



**ST. JOHN'S**  
COLLEGE, ANCHAL

Affiliated to the University of Kerala  
Re-accredited with A Grade by NAAC  
Recognised for STAR College by DBT, Govt. of India

LET YOUR  
LIGHT  
SHINE BEFORE  
MEN

## Professional Ethics Syllabus

 P.B. No.3,  
Mar Gregorios Nagar,  
Anchal P.O., Kollam,  
Kerala - 691 306

Off: 0475-2966973 | Fax: 0475-2275326   
info@stjohns.ac.in | principal@stjohns.ac.in   
www.stjohns.ac.in 

## SEMESTER I

### Career Related First Degree Programme 2(a) in English & Communicative English (CBCSS)

#### Vocational Course I CG 1171 Soft Skills

**No. of credits: 3**

**Instructional hours: 4 per week [72 hours]**

**Aim:** Understand and practice soft skills

#### **Objectives**

1. Develop unique soft skills to enhance an individual's interpersonal communication skills, social skills and career performance
2. Inculcate potential skills to prepare students to deal with the world in a productive manner.
3. Enhance leadership qualities and demonstrate a positive work outlook

#### **Course Outcome**

CO 1: Advance unique soft skills which is beneficial for a successful life and better career performances

CO 2: Increase personal, social and professional skills

CO 3: Confront their surroundings enthusiastically with confidence

#### **COURSE OUTLINE**

##### **Module I Introduction to Soft Skills**

Soft Skills- definition and significance- difference between soft skills and hard skills – soft skills vs. life skills

##### **Module II Personal Skills**

Discovering the self- setting goals- values- attitude-positivity and motivation- developing Positive Thinking- Body language and Etiquette- listening skills - Time Management Skills- Life skills.

##### **Module III Social Skills**

Nonverbal; communication - interpersonal skills - Circumstantial use of Language-Public Speaking- Decision-Making and Problem-Solving Skills - Conflict Management - Stress Management-Emotional Intelligence-

## **Module IV Professional Skills**

Job oriented skills- Team work - organizational skills - Communication skills- - Interview & Group discussion skills- team communication - leadership skills- corporate communication styles (assertion, persuasion, negotiation.) - Presentation skills- -Professional etiquette

### **Suggested Reading**

Peter, Francis. *Soft Skills and Professional Communication*. New Delhi: Tata McGraw Hill. 2012. Print.

Singh, Prakash and Raman, Meenakshi. *Business Communication*. New Delhi: Oxford UP.2006. Print.

Bailey, Edward P. *Writing and Speaking at Work: A Practical Guide for Business Communication*. Pennsylvania: Prentice Hall. 2007.Print.

Pease, Allan and Peas, Barbara. *The Definitive Book of Body Language*. New York: RandomHouse.2006.Print.

De Bono, Edward.1993. *Serious Creativity*. Re print. Harper Business.

Pease, Allan. 1998. *Body Language: How to Read Others Thoughts by their Gestures*. Suda Publications. New Delhi.

Gardner, Howard. 1993. *Multiple Intelligences: The Theory in Practice: A Reader Basic Book*. New York.

De Bono, Edward. 2000. *Six Thinking Hats*. 2nd Edition. Penguin Books.

De Bono, Edward. 1993. *Serious Creativity*. Re print. Harper Business.

### **Instructions to Teachers**

This course is activity oriented Classroom activities must be conducted to impart the same to students. Internal evaluations shall be done in the form of extended practical activities.

### **Instructions to Question Paper Setters**

Since this is a vocational course, students' practical knowledge must be evaluated along with their theoretical awareness.