



Rajarshi Shahu Mahavidyalaya, Latur

(Autonomous)

Department of English

Course Type: GE-I

Course Title: Developing Interpersonal Skills

Course Code: 101ENG1403

Credits: 04

Max. Marks: 100

Lectures: 60 Hrs.

Learning Objectives:

- LO 1. To illustrate the importance of developing strong interpersonal skills for workplace teams and lifelong learning
- LO 2. To analyze how awareness of self and others contributes to building professional relationships
- LO 3. To apply effective communication techniques for building stronger relationships in the workplace
- LO 4. To use strategies to successfully overcome tense situations and restore confidence in relationships.

Course Outcomes: After completion of course the student will be able to-

- CO 1. Equip students with the Communication Skills.
- CO 2. Improve Interpersonal Communication Skills.
- CO 3. Develop effective Self-Management.
- CO 4. Build Positive Relationship, Positive Attitudes.

Unit No.	Title of Unit & Contents	Hrs.
I	Understanding Interpersonal Communication	18
	1.Communication Process 2. Social Perceptions 3.Communicating in Relationships 4.Verbal& Non-Verbal Communication	
	Unit Outcomes: UO 1 Students will develop tenets of communication UO 2 Students will be master in communication skill.	
II	Developing Interpersonal Communication Skills	12
	1.Conversational Skills 2. Listening Effectively 3. Empathic Responsiveness 4. Communicating in the Workplace	
	Unit Outcome: UO 1 Students will increase their interpersonal skills of communication.	
III	Self-Management Technique	20

Unit No.	Title of Unit & Contents	Hrs.
	1. Self-Management, Self-Evaluation, Self-discipline, Self-criticism 2. Recognition of one's own limits and deficiencies, dependency, etc. 3. Self-Awareness, Self-Management 4. Identifying one's strengths and weaknesses 5. Planning & Goal setting 6. Managing self-emotions, ego, pride 7. Leadership and Team Dynamics	
	Unit Outcome: UO 1 Students will enlarge the self management skill.	
IV	Interpersonal Skills Development	10
	1. Building Positive Relationship, Positive Attitudes. 2. Empathies: comprehending others opinions, points of views, and face them with understanding 3. Emotional Bonding, Handling Situations (Interview), 4. Importance of interpersonal skills.	
	Unit Outcome: UO 1 Students will develop the relationship attitudes and emotional quotient.	

Learning Resources:

1. Personality Development and Soft Skills, Mitra, Barun, Oxford University Press, 2016.
2. The Ace of Soft Skills: Attitude, Communication and Etiquette for Success, Ramesh, Gopalswamy, Pearson Education, 2013.
3. Seven Habits of Highly Effective People: Powerful Lessons in Personal Change, Stephen R. Covey, Free Press Publisher, 1989.
4. Nonviolent Communication: A Language of Life, Rosenberg Marshall B, 3rd edition, Puddle dancer Press, 1st September, 2003.
5. Communicative Language Teaching: An Introduction, Little wood, W. Cambridge: Cambridge Univ. Press. 1981.
6. English Grammar and Composition, R. Pal, P. Lata Suri, S. Budhiraja, Sultan Chand & Sons (P) Ltd., Delhi, October 2020
7. Modern English Grammar: Ann Introduction (4th Edn), L.S. Deshpande, P.H. Dharmasi, D.P. Digole, Creative Publications, Nanded, 2011
8. Communicative English I: Dr Anuja Jadhav, Dr Sachin Bhandare, Dr Chandrashekhar Dawane, Macmillan Education India Private Limited Chennai. 2023.
9. Communicative English II: Dr Sachin Bhandare, Dr Chandrashekhar Dawane, Dr Anuja Jadhav, Macmillan Education India Private Limited Chennai. 2023.
10. Effective Communication Skills 1st Edition 2018 by Kul Bhushan Kumar, RS Salaria, Khanna Publishing House, New Delhi. 2018.