

UNIT-6	<ul style="list-style-type: none"> • Vocabulary for Competitive Exams (A list of 500 high frequency Words) • Idioms & Phrases • Verbal Analogies • Correction of Sentences • Sentence Completion – Course of Action • Cloze Test • Reading Comprehension (Skimming, Scanning & tackling different kinds of questions) • Phrasal Collocations (Representative collection of 50 meanings along with sentential illustrations) • SWAR/ VERSANT Test 	CO5.
Learning Resources		
Text Books	<ol style="list-style-type: none"> 1. The ACE of Soft Skills by Gopaldaswamy Ramesh & Mahadevan Ramesh –Pearson 2. Working with Emotional Intelligence - David Goleman. 3. Developing Communication Skills by Krishna Mohan and Meera Banerji; MacMillan India Ltd.,Delhi. 	
Reference Books	<ol style="list-style-type: none"> 1. Soft Skills: Meenakshi Raman. 2. Audio—Visuals / Hand Outs (Compiled/Created by T&P Cell, P.V.P.Siddhartha Institute of Technology), Board & Chalk and Interactive Sessions 	
Semester End Evaluation	<ul style="list-style-type: none"> • 15 marks for Report- Which includes 5marks for Resume 10 Marks for PPT (5M for PPT preparation & Presentation, 5M for Report Preparation on PPT) • 35 Marks for External Exam – Which includes 10 marks for Viva with external examiner, 20 marks for Vocab test (Which is essential in Recruitment written test) 5 marks for E-mail Writing (which is important for the student to apply for the job through online, to give consent to job offer and to communicate in the work environment) 	
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