

# FTEAM24 EMPLOYABILITY SKILLS

## UNIT-1 RATIONALE

- 1.1 The present day world requires professionals who are not only well qualified and competent but also possess good communication skills.
- 1.2 Our diploma students not only need to possess subject related knowledge but also soft skills to get good jobs or to rise steadily at their work place.
- 1.3 The objective of this subject is to prepare students for employability in job market and survive in cut throat competition among professionals.

## UNIT-2 WRITING SKILLS

- i) Official and business correspondence
- ii) Job application - covering letter and resume
- iii) Report writing - key features and kinds

## UNIT-3 ORAL COMMUNICATION SKILLS

- i) Giving advice
- ii) Making comparisons
- iii) Agreeing and disagreeing
- iv) Taking turns in conversation
- v) Fixing and cancelling appointments

## UNIT-4 GENERIC SKILLS

- i) Stress management
- ii) Time management
- iii) Negotiations and conflict resolution
- iv) Team work and leadership qualities

## Reference Books:

1. "Soft Skills" by Hariharan S and S P Shanmugapriya
2. "Soft Skills: Know Yourself and Know the World" by Alex