

RAYAT-BAHRA UNIVERSITY

Bridge course is designed as skill boosters where the student will be given a concise knowledge delivery on topics like Soft skills, Technical English Writing, Life skills, English Communication, Presentation Skills etc.

- 1. Course Code: BDC 101**
- 2. Course Name: Soft Skills**
- 3. Duration: 30 Hrs**

Soft Skills

Unit-I (7 hrs)

Introduction to Soft Skills, Aspects of Soft Skills, Effective Communication Skills, People Skills, Intrapersonal & Interpersonal Communication Skills, Perspective, Self-esteem, Self-confidence, Self-assertive, Positive attitude, Challenges in Communication

Unit-II (6 hrs)

Personality Development & Grooming techniques, Telephonic Communication Skills, Verbal & Non-verbal Communication, Body language, Self-Appearance, Mannerism, Etiquettes, Meta-communication, Listening Skills, Types of Listening

Unit-III (7 hrs)

Writing Skills, Writing Business Letters-Types, Office Circular, Writing Reports, Types of Report, Strategies for Report Writing, Speaking Skills, Effective Oral Presentation, Speeches & Debates, Speeches for Various Occasions

Unit-IV (5 hrs)

Organization Communication, Evaluation and Organization of Data, Leadership Skills, Team Skills, Group Discussion, Creative thinking-Tools for success

Unit-V (5 hrs)

Employability Skills-Curriculum Vitae and Job applications, IQ (Intelligent Quotient) & EI (Emotional Intelligence), Interviews: kinds, Importance and process, Work Ethics