

PES390:SOFT SKILLS

L:2 T:2 P:0 Credits:4

Course Outcomes: Through this course students should be able to

CO1 :: apply verbal reasoning, grammatical accuracy, and logical sequencing techniques to solve placement-oriented error correction, text sequencing, and sentence completion questions effectively.

CO2 :: create and optimize a professional resume and digital profile by applying ATS optimization techniques, strategic personal branding, and AI-driven enhancement tools to improve employability.

CO3 :: create a professional video CV and digital portfolio by applying effective content creation techniques and placement portal requirements to enhance employability.

CO4 :: demonstrate effective oral communication by applying correct pronunciation, word and syllable stress, voice modulation, and appropriate intonation patterns in professional interactions.

CO5 :: apply competency-based interviewing strategies, resume alignment, adaptive communication, and AI-assisted interview practice to enhance placement success.

CO6 :: apply strategic brainstorming, evidence-based reasoning, and effective communication techniques to perform confidently in placement-oriented group discussions.

Unit I

Error correction & text sequencing : para-jumbles (fixed and movable), verbal clues to solve para-jumbles, sentence completion—single and double blanks, elimination techniques.

Unit II

CV customization and digital profile optimization : advanced resume customisation & strategic personal branding, critical resume drafting pitfalls & professional presentation, Applicant Tracking System (ATS) optimisation techniques, adding action verbs, profile-specific resume adaptation, LinkedIn profile enhancement & optimisation, AI-driven growth tools, and GitHub repository curation (LinkedIn, GitHub).

Unit III

Content creation skills : importance of a video CV, elements of a video CV, tips to write an effective video CV script, technical setup and virtual elements, delivery and body language, editing, feedback, and final review as per current video CV assignments in placements; sharing, tracking, and continuous improvement with AI tools (HireVue, Vmock, and Reziai); key components of effective portfolio design; tools for portfolio creation (Netlify, Vercel, WordPress, and Wix); and uploading and verification of portfolio link

Unit IV

Voice Modulation and Intonation : correct pronunciation of commonly mispronounced words, word & syllable stress; understanding the elements of voice modulation – pitch, volume, pace, pause, and tone; difference between voice modulation and intonation; understanding and applying intonation patterns – rising intonation, falling intonation, rising-falling intonation, and falling-rising intonation.

Unit V

Interview practice : competency-based interview alignment with strategic resume positioning, dynamic response techniques for situational case scenarios, sales-based interview questions (rebuttal technique, FAB, and need analysis), mapping using STAR+ methodology, cultural intelligence & adaptive communication for organisational fit, and immersive training via AI-driven interview simulators and analytics (Bossed AI, GreetAI, Final Round AI).

Unit VI

Group discussion practice : strategic brainstorming on GD topics using AI-powered ideation tools (KWA, SPELT, POPBEANS, VAP, SCAMPER); adding phrases; mock GD simulations on emerging current affairs & geopolitical trends; in-depth analysis of social issues with multidisciplinary perspectives; creative argumentation on abstract topics using analytical frameworks; and domain-specific technical group discussions with role-based participation, avoiding common pitfalls in GD.

References:

1. PERSONALITY DEVELOPMENT AND SOFT SKILLS by BARUN K. MITRA, OXFORD UNIVERSITY PRESS
2. OBJECTIVE ENGLISH FOR COMPETITIVE EXAMINATIONS by HARI MOHAN PRASAD, McGraw Hill Education

References:

3. SOFT SKILLS: KNOW YOURSELF AND KNOW THE WORLD by DR. K ALEX, S CHANDS