

THIRUVALLUVAR UNIVERSITY

PART-IV SOFT SKILL SYLLABUS

(For all UG Degree Courses)
(with effect from 2012-2013)

SEMESTER-II

LINGUISTIC COMMUNICATION
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UNIT I

1. Ability to listen and document what you have heard
2. Reading and comprehension

UNIT II

3. Ability to read and follow instructions
4. Ability to interpret and transcode information

UNIT III

5. Asking for and responding to information
6. Communication skills with public, fellow employees, Supervisors and customers

UNIT IV

7. Spelling and Grammar
8. Ability to fill out a job application

UNIT V

9. Expressing courtesy
10. Communicate through eye contact