6	9	9	6	3	6	9
CO4	6	9	9	6	3	6	9
CO5	6	9	9	6	3	6	9

Level of correlation: 9 – High; 6 – Medium; 3 – Low; and 0- no correlation.

SOFT SKILLS- PAPER - II

Course Objectives :

- i) To make the learners to write various types of letters
- ii) To equip the learners for Group Discussion
- iii) To prepare the learners to attend interviews
- iv) To make the students to learn effective Time Management
- v) To expose the learners to various kinds of leadership

Course Outcomes:

On the successful completion of the course, students will be able to

CO1 : write various types of letters

CO2 : confident enough to join Group Discussion

CO3 : well-equipped to attend interviews

CO4 : know the value of time and managing it

CO5 : know various kinds of leadership

UNIT –I :

Letters --- formal -informal – business letters - letters to the Editor

UNIT II :

Group Discussion --- Types of GD – discussion Vs debate – personality traits – advantages of GD --- Dos and Don'ts

UNIT –III:

Selection Interview – Introduction --- interview-meaning --- interview structure --- interview panel – types of interview ---questions looked for in interviews --- preparation before interview -----Body language –dos and don'ts ---standard interview questions ---your answer to questions

UNIT IV :

Time Management – importance of time ---importance of time management –the Pareto 80 : 20 Principle and Time Management – the time management matrix --- its utilization ---procrastination : causes and effects --- how to overcome procrastination --- effective time management --- tools for effective time management

UNIT V :

Leadership --- need for leadership –definition of leadership --- essence of leadership – functions of effective leaders ---differences between leadership and management --- positive and negative leaders ---different leadership styles ---David McClelland’s classification of leadership – choice of correct leadership style ---emerging perspectives on leadership in organizations

Mapping with Programme Outcomes

PAPERII	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1	6	9	9	6	3	6	9
CO2	9	9	9	9	9	9	9
CO3	9	9	9	9	9	9	9
CO4	6	9	9	6	3	6	9
CO5	6	9	9	6	3	6	9

Level of correlation: 9 – High; 6 – Medium; 3 – Low; and 0- no correlation.


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