



(Skill Enhancement Course)

III B.Tech – V/VI Semester (Code: 24.....501/601)

- Facial Expressions – Kinesics – Oculistics- Proxemics
- Appearance and Grooming
- Habit Science Fundamentals
- Four Laws of Behaviour Change (Applied to Communication Skills)



BAPATLA ENGINEERING COLLEGE:: BAPATLA
(Autonomous)
Department of English

2. Emotional Intelligence & Life Skills

- a. Self-Awareness through Johari Window and SWOC analysis
- b. Self-Motivation
- c. Attitude
- d. Stress Management
- e. Goal Setting
- f. Conflict Management

3. Business Presentations and Cognitive Skills

- a. Preparing effective Presentations- Power Point Presentations - Poster Presentation/image presentation
- b. Cognitive Skills: Lateral and Creative Thinking.

4. Employability Skills

- a. Group Discussion
- b. Team Building
- c. Resumé writing
- d. Interview skills

References :

1. *Personality Development and Soft skills* (Second Edition), Barun K. Mithra. Oxford University Press: 2016
2. *The Definitive Book of Body Language*, Allan & Barbara. Pease International:2004
3. *Working with Emotional Intelligence*, Daniel Goleman. Bloomsbury:1998
4. *English for Jobseekers*, Lina Mukhopadhyay. Cambridge University Press:2013
5. *The 7 Habits of Highly Effective People*, Stephen R. Covey. St. Martin's Press:2014
6. *Atomic Habits: An Easy & Proven Way to Build Good Habits & Break Bad Ones*. James Clear. Random House India, 2018.
7. De Bono, Edward. *Six Thinking Hats*. Revised ed., Penguin Books, 2000.

References (Software) :

1. iTell Orell Digital Lab

Multimedia Links:

1. Regional Workforce Council – Soft Skills Training Videos