

# THIRUVALLUVAR UNIVERSITY

## PART-IV

### SOFT SKILL

#### SYLLABUS

**(For all UG Degree Courses)**

**(with effect from 2017-2018)**

#### **UNIT I**

- 1.1. Skills in Listening and Writing
- 1.2. Skills in Reading and Understanding

#### **UNIT II**

- 2.1. Skills to Read and Respond to Instructions
- 2.2. Skills of Interpretation and Transcoding Information

#### **UNIT III**

- 3.1. Skills in Seeking and Responding to Information
- 3.2. Skills of Day-to-Day communication

#### **UNIT IV**

- 4.1. Grammatical skills and Spelling rules
- 4.2. Career skills

#### **UNIT V**

- 5.1. Skills of formal and in-formal expressions
- 5.2. Skills of non-verbal communication

**Note:** The contents of the previous book for 'Soft Skills' by Trinity Publication for I year UG students have not been changed. However, the titles of the contents have been modified.