

List of Students studying in certificate course in Life Skill development

Name of the students	Signature
1. Ibitbr P.M.	<u>P.M.</u>
2. Shaikh R.N.	<u>R.N.</u>
3. Waghmare V.	<u>V.</u>
4. Surywanshi P.	<u>P.</u>
5. Jadhav D.A.	<u>D.A.</u>
6. Chapule V.	<u>V.</u>
7. Bandewad T.B.	<u>T.B.</u>
8. Kailase V.V.	<u>V.V.</u>
9. Kailase K.B.	<u>K.B.</u>
10. Gite M.S.	<u>M.S.</u>
11. Kondalwade A.G.	<u>A.G.</u>
12. Solanke S.B.	<u>S.B.</u>
13. Swami M.S.	<u>M.S.</u>
14. Kendre G.V.	<u>G.V.</u>
15. Waghmare D.D.	<u>D.D.</u>
16. Sonkamble M.S.	<u>M.S.</u>
17. Ruikar D.B.	<u>D.B.</u>
18. Jadhav V.G.	<u>V.G.</u>
19. Rapanwad M.L.	<u>M.L.</u>
20. Dhanwade A.B.	<u>A.B.</u>
21. Sonkamble K.S.	<u>K.S.</u>
22. Rathod A.H.	<u>A.H.</u>
23. Ibir A.G.	<u>A.G.</u>
24. Kalyankar T.J.	<u>T.J.</u>
25. Shingrputle A.B.	<u>A.B.</u>
26. Waghmare R.S.	<u>R.S.</u>


Gramin (ACS) Mahavidyalaya, Vasantnagar,

Tq. Mukhed Dist. Nanded

An Introduction to Soft Skill Development

Syllabus

1. **Personal Skills** : Knowing one self – confidence building strengths – thinking creatively - Personal values – time and stress management.
2. **Social Skills** : Appropriate and contextual use of languages non-verbal communication interpersonal skills – problem solving.
3. **Personality Development** : Personal grooming and business etiquettes, corporate etiquette, social etiquette and telephone etiquette, role play and body languages.
4. **Presentation skills** : Group discussion – mock discussion using video recording – Public speaking.
5. **Personal Skills** : Organisational skills – team work business and technical correspondence – job oriented skills – professional etiquettes.


Principal
Gramin (Arts, Comm. & Science)
Mahavidyalaya Vasantnagar Kolgya
Tq. Mukhed, Dist. Nanded

Certificate course in
"An introduction of soft skill development"

Academic Year 2018-19

Department of English

Introduction

Certificate course in life skills development is intended to help students to develop their personal and social skills which include critical and lateral thinking, self-awareness mindfulness and self-esteem, management of stress and anger decision making goal setting and time management civic skills and social responsibility, cultural awareness and respecting diversity and gender roles. It will also help them to be digitally literate through the acquisition of knowledge of computer security, Network safety, online transaction and search MOOCs and their utility. P2P Networking and so on.

The acquisition of these skills will enable students to develop their abilities for adaptive and positive behaviour so as to deal effectively with the demands and the challenges of everyday life.

Aims of the Course

1. Developing personal and social skills in learners.
2. Creating gender awareness.
3. Developing skills for individuals and group activities.
4. To provide an opportunity for realising one's potential through practical experience.

Objective of the course

1. To assist the learners for smooth transition from student life into the world of work.
2. To develop the skills necessary for understanding one self and the sociocultural group.
3. To help the learners choose the best way so fulfilling their time, efforts and mental energies.

4. To provide training in skills required to find understand evaluate, create, and communicate digital information a wide variety of formal.
5. To make the learners able to use diverse technologies appropriately and effectively to retrieve information interpret results and judge the quality of that information.
6. To develop interpersonal skills and adopt good leadership behaviour for empowerment of self and others. To set appropriate goals, manage stress and time effectively.

Course Duration

The duration of the course will be 30 clock hours.

Fee Structure.

The course will be totally unpaid – No fees.

Eligibility.

Any student of the college can enrol for this course as the eligibility criteria for the course will be passing 12th standard exam with English, as one of the languages.

Evaluation Process.

After successful completion of the teaching of 30 clock hours, the students will be evaluated. There will be a multiple-choice questions exam of 50 marks. The question paper will consist of 25 MCQs carrying two marks each student should secure minimum 40% marks to qualify the examination.

The end examination will be in offline mode

Prescribed books

1. Personality development and soft skills cold Edition by Baron k. Mitra.
2. "Soft skills – Enhancing Employability: connecting campus with corporation" by M.S. Rao.
3. Communication and soft skill development (first Edition).
4. Soft Skill Training: A workbook to develop skills for employment by Frederick H. Went.

Signature
Principal
Sri Sri College of Arts & Sciences
Chennai
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Tq. Mukhed Dist. Nanded

Department of English

Question Paper Year 2018-19

Name of Paper : Soft Skill Development

Time : 01 Hour

Max. Marks : 50

- 1) The foremost skill required for learning a language is
A) writing skill B) reading skill C) speaking skill D) listening skill
- 2) The primary scale to acquire knowledge about everything the world
A) reading skill B) writing skill C) listening skill D) speaking skill
- 3) It is a psycho linguistic guessing game
A) reading B) writing C) listening D) learning
- 4) Understanding written text means
A) Reading comprehension B) extracting the required information
C) understand writers meaning D) both a and b
- 5) Seeding is a process is
A) encoding B) Codification C) decoding D) none of above
- 6) Men work on the land are
A) cultivator B) gardener's C) shaped D) all of the above
- 7) A person who dig out stone for building and roads and laying a bed for railway lines
A) quarry man B) miners C) diggers D) both b and c
- 8) Shopkeepers come under the category of
A) movers B) manufactures C) helpers D) makers
- 9) Spectroscopes instrument is used by
A) Doctors B) Engineer C) Astronomers D) Astronauts

- 10) listening process involves
 A) processing the data B) reconstructing the data
 C) giving meaning to the data D) all the above
- 11) The oldest form of communication
 A) writing B) speech C) reading D) symbolic
- 12) The big step forward in communication is
 A) speaking B) reading C) writing D) none of the above
- 13) The writing styles are determined by the..... matter
 A) topic B) object C) subject D) field
- 14) Communication is basically.....
 A) talking B) writing C) signing D) all of the above
- 15) The general categories of communication are.....
 A) speech writing B) printing C) electronic communication
 D) all of the above
- 16) Common kinds of narrative skills are.....
 A) how to do something B) how something works
 C) Both A and B D) arrange the information properly
- 17) We have to utter the sentence in and pay attention to the of the language spoken
 A) appropriate manner fluency
 B) appropriate context cultural aspect
 C) social aspect appropriate context
 D) all of the above
- 18) The .. and.....is also helpful for the listener to understand the meaning
 A) tone behaviour B) pitch, attitude C)tone attitude D) tone intensity
- 17) Involves processing and reconstructing the data but is letting the sounds beat your ear drums.

- A) listening, hearing B) hearing, listening C) casual listening, focused listening
D) none of the above
- 18) Require several skills for quickening And.....
- A) knowledge wisdom B) knowledge information
C) information experience D) all of the above
- 19) Reading skill improves our..... and
- A) learning skills speaking skills B) learning skills communication
C) learning ability communication skills D) all of the above
- 20) Select the correct plural form of the given noun
- A) goose- geese B) dwarf- dwarfed C) belief- believes D) cargo- cargos
- 21) Ais short concise coming up of any material either auditory or written
- A) concise B) precise C) summary D) all of the above
- 22)is concerned with marking and identifying items people and events
- A) reference B) conjunctions C) lexical replacement
D) all of the above
- 23) Babar was a wife king who ruled India identify the proper
- A) king B) India C) Babur D) wise king
- 24) Group of words which forms part of sentence and contains a subject and predicate is called...
- A) clause B) phrase C) gambit D) idioms
- 25) Certain factors required in the construction of
- A) unity B) order C) variety D) all of the above.