

MBCET – Value Added Skill Development & Technical Communication Programme

Course Content

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| S1S2 | Orientation (Campus Life, Professional Ethics), Motivation and Success, Time Management, Communication Skills, Stress Management |
| S3 | Introduction to Soft Skills; Communication – Definition – Types – Linguistic Communication – Non-Verbal Communication – Sign Language – Kinesics – Proxemics – Haptics – Varieties of English – Written, Spoken, Formal, Informal Style. Remedial Grammar. |
| S4 | Business English → Spoken Variety of English, Speech Sounds; Stress, Rhythm, Intonation; Transcription – Use of Pronouncing Dictionary; Formal – Informal Letters; Reports, Project - Proposals; Meeting Guidelines, Notices; Circulars; Agenda, Minutes. |
| S5 | <ul style="list-style-type: none"> • Personality development, Creative/Critical thinking, Assertiveness, Leadership qualities, Team work • Aptitude Test/Training on Saturdays |
| S6 | <ul style="list-style-type: none"> • Presentation Skills, Resume Writing, Group Discussions, Interview Skills • Company Specific Aptitude Test Training |
| S7 | <ul style="list-style-type: none"> • Online Practice Tests • Company Specific Aptitude Test Training |