

## 5.1 Student Support

5.1.2 Following capacity development and skills enhancement activities are organised for improving students' capability

1. Soft skills
2. Language and Communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

We offer a comprehensive soft skill program for all students in their third year, aligning our curriculum with the university syllabus to ensure an effective and relevant learning experience.

# UNIVERSITY OF MADRAS

## Syllabus for Courses on Soft Skills

Common to all UG and 5 year Integrated Programmes of the  
Affiliated Non-autonomous Colleges (w.e.f 2013-14)

BP4-SS005

### TECHNICAL WRITING AND PRESENTATION

**Objectives of the Course:** Aims to teach oral and written skills in English with illustrations and examples drawn from project reports, paper presentations and published papers in scientific journals. The grammar exercises are not taught in a rule-based manner but through observation and use in specific contexts. Newspaper and popular scientific reports are also included as course material. Presentation skills are taught through practice sessions. During the course, all participants make presentations and also critique the presentations by others. Emphasis is placed on teaching how to present the same findings orally and in writing.

#### Syllabus Outline:

##### Unit I Reinforcement of Language Skills

[Correcting common errors] – Verbosity – How to avoid unnecessary jargon – Words and Usage – List of “aura” words, Synonyms and Antonyms – Phrasing, Tense, Voice, Prepositions, Punctuation. Type of technical reports – creating specs, lab manuals, worksheets.

##### Unit II Organization of Ideas

1. Preparing a Basic plan – Structuring the ideas, collecting the relevant materials
2. Creating Outlines – Headings of Sections, Topic Sentences.
3. Reviewing Sentences and Rewriting Paragraphs
4. Revising Drafts

##### Unit III Contents of a Report [Some Basic Research Methodology]

1. Cover and title page
2. Table of Contents
3. List of Tables and Figures
4. Preface, Foreword, Acknowledgement
5. Abstract
6. Introduction
7. Body (in Sections and Subsections)
8. Results



  
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Vellanoor Post, Avadi, Chennai-600062.

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9. Conclusions and Recommendations
10. Appendices
11. References

### Unit IV Format [Both physical and stylistic]

1. Margins
2. Headings
3. Indentation
4. Pagination
5. Type face and fonts
6. Abbreviations
7. Symbols
8. Layouts
9. Proofreading Symbols

### Unit V Presentation of the Report

1. Difference between Oral Presentations and Written Reports (Even when the material is the same)
2. How to give a good presentation?
3. Proper use of technological aids
4. Discussion skills

### Recommended Texts :

E Handouts of Renssalaer Polytechnic, USA.[necessary permission has to be obtained by the course instructor for classroom use][www.rpi.edu](http://www.rpi.edu)  
Gupta, Ruby and Anugrah Rohini Lall. Basic Technical Communication. Cambridge University Press, 2009.

Hoover, Hardy. Essentials for the Scientific and Technical Writer.1970; Rpt.New York: Dover Publications, Inc.,1980

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## PROFESSIONAL ENGLISH FOR COMMERCE & MANAGEMENT

### OBJECTIVES:

- To develop the language skills of students by offering adequate practice in professional contexts.
- To enhance the lexical, grammatical and socio-linguistic and communicative competence of first year physical sciences students
- To focus on developing students' knowledge of domain specific registers and the required language skills.
- To develop strategic competence that will help in efficient communication
- To sharpen students' critical thinking skills and make students culturally aware of the target situation.

### LEARNING OUTCOMES:

- Recognise their own ability to improve their own competence in using the language
- Use language for speaking with confidence in an intelligible and acceptable manner
- Understand the importance of reading for life
- Read independently unfamiliar texts with comprehension
- Understand the importance of writing in academic life
- Write simple sentences without committing error of spelling or grammar

(Outcomes based on guidelines in UGC LOCF – Generic Elective)

**NB: All four skills are taught based on texts/passages.**


### UNIT 1: COMMUNICATION

**Listening:** Listening to audio text and answering questions

- Listening to Instructions

**Speaking:** Pair work and small group work.



  
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**Reading:** Comprehension passages –Differentiate between facts and opinion

**Writing:** Developing a story with pictures.

**Vocabulary:** Register specific - Incorporated into the LSRW tasks

## **UNIT 2: DESCRIPTION**

**Listening:** Listening to process description.- Drawing a flow chart.

**Speaking:** Role play (formal context)

**Reading:** Skimming/Scanning-

Reading passages on products, equipment and gadgets.

**Writing:** Process Description –Compare and Contrast

Paragraph-Sentence Definition and Extended definition-  
Free Writing.

**Vocabulary:** Register specific -Incorporated into the LSRW tasks.

## **UNIT 3: NEGOTIATION STRATEGIES**

**Listening:** Listening to interviews of specialists / Inventors in fields  
(Subject specific)

**Speaking:** Brainstorming.(Mind mapping).

Small group discussions (Subject- Specific)

**Reading:** Longer Reading text.

**Writing:** Essay Writing (250 words)

**Vocabulary:**Register specific - Incorporated into the LSRW tasks

## **UNIT 4: PRESENTATION SKILLS**

**Listening:** Listening to lectures.

**Speaking:** Short talks.

**Reading:** Reading Comprehension passages

**Writing:** Writing Recommendations

Interpreting Visuals inputs

**Vocabulary:** Register specific -Incorporated into the LSRW tasks

## **UNIT 5: CRITICAL THINKING SKILLS**

**Listening:** Listening comprehension- Listening for information.

**Speaking:** Making presentations (with PPT- practice).



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**Reading:** Comprehension passages –Note making.

Comprehension: Motivational article on Professional Competence,

Professional Ethics and Life Skills)

**Writing:** Problem and Solution essay– Creative writing –Summary writing

**Vocabulary:**Register specific - Incorporated into the LSRW tasks

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**UNIVERSITY OF MADRAS**  
**Syllabus for Courses on Soft Skills**  
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BP4-SS009

**COMPUTING SKILLS – LEVEL II**

**Objective:**

The major objective in introducing the course is to impart hands on training to students in Microsoft Office essentials like MS Word, MS Excel and MS Access. The course is basic course offered at two levels exclusively meant for students with no computer knowledge. Course is designed as a practical oriented course and not for chalk and board teaching.

**Pre-requisite :** Essentials of Microsoft office as given in Level I

**Unit 1 :** Word processing - Auto formatting; Paragraph and character styles – creating , modifying and using styles; Templates – modifying, attaching and controlling; Tables and columns - creating, manipulating and formulating; mail merge; labels- creating

**Unit 2 :** Data Management – MS Access - Introduction, concepts and terms; database and tables- creating, data types, editing fields, renaming, resizing of fields, finding, sorting and displaying of data –printing

**Unit 3 :** Spreadsheets – MS Excel – Worksheets – moving, copying, sorting, inserting of cells, rows, columns; Charts – creating, editing, adding, rotating, printing, deleting and controlling; graphics- creating and placing, drawing lines and shapes; using multiple worksheets ;printing

**Unit 4 :** Presentations – Power point- starting, browsing and saving, creating, editing, formatting of text and paragraphs, inserting tables and charts; Presentation through slides, handouts and printing.

**Unit 5 :** Graphics and Multimedia - Clip art – create and insert; shapes- draw, insert and copy; create a flow

*Note– Unit 1 -5 are to be taught as practical with hands on experience*

**References :**

1. Introduction to Computers – Peter Norton, Tata McGraw-Hill, India
2. Microsoft 2003 – Jennifer Ackerman Kettel et al., Tata Mc-Graw Hill, India
4. Working In Microsoft office 2006– Ron Mansfield , Tata Mc-Graw Hill, India

**Examinations :**

1. Sessional tests could be based on Theory and practical
2. End semester is based on practical examination only



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**BP4-SS014**

**QUANTITATIVE APTITUDE**

**Unit-I**

Divisibility – HCF and LCM – Decimal Fractions – Square roots and Cube Roots  
– Logarithms – Antilogarithms.

**Unit-II**

Averages – Percentage – Profit and Loss - Ratio and Proposition – Partnership –  
Alligation and mixture.

**Unit-III**

Time and work – Pipes and Cistern – Time and Distance – Boats and Streams.

**Unit-IV**

Simple Interest – Compound Interest – Stocks and Shares – True Discount –  
Banker's discount.

**Unit-V**


Area – Volume and surface Areas – Heights and Distances –  
Data Interpretation : Tabulation – Bar Graphs – Pie Charts – Line Graphs.

**Reference:**

1. R.S. Aggarwal, Objective Arithmetic , S. Chand & Company, New Delhi ,  
2005
2. Govind Prasad Singh and Rakesh Kumar, Text Book of Quickest  
Mathematics (for all Competitive Examinations), Kiran Prakashan, 2012
3. R.S. Aggarwal, Quantitative Aptitude, S. Chand & Company, New Delhi,  
2012

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