

# INDIAN INSTITUTE OF TECHNOLOGY ROORKEE

**NAME OF DEPARTMENT / CENTRE:** Department of Humanities and Social Sciences

1. **Subject Code:** HSI-101 **Course Title:** Soft Skills
2. **Contact Hours/Week:** L: 2 T: 0 P: 2
3. **Exam Duration (Hrs.):** Theory: 2 Practical: 0
4. **Relative Weightage:** CWS: 10-25 PRS: 25 MTE: 15-25 ETE: 30-40 PRE: 0
5. **Credits:** 3 **6. Semester:** Autumn **7. Subject Area:** HSSC
8. **Pre-requisite:** Nil
9. **Objective:** To equip students with various components of soft skills.

## 10. Details of the Course:

S.No.	Contents	Contact hours
1.	<b>Introduction:</b> Relevance, significance and classification of Soft Skills	2
2.	<b>Communication Skills:</b> Process, Non-verbal communication, Barriers to Communication & cross-cultural; Organs of Speech: Manners and Articulation of Sounds, Emotional Intelligence, Decision Making, Negotiation and Persuasion	7
3.	<b>Oral Presentation:</b> Countering stage fright, Structure & style of presentation; Group Discussion: Listening; Leadership and Summing Up, Interview Skills: Preparation and Performance	7
4.	<b>Mechanics of Writing:</b> Report writing: Structure, Technical and scientific style of writing, Etiquettes of business writing	6
5.	<b>Media and the Social Context:</b> Social Networks, Gender Sensitization	4
6.	<b>Know the Literature:</b> Select Literary Pieces	2
<b>Total</b>		<b>28</b>

## 11. Suggested Books:

S.No.	Name of Authors/Book/Publisher	Year of Publication/Reprint
1.	Wentz ,Frederick H., "Soft Skills Training: A Workbook to Develop Skills for Employment", Amazon Digital Services; Large edition	2012
2.	Butterfield, Jeff., "Soft Skills for Everyone", Cengage Learning, Cengage Learning India	2011
3.	Sharma, Sangeeta & Binod Mishra., "Communication Skills for Engineers and Scientists". PHI India. 2 <sup>nd</sup> edition	2023
4.	Heike, Hering., "How to Write Technical Reports: Understandable Structure, Good Design, Convincing Presentation". Springer Nature, 2 <sup>nd</sup> Edition	2019
5.	Laplante, Philip A., "What Every Engineer Should Know: Technical Writing". Taylor and Francis.	2019