Syllabus

Certificate in Soft Skills and Leadership Development

INSTRUCTIONS FOR EXAMINATIONS:

The theory examinations will be conducted in a Multiple-choice Question (MCQ) format. The duration of the paper will be two hours and there will be no negative marking. The question paper will comprise 70 objective-type questions, each carrying one mark, and covering the entire syllabus, in adherence to university policy. In the practical subject, 70 marks are allocated for practical performance and 30 marks for internal assessment.

	SEMESTER 1	
SSLD-1	**BASICS OF SPOKEN ENGLISH** **SECTION A** **Unit I:** Basic English Speaking Skills: Introduction to basic speaking skills, Nuances of public speaking, Importance of grammar in English, Sentence formation, Speaking for one/three minutes on a topic. **Unit II:** Group Discussions: Introduction to group discussions, Nuances of a group discussion, Conduct of a group discussion, Rebuttals during group discussions, Practice of group discussions. **Unit III:** Debates: Introduction to debates, Nuances of a debate, Conduct of a debate, For and against arguments in a debate, Rebuttals in a debate, Practice of 'For' the topic speaker, Practice of 'Against' the topic speaker, Practice of debating. **SECTION B** **Unit IV:** Communication: Introduction to basic communication skills, Listening and its importance, Verbal and Non-Verbal communication, Participating in a normal conversation. **Unit V:** Interviews: Introduction to types of interviews, Nuances of an interview, Conduct of an interview, Entry and exit from an interview room, Practice of individual interview, Practice of Panel Interview. **Unit VI:** Conferences: Introduction to preparation for a conference, Participating in a conference, Projecting points during a conference, Answering queries during a conference, Participating in discussion during a conference, Practice of complete conference procedure.	M.M - 100 Ext. - 70 Int. - 30 Pass - 40%