BAPATLA ENGINEERING COLLEGE
(AUTONOMOUS)
Department of English
Syllabus for Soft Skills Laboratory
III B. Tech (Theory)

Lectures: 3 Periods/Week	Continuous Assessment: 40M
Sem End Exam Duration: 3 hours	Sem End Exam : 60M

Course Schedule: III B .Tech – I Semester (CIV, CSE, EEE & EI)
III B. Tech – II Semester (ECE, IT& Mech)
Credits: 1

UNIT-I

1. BODY LANGUAGE & IDENTITY MANAGEMENT
    a. Facial Expressions – Kinesics - Occulesics
    b. Haptics - Proxemics
    c. Para Linguistics
    d. Appearance
    e. Identity Management Communication

2. EMOTIONAL INTELLIGENCE & LIFE SKILLS
    a. Self Awareness through Johari Window and SWOC analysis
    b. Self Motivation
    c. Empathy
    d. Assertiveness & Managing Stress
    e. Positive Attitude
    f. Time Management
    g. Goal Setting: Short term, Long Term, Vision, Mission.

3. BUSINESS PRESENTATIONS
    a. Preparing effective Presentations Power Point Presentations
    b. Power Point Presentations
    c. Using Visual Aids
    d. Mock Presentations

4. EMPLOYABILITY SKILLS
    a. Group Discussion
    b. Team Building and Leadership Qualities
    c. Interview Skills

Reference Books:
- Personality Development and Soft skills (Second Edition), Barun K. Mithra. Oxford University Press: 2016
- The Definitive Book of Body Language, Allan & Barbara. Pease International:2004
- Working with Emotional Intelligence, Daniel Goleman. Bloomsbury:1998
- English for Jobseekers, Lina Mukhopadhyay. Cambridge University Press:2013
- The 7 Habits of Highly Effective People, Stephen R.Covey. St. Martin's Press:2014