

Name of the Course : All Branches in Diploma in Engineering and Technology (Development of Life Skills - II)		
Course code : CE/ME/IE/EJ/DE/ET/EX/EE/EP/CO/IF/IS/ CO/CM/IF/CV/MH/FE/IU/CD/ED/EI		Semester : FOURTH
Duration: One Semester (16 hours)		Maximum Marks: 50
Teaching Scheme		Examination Scheme:
Theory: 01 hrs / week		Internal Sessional: 25
Tutorial: -- hrs / week		External Sessional : 25
Practical: 02 hrs / week		
UNITS	CONTENTS	Hours
Unit - 1	Interpersonal Relation Importance, Interpersonal conflicts, Resolution of conflicts, Developing effective interpersonal skills - communication and conversational skills, Human Relation Skills (People Skills)	5
Unit - 2	Problem Solving I) Steps in Problem Solving (Who? What? Where? When? Why? How? How much?) 1. Identify, understand and clarify the problem 2. Information gathering related to problem 3. Evaluate the evidence 4. Consider feasible options and their implications 5. Choose and implement the best alternative 6. Review II) Problem Solving Technique 1. Trial and Error, 2. Brain Storming 3. Thinking outside the Box	8
Unit - 3	Presentation Skills Concept, Purpose of effective presentations, Components of Effective Presentations : understanding the topic, selecting the right information, organising the process interestingly, Good attractive beginning, Summarising and concluding, adding impact to the ending, Use of audio-visual aids - OHP, LCD projector, White board, Non-verbal communication : Posture, Gestures, Eye-contact and facial expression, Voice and Language - Volume, pitch, Inflection, Speed, Pause, Pronunciation, Articulation, Language Handling questions - Respond, Answer, Check, Encourage, Return to presentation Evaluating the presentation - Before the presentation, During the presentation, After the presentation	8

Unit - 4	Looking for a Job Identifying different sources announcing Job vacancies, Skim, scan and read advertisements in detail, write efficacious CVs, write covering letters to accompany CVs, write Job Application Letters - in response to advertisements and self-applications	5
Unit - 5	Job Interviews Prepare for Interviews : Intelligently anticipating possible questions and framing appropriate answers, Do's and don'ts of an interview (both verbal and non-verbal), Group Discussion: Use of Non-verbal behaviour in Group Discussion, Appropriate use of language in group interaction, Do's and don'ts for a successful Group Discussion	10
Unit - 6	Non-verbal - graphic communication Non - verbal codes: A - Kinesics, B - Proxemics, C- Haptics, D - Vocalics, E- Physical appearance, F- Chronemics, G - Artifacts Aspects of Body Language	6
Unit - 7	Formal Written Skills: Memos, E-mails, Netiquettes, Business correspondence - Letter of enquiry, Letter of Placing Orders, Letter of Complaint	6
Total		48

Sessional Activities	
Unit - 1 Interpersonal Relation	Case Studies: 1. from books 2. from real life situations 3. from students' experiences Group discussions on the above and step by step write of any one or more of these in the sessional copies
Unit - II Problem Solving	Case Studies: 1. from books 2. from real life situations 3. from students' experiences Group discussions on the above and step by step write of any one or more of these in the sessional copies
Unit - III Presentation Skills	Prepare a Presentation (with the help of a Powerpoint) on a Particular topic. The students may refer to the Sessional activity (sl. No. 8) of the Computer Fundamental syllabus of Semester 1. For engineering subject-oriented technical topics the co-operation of a subject teacher may be sought. Attach handout of PPT in the sessional copy
Unit - IV Looking for a job	Write an effective CV and covering letter for it. Write a Job Application letter in reponse to an advertisement and a Self Application Letter for a job.

Unit - V Job Interviews & Group Discussions	Write down the anticipated possible questions for personal interview (HR) along with their appropriate responses Face mock interviews. The co-operation of HR personnels of industries may be sought if possible Videos of Mock Group Discussions and Interviews may be shown
Unit - 7 Formal Written Skills	write a memo, write an effective official e-mail, write a letter of enquiry, letter of placing orders, letter of complaint