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To
The Registrar
Andhra University
Visakhapatnam

Sir,

Sub: introduction of six-month **Diploma in Soft Skills** -regd

I am, by direction of the Vice-Chancellor dated December 1, 2015, to introduce 6-month Diploma in soft skills from the academic year 2015-2016 with the following subjects. Thus, I am sending the scheme of examinations for the diploma course. Kindly approve the same. I am enclosing the regulations and syllabus for further needful.

Diploma in soft skills

Sr. No	Name of the subject	Maximum marks
1	PAPER -I: Personality development and leadership skills	100
2	PAPER-II: Communication skills	100
3	Practical record	50
3	Viva voce	50
	Total marks	300

Thanking you.

Sincerely,
(D V R Murthy)

Paper-I: Personality Development and Leadership Skills

- UNIT-I
 - Interpersonal relations
 - Performance appraisal
 - Motivation
 - Self Confidence
 - Effects of Low Self-Confidence
 - Be unique
 - How to impress people
 - Cheer Yourself
 - Be an asset to your organization and your family

- UNIT-II
 - Self Introspection
 - Self Esteem
 - Behavior
 - Attitude
 - Personality
 - Positive thinking
 - SWOT analysis
 - Emotional intelligence
 - Dignity of labor

- UNIT-III
 - What is leadership and who is a leader?
 - The 21 essential qualities of a leader
 - Theories of Leadership
 - 16 leadership speeches
 - Are leaders born or made?
 - What makes a good leader?

- UNIT-IV
 - Communication secrets of great leaders
 - Top 15 supreme leaders of all time
 - Time management
 - Money management
 - Stress management

- UNIT-V
 - Conflict management
 - Decision making
 - Emotional Intelligence Skills
 - Assertive and Adaptive Skills
 - Goal setting
 - Team building

- Problem solving

Paper II: Communication Skills

- UNIT-I
 - Communication
 - Verbal Communication
 - Non-Verbal Communication
- UNIT- II
 - Importance of English Language
 - Sounds
 - Voice Sounds
 - Voiceless Sounds
 - Phonetics
 - Syllables
 - Stress
 - Pitch/Tone
 - Intonation
 - Parts of Speech
 - Types of Sentences
 - Active Voice and Passive Voice
 - Direct and Indirect Speech
 - Correction of Common Errors
- UNIT-III
 - Communication skills
 - Definition and process of communication
 - Types of communication
- UNIT-IV
 - Communication models
 - Barriers of communication and tips for effective communication
- UNIT-V
 - LSRW Skills
 - Process of Listening
 - Public speaking and presenting skills
 - Business and email writing skills
 - Report Writing
 - 5Ws and 1 H
- UNIT-VI
 - Interview

- Types of interviews
- How to face interviews
- Creativity and innovation

- UNIT-VII
 - Different communication styles
 - Develop communication styles