

M. G. Science Institute, Ahmedabad

Autonomous | Affiliated to Gujarat University, Ahmedabad

(Managed by The Ahmedabad Education Society)

Department of English

Bachelor of Science (Hons.)

B.Sc. (Hons.)

(Effective from Academic Year 2024-25)

Semester-II Value Added Course (Interpersonal Skills) (VAC-127)



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Semester-II

Course Title: Interpersonal Skills

Course Code: VAC-127

Credits: 02

Programme	Teaching Hours	CIE	ESE	Total Marks
B.Sc.	40	25	25	50

Objectives of the Course:

1. ****Active Listening Mastery:****
 - Develop active listening skills for comprehensive understanding.
 - Refine verbal and non-verbal communication finesse.
2. ****Nuances of Public Speaking:****
 - Acquaint students with various aspects and techniques of effective public speaking.
3. ****Professional Email Writing:****
 - Equip students with specific strategies for writing professional emails.
 - Address the nuances of email communication in a workplace environment.
4. ****Team Building Appreciation:****
 - Instill an understanding of the significance of team building exercises.
 - Provide practical insights into fostering collaboration within teams.

By achieving these objectives, students will gain a comprehensive skill set in active listening, public speaking, professional email writing, and team building, enhancing their interpersonal skills for success in a professional setting.

Outcome of the Course (CO) Learner will be able to....

- Identify and analyze different communication styles and understand their strengths and weaknesses.
- Demonstrate active listening skills and questioning styles to explore issues and enhance understanding.
- Identify conflict response styles; approach and effectively mediate workplace conflicts.
- Determine ways to build and maintain trust and increase your influence and eminence in the workplace.

Unit	Topics
1	<ul style="list-style-type: none"> ➤ Effective Communication <ol style="list-style-type: none"> 1. Art Of Listening <ul style="list-style-type: none"> • Introduction • What is listening? • Benefits of active listening • Factors that hamper listening • Common poor listening habits. 2. Art Of Speaking <ul style="list-style-type: none"> • Art of public speaking • Importance of public speaking • Public speaking tips • Overcoming fear of public speaking 3. Art Of Writing E-mail <ul style="list-style-type: none"> • Introduction • The mail magic • Use appropriate salutations • Make the subject matter significant • Read before pressing the “send” button–Be polite, and reciprocate good deeds
2	<ul style="list-style-type: none"> ➤ Team building <ol style="list-style-type: none"> 1. Body Language 2. Body language in building inter personal relations – ➤ Skill needed for teamwork

Reference

- ❑ SOFT SKILLSKNOW YOURSELF AND KNOW THE WORLD, Author: Dr. K.ALEX, Publication: S.CHAND, First Edition: 2009, Reprint:2023
- ❑ Barnlund, Dean C. “A Transactional Model of Communication,” in Foundations of Communication Theory, eds. Kenneth K. Sereno and C. David Mortensen (New York,NY:HarperandRow,1970),83–92.
- ❑ Burleson, Brant R.Sandra Metts, and Michael W. Kirch, “Communication in CloseRelationships,” in Close Relationships: A Sourcebook, eds. Clyde Hendrick and Susan S. Hendrick (Thousand Oaks, CA: Sage, 2000).
- ❑ Dance, F. E. X. (1972). Speech Communication; Concepts and Behavior. New York:Holt,RinehartandWinston.
- ❑ Frank E.X. Dance and Carl E. Larson, The Functions of Human Communication: A Theoretical Approach (New York, N Y:Holt, Reinhart, and Winston,1976)
- ❑ Ellis, Richard and Ann McClintock, You Take My Meaning: Theory

- into Practice in Human Communication (London: Edward Arnold, 1990).
- Robert H. Gass and John S. Seiter, Persuasion, Social Influence and Compliance Gaining (Boston, MA: Allyn and Bacon, 1999)
 - Erving Goffman, The Presentation of Self in Everyday Life (New York, NY: Anchor Books, 1959)
 - Greene, Kathryn, Valerian J. Derlega, and Alicia Mathews, "Self-Disclosure in Personal Relationships," in The Cambridge Handbook of Personal Relationships, eds. Anita L. Vangelisti and Daniel Perlman (Cambridge: Cambridge University Press, 2006).
 - Hargie, Owen. Skilled Interpersonal Interaction: Research, Theory, and Practice (London: Routledge, 2011).
 - National Association of Colleges and Employers, Job Outlook 2011 (2010): 25.

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Mafatlal Gagalbhai Science Institute (M. G. Science Institute)(Autonomous)

(Accredited "A" level by National Assessment And Accreditation Council, 2007)

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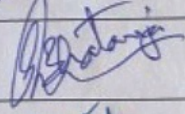
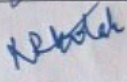
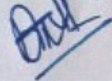
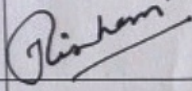
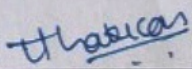
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Date:

Minutes of the meeting: The meeting of BOS members was organized on 2nd March, 2023 at 11.30am and different aspects of the syllabus were discussed threadbare and finally unanimously approved by the members of the BOS.

SIGNATORIES:

Board of studies (English):

Sr. No.	Name	Category	Sign.
1.	Dr. R.K. PUJARA	HOD	
2.	PROF. S.M. BHATAIYA	FACULTY	
3.	DR. NUTAN KOTAK	VC- NOMINEE GUJARAT UNI.	
4.	DR. CHARUDATT GURJAR	S.P. UNIVERSITY VIDYANAGAR	
5.	DR. KISHANKUMAR JOSHI	CVM UNIVERSITY, ANAND	
6.	DR. VAISHALI THAKKER	ALUMNI	

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