

Andhra Pradesh State Council of Higher Education
Foundation Course – 7
COMMUNICATION SKILLS AND SOFT SKILLS-3 (CSSS-3)
Common for all Degree Programmes under CBCS
Syllabus Effective from 2015–16 (Revised in April, 2016)

II Year – IV Semester
Course Duration (30 hours)

Unit I: SOFT SKILLS

1. Positive Attitude
2. Body Language
3. SWOT/SWOC Analysis
4. Emotional Intelligence
5. Netiquette

Unit II: PARAGRAPH WRITING

1. Paragraph Structure
2. Development of Ideas

Unit III: PARAPHRASING AND SUMMARIZING

1. Elements of Effective Paraphrasing
2. Techniques for Paraphrasing
3. What Makes a Good Summary?
4. Stages of Summarizing

Unit IV: LETTER WRITING

1. Letter Writing (Formal and Informal)
2. E-correspondence

Unit V: WRITING SKILLS

1. Resume and CV
2. Cover Letter