



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର, ଓଡ଼ିଶା  
**Odisha State Open University, Sambalpur, Odisha**  
Established by an Act of Government of Odisha.

## WINTER PROGRAMME IN COMUNICATIVE ENGLISH AND SOFT SKILLS

### **Programme Description:**

This programme aims to increase learner's soft skills so as to develop attributes that enhance an individual's interactions, earning power, academic empowerment and job performance. This short module on Communicative English has been designed to give the learners both the tools and techniques they require to improve their communication skills in English, meet the challenges in the diverse communicative contexts in personal and professional life, brighten their career prospects and enhance their employability.

### **Learning Objectives**

The objective of the programme is to inculcate potential skills in the learners to prepare them to deal with the external world in a collaborative manner, communicate effectively, take initiative, solve problems, and demonstrate a positive work ethic so as to hold a good impression and positive impact. In the current job market all the hiring organizations, is keenly looking forward to a distinct kind of skill in its potential employees, besides, technical skills. Whatsoever role you may be looking forward in your organization, possessing strong soft skills can put you a step ahead in the competition and make you a true professional.

### **Learning Outcomes:**

A practical point of view of work and work desires

- communicate clearly and effectively in English by being able to send and receive messages, understand and interpret them
- identify barriers or roadblocks to communication and learn the strategies to handle them
- To create critical thinking abilities
- To direct learners in settling on proper and capable alternatives.
- To make a want to satisfy individual objectives
- To to give each student a realistic perspective of work and work expectations, to help formulate problem solving skills, to guide students in making appropriate and responsible decisions, to create a desire to fulfill individual goals, and to educate students about unproductive thinking, self-defeating emotional impulses, and self-defeating behaviors.

## **Course Outline**

Following aspects will be covered in the one month summer programme of Soft Skills.

- ✓ **Group discussion and Interview skills**
- ✓ **Body language and etiquettes**
- ✓ **Curriculum Vitae/Resume writing**
- ✓ **Communication skills**
- ✓ **Presentation Skills**
- ✓ **Time Management skills**
- ✓ **Getting ready for a job**
- ✓ **Emotional Intelligence skills**
- ✓ **Life skills**
- ✓ **Negotiation Skills**
- ✓ **Reading Skills**
- ✓ **Writing Skills**
- ✓ **Public Speaking Skills**

## **Course Type**

**Skill based, value-added and non-credit course**

### **Duration**

**1 months / 04 weeks**

### **Fees**

**₹ 500.00 only**

## **Pedagogy:**

- Study materials shall be provided in the soft copy form to the learners.
- Each class shall begin with tutorials, followed and answer any questions students may have after completing the class followed by homework assignments.
- Next subsequent shall begin by quick review of the previous class will be introduced, accompanied by exercise files that the students are encouraged to use and work along with during the instruction.
- Generally each class will have one hour of theory session and one hour of practical session with work periods in between to allow time for students to work on their own, practice their skills, and ask specific questions one-to one.

## **Evaluation**

Weekly quiz test – At the end of each week's quizzes related to the topic will be asked to the students

## **Study Resources**

Soft copies of the Self Learning Materials, case studies and audio / video lectures.

## **Eligibility Criteria**

No age bar and eligibility criteria

## **Weekly Structure**

### ➤ **Week 01:**

1. Introduction to the Soft Skill
2. Introduction to Communicative English (Speaking Skills)
3. Group discussion skill and Interview skills
4. Body language and etiquettes

### ➤ **Week 02:**

1. Curriculum Vitae/Resume writing
2. Communication skills
3. Presentation Skills
4. Time Management skills
5. Stress management

### ➤ **Week 03:**

1. Goal setting and Getting ready for a job
2. Emotional Intelligence skills
3. Life skills
4. Negotiation Skills
5. Portfolio making

### ➤ **Week 04:**

1. Reading Skills
2. Writing Skills
3. Public Speaking Skills
4. Presentation by the students
5. Evaluation
6. Feedback

## **Day Wise Time Line Schedule Of The Programme**

### ✓ **DAY 1**

#### **Introduction to Soft Skills**

Introduction, Scope of Soft Skill, Importance of Soft Skill, Types of Soft Skill, Brief description of Soft skills to be studied

### ✓ **DAY 2**

#### **Introduction to Communicative English (Speaking Skills)**

Introducing oneself and introducing people to others, thanking someone and responding to thanks, apologizing and forgiving/responding to an apology, seeking and giving permission, congratulating and responding to congratulations, paying complements, showing appreciation and responding to them, asking questions and giving polite responses, giving and refusing an invitation, expressing agreement or disagreement, listening

✓ **DAY 3-4 :**

**Group discussion skills and Interview skills**

Introduction and scope, Purpose of Group Discussion, Types of Group Discussions, Characteristics of Effective Group Discussion, Phases in Group Discussion Process , Do's and Don'ts of participating in Group Discussion ,Interview Concept and Definition, Purpose/Objective of Interview ,Types/Classification of Interview ,Guidelines for Effective Interview

✓ **DAY 5**

**Body language and etiquettes**

Important Features of Body Language, Examples of Body Language, Positive and negative body language, Concept of Etiquette, Need for Etiquettes, Types of Etiquettes (Etiquettes, Dress Code/ Clothing Etiquettes, Telephone Etiquettes, Interview Etiquettes, Meeting Etiquettes)

✓ **DAY 6**

**Curriculum Vitae/Resume writing**

Introduction, Concept and Definition, Objective/ Purpose of CV/Resume Writing, Importance of CV/Resume Writing, Difference between a CV and a Resume, Tips for CV/Resume Writing, How to write a CV/Resume?, Dos and Don'ts in CV/Resume Writing , How to write a Cover Letter

✓ **DAY 7**

**Communication skills**

(Definition of communication, elements of communication, process of communication, basic principles of communication, definition of verbal and non-verbal communication, role and functions of language, types of verbal and non-verbal communication, strategies to improve non-verbal communication, barriers to communication, tips to improve non-verbal communication)

**DAY 8 :**

**Presentation Skills**

Scope and Importance of Presentation Skills, Process for making a Presentation Work, Use of power point slides for making a presentation, Effective presentation tips

**DAY 9 :**

**Time Management skills**

Scope and Importance of Time Management skills, Key factors of time management, Effective Time Management, Techniques to practice time management,

## **DAY 10 :**

### **Stress management**

- Understand how stress works and develop sustainable behaviours
- Develop their personal resources and avoid stress “overdraft”
- Recognise negative stress and its symptoms
- Identify the causes of unwanted stress
- Avoid negative stress whilst enhancing positive experience
- Develop a balanced lifestyle in order to control stress in the long term
- Utilise effective relaxation and stress reduction techniques
- Develop a Personal Action Plan for Stress Management

## **✓ DAY 11**

### **Goal Setting and Getting ready for a job**

Importance of Goal setting, Techniques of goal setting, prerequisites for getting ready for a job

## **✓ DAY 12**

### **Emotional Intelligence skills**

Introduction, Importance of Emotional Intelligence , Components of Emotional Intelligence: ( Self-Awareness, Self-Regulation, Motivation, Empathy ,Social Skills), Advantages of High Emotional Intelligence

## **✓ DAY 13:**

### **Life skills**

Scope and importance of Life Skills, Significance of Life Skills, Types of Life Skills, Team Working Skills, Critical Thinking Skills, Creative Thinking Skills Leadership Skills, Problem Solving Skills

## **✓ DAY 14:**

### **Negotiation Skills and Portfolio making**

## **✓ DAY 15**

### **Reading Skills**

Scope and Importance of Reading Skills, Need for Reading skills, Types of reading skills, Developing effective reading skills

## **✓ DAY 16**

### **Writing Skills**

Techniques of good writing, scope, importance and purpose of writing, understanding, planning, note taking, paragraphing, conclusion making.

✓ **DAY 17**

**Public Speaking Skills**

(Basic elements of public speaking, planning and preparing a speech, having adequate knowledge of the subject matter, knowledge of the environment, rehearsing before the mirror before speaking, being confident, finding a suitable style, checking the equipment, knowing and engaging with the audience, maintaining eye contact, paying attention to body language, using humour and personal anecdotes, changing tone and pitch as per the audience, sticking to the time given, thinking positively, taking feedback from time to time, watching the recordings of speeches)

✓ **DAY 18**

**Review of the Programme ( Topics)**

✓ **DAY 19**

**Presentation by the Students**

Each student shall make a presentation on a topic assigned by the trainer.

✓ **DAY 20**

**Feedback and certification**