

INTERDISCIPLINARY COURSES IN NEP 2020 BA 3rd and 4th SEMESTER

Course for 3rd Semester

ADVANCED SOFT SKILLS DEVELOPMENT

Introduction:

This course builds upon advanced soft skills needed for professional success. Emphasizing leadership, teamwork, nonverbal communication, and presentation strategies, the course prepares students for real-world challenges.

Course Outcomes (COs):

1. Analyze and interpret nonverbal cues in professional communication.
2. Develop and deliver effective presentations using multimedia tools.
3. Craft professional CVs and cover letters tailored to diverse job roles.
4. Build leadership qualities and team collaboration skills.

UNIT I

1. Advanced CV Writing
 - Writing tailored CVs for specific industries and roles.
 - Highlighting achievements using quantitative and qualitative metrics.
2. Crafting Cover Letters
 - Structuring effective cover letters.
 - Adapting cover letters for various job descriptions.

Reading resources

How to excel at CV writing Group Discussion & interviews by Richardson Lawrence

The Resume and Cover Letter Phrase Book by Nancy Schuman

UNIT II

3. Group Discussion:
 - i. Various Components of a Group Discussion
 - ii. Steps to build up a Group Discussion
 - iii. Parameters of a successful Group Discussion
 - iv. Barriers to effective communication
 - v. Leadership Skills; Understanding different leadership styles; Developing decision-making and team management skills.
 - vi. Team Dynamics and Collaboration; Building effective team strategies; Resolving conflicts in group settings.
 - vii. Imaginary Group Discussions with topics and characters
4. Dialogue Writing on Given Topics

Reading resources

How to excel at CV writing, Group Discussion & interviews by Richardson Lawrence

Advanced Writing Skills by D.S.Paul

UNIT III

5. Presentation Skills

- i. Importance of learning presentation skills
- ii. Steps to present a topic
- iii. Structuring a presentation
- iv. Strategies for engaging diverse audiences.
- v. Using multimedia tools (slides, videos) effectively in presentations.

Reading resources

How to Speak Effectively by Patrick King

The Presentation Skills Workshop by Sherron Bienvenu

UNIT IV

6. Emotional Intelligence

- i. What is Emotional Intelligence? How is it different from IQ? (Intelligence Quotient)?
- ii. Importance of Emotional Intelligence in the professional domain
- iii. Managing emotions in professional environments.
- iv. Empathy and active listening for better teamwork.

Reading resources

How to Win Friends and Influence People by Dale Carnegie.

Emotional Intelligence by Daniel Goleman.

4TH Semester Interdisciplinary Course:

Professional Writing and Communication

Introduction:

This course focuses on interdisciplinary academic writing, aiming to enhance clarity, coherence, and research integration. It prepares students for academic and professional communication, research writing, emphasizing impersonal language.

Course Outcomes (COs):

1. Write structured and coherent academic documents, including essays and reports.

2. Comprehend diverse documents like legal, technical financial et al.
3. Write for advertising, learn protocols in email communications, prepare notices et al.

UNIT I

1. Basics of Academic Writing

- Structuring an academic essay:

- i. Identifying the topic; developing an Introduction; background information; establishing the problem, expressing the thesis statement (statement of purpose)
- ii. Body of the paper, thesis, writing strategies to build up the body
- iii. Drawing comparisons and contrasts
- iv. Drafting a Conclusion
- v. Preparing a list of “Works Cited”

Reading resources

The Craft of Research by Wayne C. Booth et al.

The Research Paper Handbook by James D. Lester, Sr. & James D. Lester, Jr

UNIT II

2. Situational Dialogue Writing (at banks, offices et al.)

Reading resources

Talk the Talk: A Handbook for Situational Conversations in English by Sed Johnson

Conversation Skills by S C Gupta

UNIT III

3. Advanced Comprehension: Scientific, legal, technical et al.

Reading resources

English Reading Comprehension by R.Gupta

Decoding Reading Comprehension by Hemant Shrivastava

UNIT IV

4. Types of Professional Writing

- Notice writing, Advertisement, E-mail, et. al

Reading Resources

Development of Writing Skill by Mr. Peter

Writing that Works by Kenneth Roman & Joel Raphaelson

Additional Resources

Books:

1. "The Definitive Book of Body Language" by Allan and Barbara Pease.
2. "How to Win Friends and Influence People" by Dale Carnegie.
3. "Emotional Intelligence" by Daniel Goleman.
4. "The Elements of Style" by William Strunk Jr. and E.B. White.
5. "The Craft of Research" by Wayne C. Booth et al.
6. "Presentation Zen" by Garr Reynolds (for multimedia and presentation skills).

Essays:

1. "Politics and the English Language" by George Orwell (Academic Writing).
2. "The Aims of Education" by Alfred North Whitehead.
3. "Communication Skills and Leadership" – Various essays available in academic journals.