**17MS2201- TECHNICAL ENGLISH AND SOFT SKILLS**

**UNIT –I**

**INTRODUCTION TO TECHNICAL ENGLISH :** Writing simple descriptions and explanations on scientific/technical nature - Technical presentations - Communicating technical topics- Jargon

**UNIT-II**

**GROUP DISCUSSION:** Dynamics of Group Discussion – Intervention- Summarizing-Modulation of voice - Body Language – Relevance - Fluency and Coherence.

**UNIT-III**

**RESUMES AND JOB APPLICATIONS:** Writing resumes – Resume design – Parts of a resume – Resume styles – Cover letter

**UNIT-IV**

**INTRODUCTION TO SOFT SKILLS & HARD SKILLS**: Non Verbal communication- Haptics – Proxemics - kinesics - Chronemics – Oculesics -Vocalics

**UNIT-V**

**PERSONALITY DEVELOPMENT SKILLS** : Assertiveness - Positive Attitude - Self Confidence- Problem Solving Skills- Leadership Skills

**UNIT-VI**

**ETIQUETTE & MANNERS**: Corporate etiquette-Dinning etiquette - Goal Setting- Career Planning -Time Management

**REFERENCES:**

1.A Textbook of English for Engineers and Technologists (combined edition,

 Vol.1 &; Orient Black Swan 2010.

2. Effective Technical Communication, M. Ashraf Rizvi, Tata Mc Graw- Hill, 2011

 3.Soft Skills, Dr K. Alex, S. Chand Publications, New Delhi