

# **NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY**

*Kohima: Nagaland*

## **ITE and Soft Skills Syllabus**

**DURATION:** 2 MONTHS

**TEACHING DURATION:** 180 HOURS

(Soft Skills: 100 hrs, CCC : 80 HRS)

### **OBJECTIVE:**

1. To be competent in communication skills and also to realize one's capabilities.
2. To master the fundamentals of writing, speaking and listening traits, this will enable the students to communicate effectively on an interpersonal level.
3. To give the concept and the essential elements of communication in order to bring about a transformation in the individual's professional world.
4. To instill positive attitude, motivation and leadership qualities in the students.
5. To develop ability to communicate clearly and correctly in English, on matters having relevance to-day-to-day business/social operations.
6. To be proficient in basic computer concepts

## **Soft Skills**

### **Unit 1: Communication Skills**

**: 15 hrs.**

- 1.1. Importance of communication
- 1.2. Types of communication
- 1.3. Barriers of Communication
- 1.4. Activity and Evaluation
- 1.5. Effective listening
- 1.6. Verbal communication
- 1.7. Telephonic communication
- 1.8. listening tips

1.9. Conduction of role plays

**Unit 2: Etiquette** : 5 hrs.

2.1. Importance of etiquette

2.2. Professional etiquette

2.3. Social etiquette

**Unit 3: Corporate Culture** : 14 hrs.

3.1. Professional ethics

3.2. Mutual respect

3.3. Time management

3.4. Stress management

3.5. Campus to Corporate

3.6. Planning and Management

3.7. The Planning cycle

3.8. Evaluation and action learning activity

**Unit 4: Interview Skills** : 8 hrs

4.1. Interview dress code

4.2. Controlling nerves, positive visualization

4.3. Creating an impression

4.4. Selling yourself at the interview

4.5. Mock interview

**Unit 5: Public speaking/presentation skills** : 8 hrs

5.1. Preparation

5.2. Researching the target audience

5.3. Mock presentation

5.4. Mock Debating competition

**Theory classes- 25 hrs, Practicals-25 hrs**

# **Communicative English**

## **Unit 1: Phonetics** : 15 hrs

- 1.1 Vowel sounds
- 1.2 Consonant sounds
- 1.3 Syllable stress
- 1.4 Sentence stress
- 1.5 MTI Mother Tongue Interference

## **Unit 2: Vocabulary** : 5 hrs

- 2.1 Idioms
- 2.2 synonyms
- 2.3 Homonyms
- 2.4 Commonly-used words
- 2.5 Vocabulary drills

## **Unit 3: Grammar** : 15 hrs

- 3.1 Tense
- 3.2 Modals
- 3.3 Articles
- 3.4 Subject-verb agreement
- 3.5 Participle
- 3.6 Common errors

## **Unit 4: Essay writing** : 2hrs

## **Unit 5: Group discussion skills** : 3 hrs

## **Unit 6: Professional correspondence: 10 hrs**

- 6.1 Report writing
- 6.2 CV writing
- 6.3 Business letters for general/professional purposes

**Theory classes- 35 hrs, Practicals-15 hrs**

## CCC/IT skills- 80 hrs

**CCC syllabus followed.**

Reference Books for:

**1. Soft Skills and Communicative English**

- Business Communication- Asha Kaul
- Essentials of Business Communication- Rajendra Pal & J.S. Korlahalli
- Business correspondence and report writing- R C Sharma, Krishna Mohan