



DEPARTMENT OF ENGLISH

TRP 1101 - Soft Skills Phase I

Course outcomes:

1. Demonstrate the language with confidence & without committing errors
2. Apply in practice the principles of active leaning in the context of day-to-day life in general and the job environment in particular
3. Demonstrate appropriate writing skills / strategies in various contexts

Syllabus:

UNIT I

Basics of Communication

Interpersonal communication - effective communication- listeningskills - Active and Passive listening - newspaper reading and listening - listening to news items - listening practice

UNIT II

Writing

Introduction to journalistic writing - current news update -collection of news items and news clippings

UNIT III

Communication Skills Enhancement

Specific activities in writing skills - writing business letter - writing minutes - circulars- writing application for jobs - CV writing - writing mails to clients - writing advertisement - slogan writing

Reference Text Books

1. The art of speaking English. SRM Chockalingom Vesatile Publishing House, Chennai 2013
2. The English Grammar in Use. Murphy R 4th edition- PDF format- free download