

Soft Skills	Semester	I/II	
Course Code	1BSKS106/206	CIE Marks	100
Teaching Hours/Week (L:T:P: S)	1:0:0	SEE Marks	--
Total Hours of Pedagogy	Theory/Practical/Lab: 15 Hours	Total Marks	100
Credits	PP	Exam Hours	--

COURSE OBJECTIVES

The competencies those are important for engineering students joining the digital age workforce or looking to become entrepreneurs are listed in 5 modules:

CO1: Apply social skills for clear communication, persuasion, self-awareness, and active listening.

CO2: Use emotional skills to build confidence, manage stress, and adapt to change.

CO3: Set ambitious goals, practice empathy, and apply creativity for problem-solving.

CO4: Demonstrate discipline, time management, and structured problem-solving.

CO5: Work in teams, negotiate, resolve conflicts, and think critically.

Module I – Social Skills (3 hours)

- **Communication:** Principles of clear and effective exchange of ideas in professional and social contexts.
- **Persuasion:** Techniques to influence and convince through logical, emotional, and ethical appeals.
- **Self-Awareness:** Identifying personal strengths, weaknesses, opportunities, and challenges (SWOC analysis).
- **Active Listening:** Paraphrasing, questioning techniques, and demonstrating attentiveness.

Instructional Design	Each competency is taught and assessed through guided visualisations, reflections, explainers and hands on activities conducted during sessions build both conceptual understanding and real-world application.
Teaching Methodology	TBTL (Task-Based Teaching Learning) – interactive workshops, simulations, activities, peer feedback. Eclectic Approach
Language Lab	Quicklrn.com
Experiential Learning Methods	To embed skills, participants get hands-on through: Guided reflections and explainers to connect concepts with relatable real-life situations Guided visualization to prompt reflection and self-discovery Role-plays and activities to practice behaviours in context

	Peer discussions to gain diverse perspectives.
Assessment Methods	Formative: Role-plays, activities, group discussions, peer feedback. Summative: Presentations, written reflections, problem-solving exercises.

Module II Emotional Skills I (3 hours)

- **Emotional Intelligence (EI):** Recognizing and managing emotions, empathy, relationship management, and conflict resolution.
- **Stress Management:** Identifying stress triggers, relaxation techniques, work-life balance strategies, and mindfulness practices.
- **Time Management:** Prioritization (Eisenhower Matrix), setting SMART goals, avoiding procrastination, and effective scheduling.
- **Adaptability & Resilience:** Handling change, bouncing back from setbacks, and developing a growth mindset.

Instructional Design	Each competency is taught and assessed through guided visualisations, reflections, explainers and hands on activities conducted during lab sessions those build both conceptual understanding and real-world application.
Teaching Methodology	TBTL (Task-Based Teaching Learning) – interactive workshops, simulations, activities, peer feedback. Eclectic Approach
Language Lab	Quicklrn.com
Experiential Learning Methods	<ul style="list-style-type: none"> • To embed skills, participants get hands-on through: • Guided reflections and explainers to connect concepts with relatable real-life situations • Guided visualization to prompt reflection and self-discovery • Role-plays and activities to practice behaviours in context • Peer discussions to gain diverse perspectives.
Assessment Methods	Formative: Role-plays, activities, group discussions, peer feedback. Summative: Presentations, written reflections, problem-solving exercises.

Module 3 Emotional Skills II (3 hours)

- **Ambition & Goal Setting:** Defining personal and professional aspirations, creating SMART goals, and aligning actions with long-term vision.
- **Sympathy & Empathy:** Understanding emotional perspectives, differentiating between the two, and applying them in workplace and social interactions.

- **Creativity & Innovation:** Generating original ideas, problem-solving, and applying creative thinking techniques (mind-mapping, SCAMPER).

Instructional Design	Each competency is taught and assessed through guided visualisations, reflections, explainers and hands on activities conducted during lab sessions those build both conceptual understanding and real-world application.
Teaching Methodology	TBTL (Task-Based Teaching Learning) – interactive workshops, simulations, activities, peer feedback. Eclectic Approach
Language Lab	Quicklrn.com
Experiential Learning Methods	<ul style="list-style-type: none"> • To embed skills, participants get hands-on through: • Guided reflections and explainers to connect concepts with relatable real-life situations • Guided visualization to prompt reflection and self-discovery • Role-plays and activities to practice behaviours in context • Peer discussions to gain diverse perspectives.
Assessment Methods	Formative: Role-plays, activities, group discussions, peer feedback. Summative: Presentations, written reflections, problem-solving exercises.

Module 4 Professional Skills I (3 hours)

- **Problem Solving:** Identifying root causes, analysing options, and implementing solutions using methods like 5 Whys and Fishbone Diagram.
- **Discipline:** Building consistency, accountability, and professional habits.
- **Time Management:** Prioritizing tasks (Eisenhower Matrix), scheduling, avoiding procrastination.

Instructional Design	Each competency is taught and assessed through guided visualisations, reflections, explainers and hands on activities conducted during lab sessions those build both conceptual understanding and real-world application.
Teaching Methodology	TBTL (Task-Based Teaching Learning) – interactive workshops, simulations, activities, peer feedback. Eclectic Approach.
Language Lab	Quicklrn.com
Experiential Learning Methods	To embed skills, participants get hands-on through: Guided reflections and explainers to connect concepts with relatable real-life situations Guided visualization to prompt reflection and self-discovery Role-plays and activities to practice behaviours in context Peer discussions to gain diverse perspectives.
Assessment Methods	Formative: Role-plays, activities, group discussions, peer feedback. Summative: Presentations, written reflections, problem-solving exercises.

Module 5 Professional Skills II (3 hours)

- **Collaboration & Teamwork:** Working effectively in diverse teams, fostering trust, and achieving shared goals.

- **Negotiation & Conflict Resolution:** Strategies to resolve differences and reach win-win outcomes.
- **Critical Thinking:** The ability to analyze, evaluate, and synthesize information to make well-reasoned decisions.

Instructional Design	Each competency is taught and assessed through guided visualisations, reflections, explainers and hands on activities conducted during lab sessions those build both conceptual understanding and real-world application.
Teaching Methodology	TBTL (Task-Based Teaching Learning) – interactive workshops, simulations, peer feedback. Eclectic Approach
Language Lab	Quicklrm.com
Experiential Learning Methods	To embed skills, participants get hands-on through: Guided reflections and explainers to connect concepts with relatable real-life situations Guided visualization to prompt reflection and self-discovery Role-plays and activities to practice behaviours in context Peer discussions to gain diverse perspectives.
Assessment Methods	Formative: Role-plays, group discussions, peer feedback. Summative: Presentations, written reflections, problem-solving exercises.

Extra Reading

1. Principles of Scientific and Technical Writing, 1e, By Pratap K. J. Mohapatra, Sanjib Moulick, © 2025 | Published: December 23, 2024
2. Soft Skills, 1e, By Soma Mahesh Kumar © 2024 | Published: June 8, 2023
3. Effective Technical Communication, 3e, By Ashraf M. Rizvi, Priyadarshi Patnaik, © 2024 | Published: September 12, 2024
4. Yadav, D. P. (2022). *A course in English pronunciation*. Notion Publications.

Learning Resources:

- Oxford Advance Learners Dictionary
- Cambridge English Skills Real Listening and Speaking by Miles Craven
- Communicative English for Professionals by Nitin Bhatnagar and Mamta Bhatnagar

Digital Resources

- Google Docs + Voice Typing - <https://docs.google.com>
- LearnEnglish – <https://learnenglish.britishcouncil.org/>
- TakeIELTS - <https://www.britishcouncil.in/exam/ielts>
- British Council Apps - **bbcLearnEnglishonline Grammar**
LearnEnglish Podcasts
IELTS Word Power
Bbclearningenglishgrammar online
Sounds Right (Phonemic Chart)

Mapping Course Outcomes with Program Outcomes:

Course Outcomes	Program Outcomes*											
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
1									1	3		2
2										3		2
3										3		2
4									1	3		2
5									1	3		2

Assessment Plan – 100 Marks

CO Mapping & Components (100 Marks)

CO	Modules	Assessment Component	Description	Marks
CO1: Apply social skills for clear communication, persuasion, self-awareness, and active listening	Module I	Role-Play & Oral Presentation	Scenario-based role-play (persuasion, active listening) + short presentation; assessed on clarity, articulation, engagement, and non-verbal cues.	20
CO2: Use emotional skills to build confidence, manage stress, and adapt to change	Module II	Stress Management Activity & Reflection Journal	Guided stress-relief simulation + reflection linking EI concepts to personal experiences.	20
CO3: Set goals, practice empathy, and apply creativity for problem-solving	Module III	Goal-Setting & Creativity Project	SMART goal plan + creative problem-solving idea using mind-mapping or SCAMPER.	20
CO4: Demonstrate discipline, time management, and structured problem-solving	Module IV	Problem-Solving Exercise (Case-Based)	Apply 5 Whys/Fishbone diagram to a business/engineering problem; structured solution submission.	20
CO5: Work in teams, negotiate, resolve conflicts, and think critically	Module V	Group Debate/Negotiation Simulation	Teams negotiate a given scenario and defend solutions in a debate; assessed on teamwork, arguments, and conflict resolution.	20

Mark Distribution by Assessment Type

- **Formative (Continuous Assessment) – 50 Marks**
- **Summative (End of Course) – 50 Marks**

Bloom's Taxonomy Weightage (100 Marks)

Sl. No	Bloom's Category	Formative (Role-play, Reflection, Creativity, Case studies)	Summative (Presentation + Problem-solving)	Overall
1	Remember	20%	10%	10%
2	Understand	25%	20%	20%
3	Apply	35%	30%	30%
4	Analyse	20%	20%	20%
5	Evaluate	10%	15%	15%
6	Create	10%	10%	10%
Total		100%	100%	100%

Assessment Rubric – 100 Marks

CO's rubric is scaled **out of 20 marks**

CO1 – Role-Play & Oral Presentation (20 marks)

Criteria	Excellent (8)	Good (6)	Satisfactory (4)	Needs Improvement (2)	Marks
Clarity & Articulation	Speaks fluently, precise pronunciation	Minor lapses	Frequent lapses	Hesitant, unclear	4
Persuasion & Engagement	Strong persuasive appeal, engages fully	Reasonable persuasion	Weak persuasion	No strategy	4
Non-Verbal Communication	Confident posture, gestures, eye contact	Mostly confident	Minimal use	Poor body language	6
Active Listening	Accurately paraphrases, responds appropriately	Mostly accurate	Limited paraphrasing	Ignores cues	6

CO2 – Stress Management & Reflection Journal (20 marks)

Criteria	Excellent (8)	Good (6)	Satisfactory (4)	Needs Improvement (2)	Marks
Understanding of EI Concepts	Deep insight + examples	Good understanding	Basic understanding	Misunderstands	6
Application in Activity	Fully applies techniques	Mostly effective	Few techniques	No application	6

Criteria	Excellent (8)	Good (6)	Satisfactory (4)	Needs Improvement (2)	Marks
Reflection Quality	Highly personal, analytical	Some insights	Descriptive only	No reflection	4
Structure & Clarity	Well-organized	Mostly clear	Some disorganization	Poorly structured	4

CO3 – Goal-Setting & Creativity Project (20 marks)

Criteria	Excellent (8)	Good (6)	Satisfactory (4)	Needs Improvement (2)	Marks
SMART Goal Setting	All SMART criteria, inspiring	Most criteria	Some criteria	Vague	6
Creativity & Originality	Highly original	Some originality	Limited	None	6
Presentation & Visuals	Engaging, clear, strong visuals	Clear visuals	Basic visuals	Poor/no visuals	4
Feasibility & Relevance	Practical, relevant	Mostly practical	Partially relevant	Irrelevant	4

CO4 – Problem-Solving Exercise (20 marks)

Criteria	Excellent (8)	Good (6)	Satisfactory (4)	Needs Improvement (2)	Marks
Problem Analysis	Identifies all root causes	Most causes	Few causes	No clear causes	6
Application of Tools	Fully accurate	Mostly accurate	Partial	Incorrect	4
Solution Quality	Highly logical, feasible	Mostly logical	Some gaps	Illogical	4
Structure & Clarity	Clear flow	Mostly clear	Some unclear parts	Disorganized	6

CO5 – Debate/Negotiation Simulation (20 marks)

Criteria	Excellent (8)	Good (6)	Satisfactory (4)	Needs Improvement (2)	Marks
Team Collaboration	Fully cooperative	Mostly cooperative	Limited	Uncooperative	4
Argument Quality	Strong evidence-based reasoning	Mostly sound	Weak reasoning	No reasoning	6
Conflict Resolution	Balanced, win-win focus	Mostly balanced	Minimal attempt	Aggressive/avoidant	4
Critical Thinking	Insightful, anticipates counterpoints	Thoughtful	Limited depth	None	6

*** Final Marking CO1 (Criteria + Marks)**

- Understanding of EI Concepts → **5/6**
- Application in Activity → **4/6**
- Reflection Quality → **2/4**
- Structure & Clarity → **4/4**

Final Marks = 15/20