

	<b>Pimpri Chinchwad Education Trust's Pimpri Chinchwad College of Engineering &amp; Research Ravet, Pune</b>	
<b>Academic Year: 2019-20</b>	<b>Outline and Details Soft Skills and Communication Cell</b>	<b>Term - I/II</b>

**Soft Skills and Communication Cell:** The committee strengthens Language and Communication Skills of the students with a special emphasis on sharing information through good interpersonal skills and skills related to language. While there is great emphasis on pronunciation, grammar, sentence formation and public speaking, decision making, adaptability, team spirit and cognitive approach to problem solving is encouraged to grow into holistic personalities. Good behaviour, right values and attitudes are tackled in helping the students grow into ethically strong human beings.

#### **Functions of the cell**

1. To help students overcome the fear of Communication and grow into confident individuals.
2. To develop a positive attitude and grow in self esteem

#### **Objectives of the Cell**

1. To enhance Language and Communication skills
2. To help in Effective Communication strategies in any situation
3. Grow students into better communicators
4. To help students become a better listener

#### **Requirements in students**

1. A strong willingness to tackle Communication challenges through awareness.
2. Ability to bring in positive changes and attitude in the approach to Communication Skills

#### **Plan for the Academic year 2019-20**

##### **General plan for all students**

1. Help the students gain proficiency in English Language and Business Communication through certified courses offered by Cambridge University

2. Provide a Platform for activities like Debates, Group Discussions, Extempore and Model United Nations under the Aegis of Promethean, the Literary Club at PCCOER. These activities will bring students closer through interpersonal skills and develop confidence.

### **BE students**

1. Arranging sessions on Interview skills to address Effective Communication and grow confident.
2. Help students in speaking confidently through Mock Interviews for Placements.
3. Help them with Resume' and Statement of Purpose, recommendation and Cover letters.

### **TE Students**

1. Have a period wholly entitled for Language and Communication every week to grow proficient in Language and Communication.

### **2. MEPRO by Pearson**

Keeping in view the busy schedule, the students have been introduced to an online course named MEPRO which means making Professionals in English Language. The six months course has been prolonged to eight months keeping in mind the time and reliability of the schedule.

### **SE Students**

1. The University syllabus to grow fluent in Language and Communication Skills negotiating
  - Speaking Skills
  - Presentation Skills
  - Nonverbal Communication skills
  - Listening and empathizing
  - Persuasion
  - Public Speaking
  - Storytelling
  - Written Communication
  - Communication skills as Leadership, Work Ethic, Creative Problem Solving, Time management, Team player

**FE students**

1. The importance of speaking and writing correctly through a syllabus designed to address basic Grammar, Vocabulary and Introductory sentences to grow well versed in English Language.

**Enclosed:**

1. FE syllabus for the academic year 2019-20
2. Promethean, the Literary Club Activities Term 1
1. Urban Debate
2. Extempore, Impromptu speech

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