

# THIRUVALLUVAR UNIVERSITY

## PART-IV SOFT SKILLS

### SYLLABUS

(For all UG Degree Courses)

(with effect from 2022-2023)

#### UNIT I

Skills in Listening and Writing

Skills in Reading and Understanding

#### UNIT II

Skills to Read and Respond to Instructions

Skills of Interpretation and Transcoding Information

#### UNIT III

Skills in Seeking and Responding to Information

Skills of Day-to-Day communication

#### UNIT IV

Grammatical skills and Spelling rules

Career skills

#### UNIT V

Skills of formal and in-formal expressions

Skills of non-verbal communication