



MACFASTTM
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**MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES
TIRUVALLA (MACFAST)
Thiruvalla - 689101**

SOFT SKILL & COMMUNICATION



School of Biosciences
Communication And Soft Skill Training (CASST)

Syllabus

Objectives

- To train and prepare the students to seek and find employment in the scientific industries, research institutions and science communication sectors
- To develop communicative competence in students
- To expose the students to the employment opportunities, challenges and job roles.
- To enable the students to conduct independent surveys, collect and analyze data, prepare and present reports and projects
- To guide the students to establish self-employment strategies

Syllabus

Semester 1

- A. Communication Skills Training : Science news Update and science article reading for Listening, Reading and Writing skills
- I. Listening : Listening to texts, listening to CDs
- II. Listening & Comprehension: Interpretation of texts based on question-answer. Interaction among students
- III. Reading Skill: Techniques of reading. Reading comprehension of unseen pages Identifying the context & the central idea
- IV. Speaking skills: Oral interpretation of literature - Selecting, introducing background on author/piece, delivery, voice modulation, non-verbal communications (body language)
- V. WRITING SKILLS : Composing simple paragraph - Ordering information in a logical manner (coherence). Essay Writing, Internship application, Writing Advertisement, Writing Welcome Speech & Vote of Thanks. Science communication.

Semester 2

- A. Aptitude Skills
- I. Logical reasoning, Puzzle solving, Verbal ability
- B. Soft Skills Training

- II. Resume writing practice, profile enhancement, Personal grooming, Telephone Etiquettes, Content writing Skills, Basic etiquette in letter writing
- III. Presentation skills, Public Speaking skills, Mock Interview preparation

Semester 3

- A. Time Management
The importance of time management, 80:20 Rule or Pareto Principle, Prioritizing tasks, Personal Goal Setting (S.M.A.R.T. Goals), Delegation and time management, Dealing with procrastination
- B. Stress Management
Understanding Stress, Types of Stress, Exercise: Personality and Stress Questionnaire, Stress Management Techniques: Action-oriented skills: Stress Diet, Physical Exercise, Emotion-oriented skills: Positive Attitude, The Power of R & R (Rest and Relaxation)
- C. Human Values and Professional Ethics



MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA (MACFAST)

COMMUNICATION SKILL DEVELOPMENT COUNCIL

Communications is fundamental to the existence and survival of humans as well as to an organization. It is a process of creating and sharing ideas, information, views, facts, feelings, etc. among the people to reach a common understanding. Effective Communication is significant for professionals in the organizations so as to perform the basic functions of management, i.e., Planning, Organizing, Leading and Controlling.

A professional may be highly qualified and skilled but if he does not possess good communication skills, all his ability becomes irrelevant. A professional must communicate his directions effectively to the subordinates to get the work done from them properly. With this understanding MACFAST constituted Communication Skill Development Council, specifically to engage with activities that enable a student to cater his future needs of communication. Moreover, institutions like MACFAST look into the prosperity of its students in terms of placing him to a better company where communication skills play a major role.

Objectives

The main objective of CSDC is to tap on the interest of the students in communication: to refresh, restart and develop further oral and written academic proficiency in English by inculcating knowledge, in order to sustain learning and professional training and to enhance their social integration in the local and global world. The department would enable the students to acquire proficiency, both in spoken (oral) and written language. It is expected that at the end of the module, the student will be able to develop comprehension skills, improve vocabulary, proper grammar, acquire writing skills, correspond with others and enhance skills in spoken English.

Expected outcome

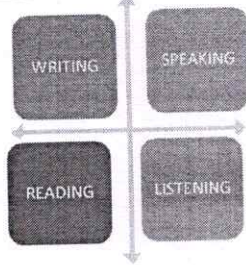
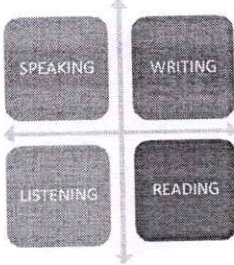
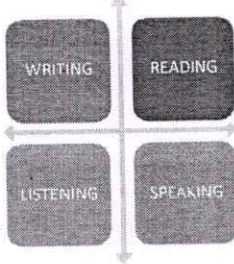
- Confidence
- Command over Business Language
- Disciplined Behaviour
- Improved Teamwork

Activities of Department of Management studies

Syllabus

Sl.No	WEEK	ACTIVITY	Area of language proficiency covered
1	Week 1	Ice breaking Self introduction Grammar Corporate Grooming Extempore	
2	Week 2	Spell Bee Grammar Role play Lexical Vocab Enrichment Grammar Critical thinking (Exercises) TED Talks Lexical Vocab Enrichment ((students)	
3	Week 3	Grammar Reasoning Debate Grammar Picture description Lexical Vocab Enrichment(students)	

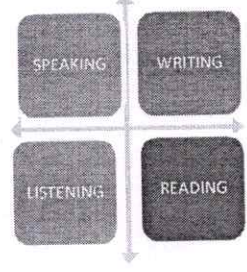


4	Week 4	<p>Grammar</p> <p>Homophone</p> <p>Story telling</p> <p>Idioms and phrases</p> <p>Grammar</p> <p>Précis writing</p> <p>Kinesics</p> <p>Jumbled words</p>	
5	Week 5	<p>Debate</p> <p>Grammar</p> <p>Translation exercises</p> <p>Reasoning exercises</p> <p>Brain Teaser - language</p> <p>Letter writing- Cover / Application / Request / Apology</p>	
6	Week 6	<p>Letter writing- Cover / Application / Request / Apology</p> <p>Connecting the dots</p> <p>Book review</p> <p>Grammar</p> <p>Leadership games</p>	



7	Week 7	JAMW (Just A Minute Writing) Grammar Report writing Speech Role play (HR issues, grievance handling)	
8	Week 8	Reading Comprehension / Poetry works Student ted talks (Crowd oriented) Sales talk Grammar	
9	Week 9	Resume building Negotiation skill exercise Board meetings	
10	Week 10	Group Discussion Group Discussions	
11	Week 11	Personal interview Stress interview	



12	Week 12	Student presentations Student presentations	
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Expected outcome

- Confidence
- Command over Business Language
- Personality Development
- Disciplined Behaviour
- Analytical Capabilities
- Critical Thinking
- Improved Teamwork



SYLLABUS FOLLOWED BY DEPARTMENT OF COMPUTER APPLICATIONS

BASICS OF COMMUNICATION	COMMUNICATION- MEANING, MEDIA OF COMMUNICATION	WEEK 1
LISTENING SKILL	READ PASSAGE AND ASK QUESTIONS FROM THE PASSAGE	WEEKS 2-3
	PROVIDE AUDIO AND ASK QUESTIONS FROM THE AUDIO	WEEKS 4-5
READING SKILL	CONDUCT READING TESTS	WEEKS 6-7
SPEAKING SKILL	GROUP DISCUSSION (GD)	WEEKS 8-9
	PRESENTATION	WEEKS 10-12
	DEBATE (group)	WEEK 13
	SEMINAR	WEEKS 14-15
WRITING SKILL	LETTERS – FORMAL & INFORMAL	WEEK 16
	REPORT WRITING	WEEK 17
	CREATIVE WRITING, ESSAYS	WEEK 18
PRESENTATION SKILL	TELEPHONIC CONVERSATIONS (group)	WEEKS 19-20
	GIVE A SITUATION AND ASK THE STUDENTS TO PRESENT (INCLUDE ANCHORING, VOTE OF THANKS, etc) (group)	WEEKS 21-22
MOCK INTERVIEW		WEEKS 23-25