



**MAHATMA GANDHI UNIVERSITY**  
*of*  
**MEDICAL SCIENCES & TECHNOLOGY**  
JAIPUR

# **VAC 26**

## **COMMUNICATION AND SOFT SKILLS**

## VALUE ADDED COURSES

### Name of The Course - Communication and Soft Skills

16 Credits

#### Course Overview:

This course is designed to inculcate communication and Soft Skills in the graduate students whose first language is not English. Specialized instruction in academic/content area communication as well as personal expression in a variety of settings enables students to complete academic programs in a more efficient and timely manner.

#### Course Outcomes

After the completion of the course, the students:

1. Will communicate and write in English language effectively.
2. Will acquire basic proficiency in soft skills
3. Will communicate confidently in formal and informal situations.

#### Methodology

The methodology of the course will include classroom teaching along with the use of audio-visual aids.

#### Course Content

##### Module 1

- Communication and its Process
- Non-Verbal and Verbal communication
- Effective Listening and Reading
- Effective Writing Skills
- Barriers and Strategies of Communication

##### Module 2

- Introduction to soft skills
- Presentation Skills
- Time management and its strategies
- Stress management
- Evaluation:

Continuous Assessment (CA) (Max. Marks)				End-Semester Assessment (ESA) (Max. Marks)			Grand Total (Max. Marks)
Assignment		Class performance	Total (CA)	Exam	Viva	Total (ESA)	
I	II						
10	10	20	40	30	30	60	100

- Based on the cumulative performance in the continuous and end-semester assessments, the grade obtained by the student in the certificate course shall be awarded.
- **The classification of grades is as under:**

<b>Letter Grade</b>	<b>Grade Point</b>	<b>Narration</b>
O	10	Outstanding
A+	9	Excellent
A	8	Very Good
B+	7	Good
B	6	Above Average
C+	5	Average
C	4	Below Average