

# **SKILL ENHANCEMENT COURSE - I**

## **SOFT SKILLS DEVELOPMENT**

### **STUDENT'S WORKBOOK**

#### **(UG First Year)**

#### **(2021-2022)**



**CENTRE FOR HUMAN EXCELLENCE**  
**JAMAL MOHAMED COLLEGE (AUTONOMOUS)**

College with Potential for Excellence

Accredited (3<sup>rd</sup> cycle) with 'A' Grade by NAAC

DBT Star College Scheme & DST - FIST Funded

(Affiliated to Bharathidasan University)

TIRUCHIRAPPALLI – 620 020

**JAMAL MOHAMED COLLEGE**  
**(AUTONOMOUS)**

Tiruchirappalli – 620 020

**SOFT SKILLS DEVELOPMENT**  
**STUDENT'S WORKBOOK**

**Declaration**

I ..... of  
..... with **register number** .....  
declare that the contents of the work submitted for the external assessment of  
Soft skills development course are my original work.

**Signature of the student with date**

I ..... the faculty of soft skills development,  
ensure that the work submitted by the student is only meant for his/her personal  
development. No part of this work is revealed without the consent of the student  
and all confidentiality is maintained.

Place:

Date:

**Signature of the Staff Incharge**

## FINAL EVALUATION SHEET

(For Examiner's purpose only)

### Scheme of Evaluation

Name of the student: .....

Roll number: .....

Register number: .....

Class : ..... Section .....

Sl.No.	Description	Maximum marks	Marks awarded
1.	Self Introduction (3-5 minutes Video Presentation)	20	
2.	Resume	10	
3.	Mock Interview	20	
4.	Workbook (Each unit carries 10 marks)	50	
	TOTAL MARKS	100	

Signature of the Examiner with date

## UNIT-1 COMMUNICATION SKILLS

**Exercise-1 Which place do you like the most and why? (2.5 marks)**

→College

→School

→Home

→Any other place

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**Reason(s):**

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[illegible]

This image shows a full page of a handwriting practice worksheet. It consists of multiple sets of three horizontal dashed lines spaced evenly down the page, providing a guide for letter height and placement. The background is plain white, and there are no other markings or text present.

**Exercise-3 Draw your Ancestral Family Tree (2.5 marks)**

A large, empty rectangular box with a double-line border, intended for drawing an ancestral family tree. The box is centered on the page and occupies most of the lower half of the document.

#### **Exercise-4 Code of Ethics at College (2.5 marks)**

Write five statements about what is the most important virtue that you follow in college?

If being on time is very important to you, you might write a statement like this.

Ex:- I will be on time for college each day because being on time shows respect to my teachers, HOD, and classmates.

If working hard is very important to you, you might write a statement like this:

I will work hard at college; so that, I can learn as much as I can and do a good job. Working hard shows to my teacher that I have initiative and I am interested in moving forward in college.

Your turn!

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## UNIT-2 EMOTIONAL SKILLS

**Exercise-5 Read the following situations and Write about your feelings at that moment. (3 Marks)**

- a) Imagine that you are in a canteen. Your class teacher comes to the canteen to have a cup of tea with his colleague. You greet your teacher with a smile and say “Good morning sir/madam.” Your class teacher does not look at you or respond to your greeting.

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- b) Imagine that you are working part-time at a Restaurant as a Server. When you approach a table or two in your restaurant, you notice one of the customers ordering very quickly often looks at his watch and seem to be hurried.

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c) When you are asking your teacher, "How was your festival celebrations?  
He / She replied, "OK," with a strange look.

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This image shows a full page of a handwriting practice worksheet. It consists of ten sets of horizontal dashed lines spaced evenly down the page, providing a guide for letter height and placement. The background is plain white, and there are no other markings or text present.

**Exercise 7** Imagine a person is begging in front of you, he looks good but too dirty, what will you do? You can select any one of the options given below and explain the reason. **(3 marks)**

- a) I will give him 10 rupees
- b) I will give him 1 rupee
- c) I will buy tea for him
- d) I will speak with him and ask his need
- e) I will buy food
- f) I will feel sorry for him
- g) I will try to understand him and show empathy to him
- h) I will move away from that place

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### **Exercise-8 Positive Affirmations (2 marks)**

Positive affirmations are a great way to feel positive about yourself and your life.

Complete the sentences below and then read them often!

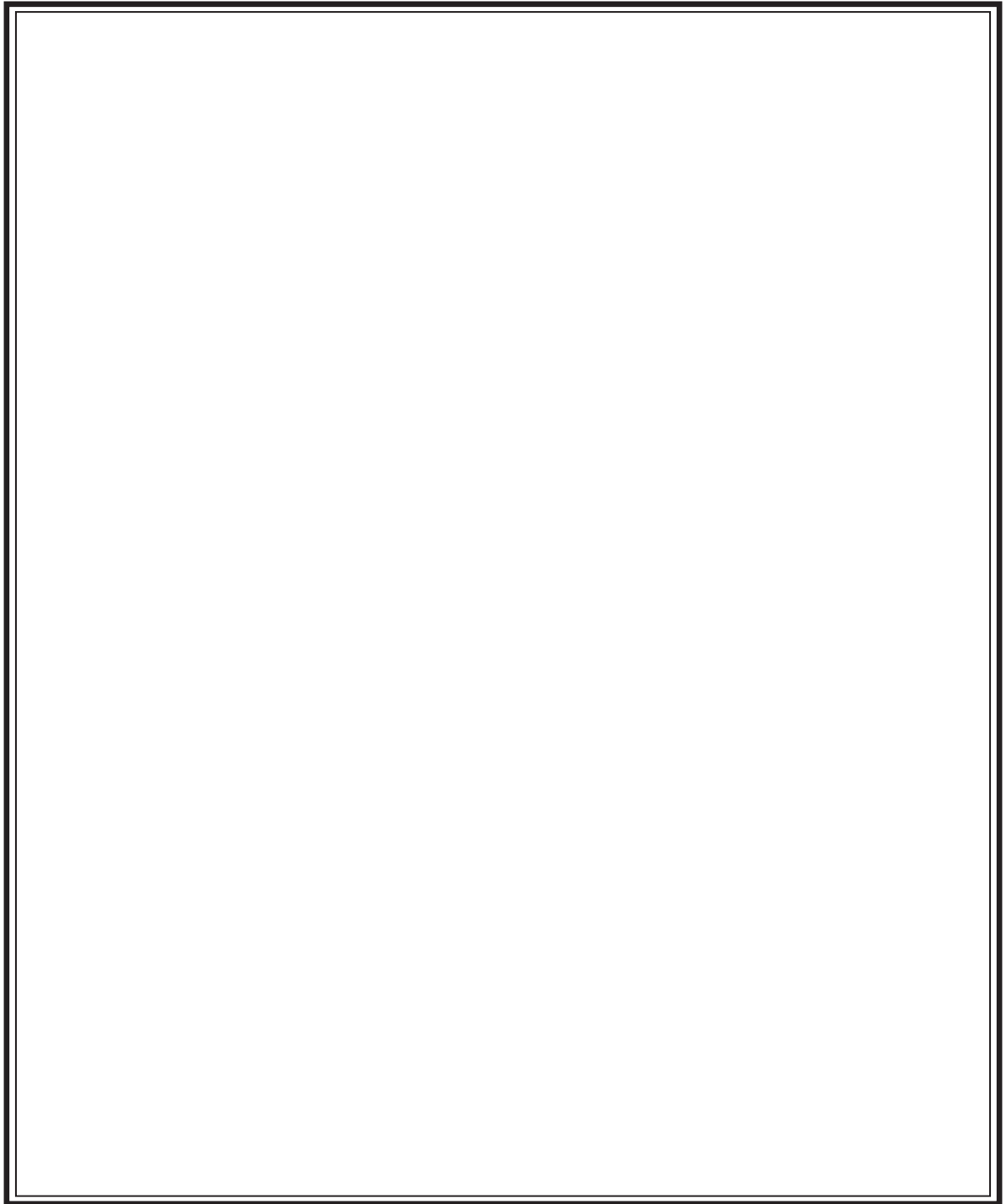
1. I feel very happy when I .....
2. Everyone thinks I am good at .....
3. I feel proud that I know how to .....
4. I always smile when .....

## UNIT-3 FUNCTIONAL SKILLS

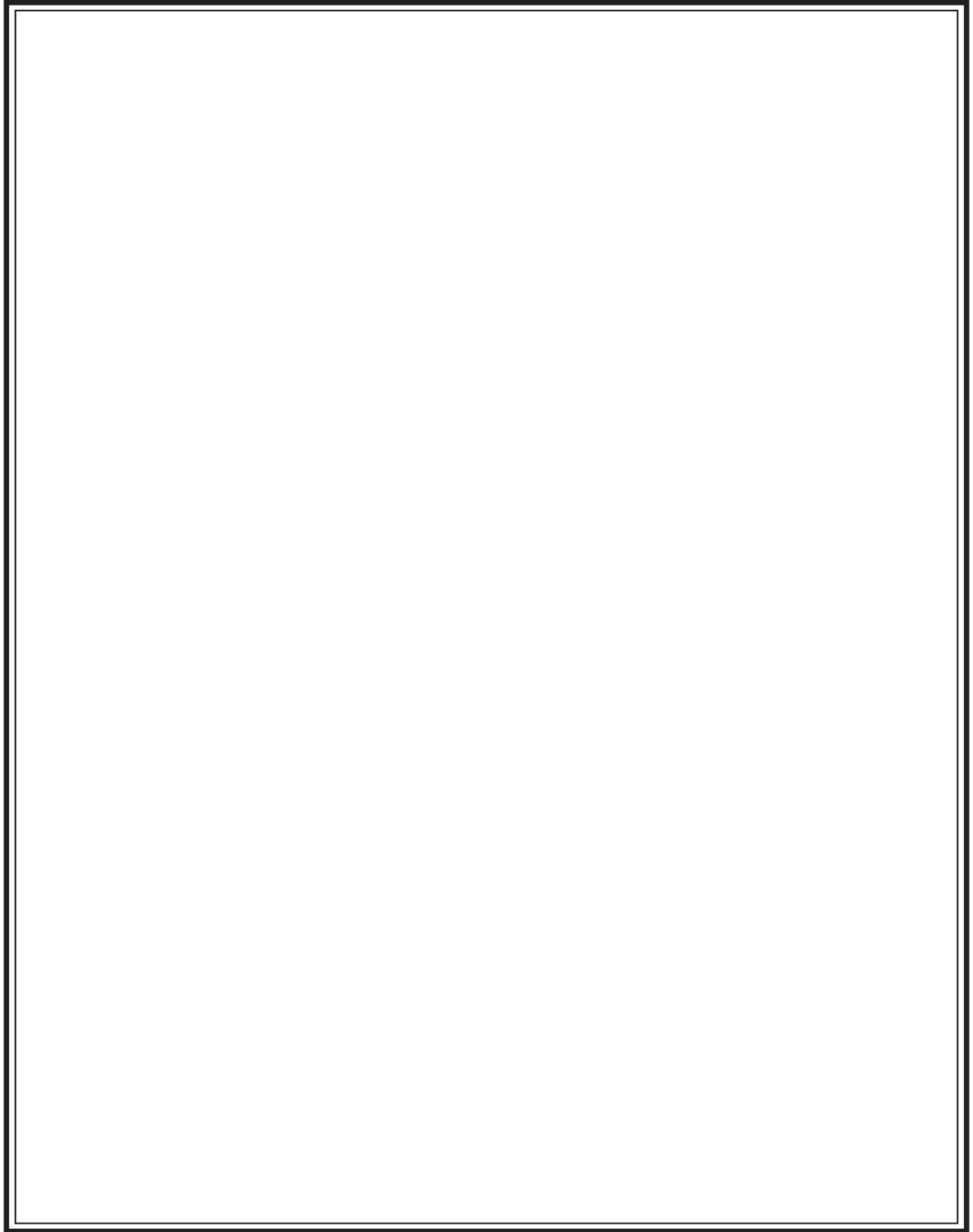
**Exercise 9:** Imagine a situation where you are going to college by vehicle. Suddenly, middle of nowhere your vehicle tire was punctured; you do have tools for repairing it. Write down the steps to repair the puncture with a real-time photograph. **(2.5 marks)**

[illegible]

**Exercise-10** Create a Pamphlet for your Course / Business / Entrepreneurship and paste it. **(2.5 marks)**

A large, empty rectangular box with a double black border, occupying the majority of the page below the instruction. It is intended for the student to paste their created pamphlet into.

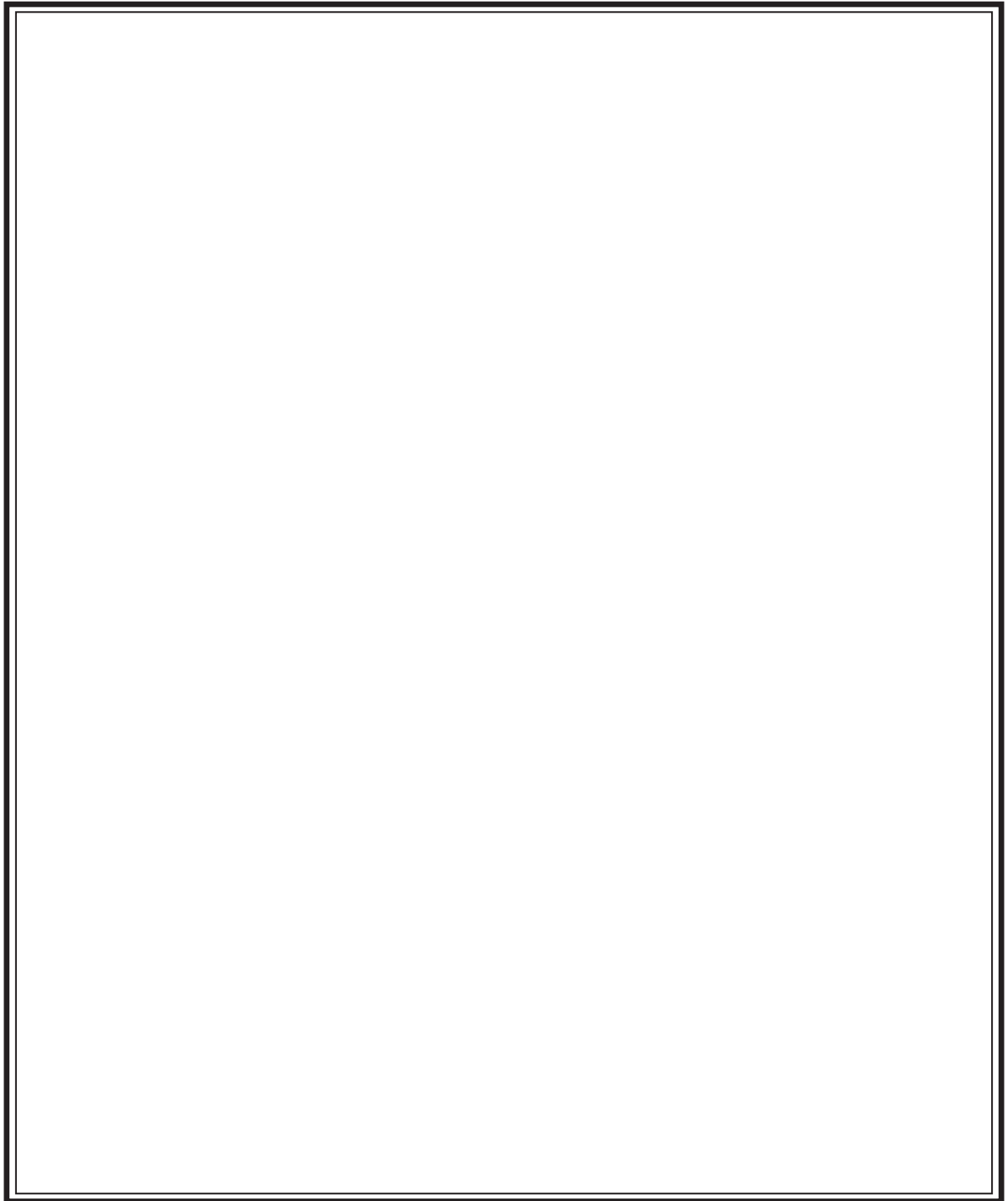
**Exercise-11** Paste a photograph that should have hidden meanings and explain in your own words. **(2.5 marks)**





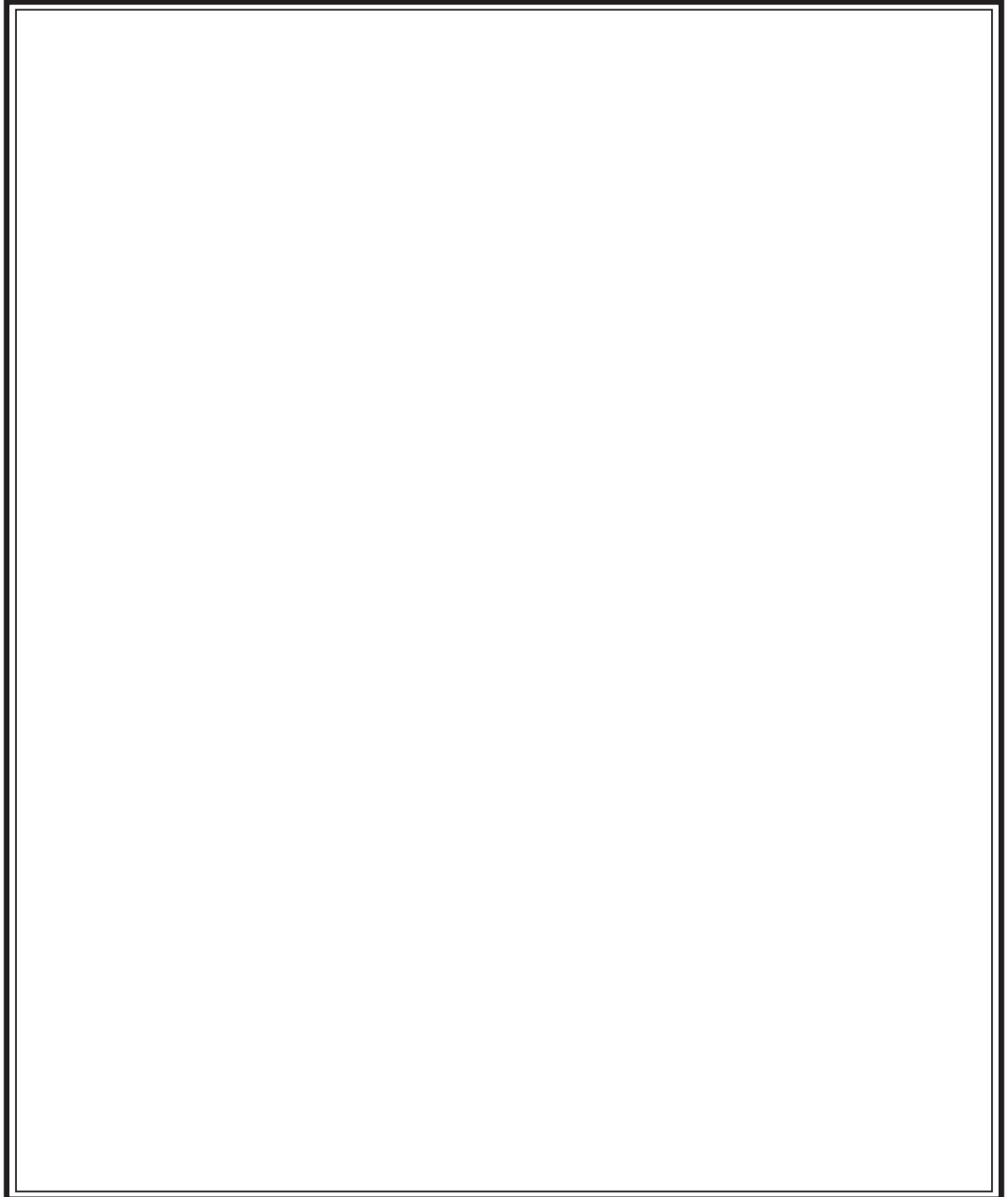
[illegible]

**Exercise-12** You can do any of the social activities alone or in a group and take a photo and paste it here. Example:- Plant tree sampling. **(2.5 marks)**

A large, empty rectangular box with a thin black border, intended for pasting a photograph. The box is centered on the page and occupies most of the lower half of the document.

## UNIT-4 INTERPERSONAL SKILLS

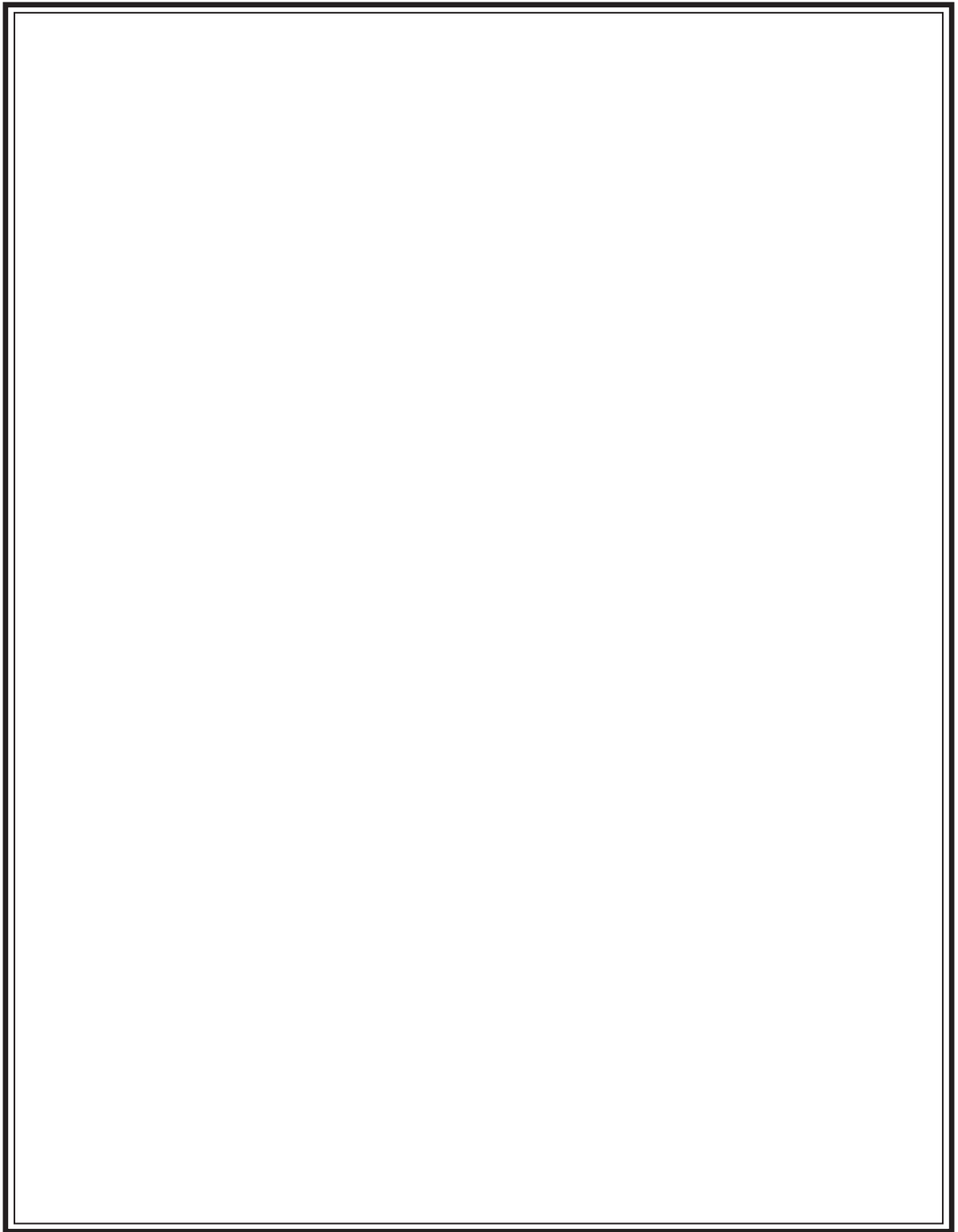
**Exercise-13** Prepare a business proposal to start your own company. (2.5 marks)

A large, empty rectangular box with a double-line border, intended for writing a business proposal. The box is centered on the page and occupies most of the lower half of the document.

**Exercise-14** Imagine that there is an unfortunate reduction of five thousand from your bank account. Draft a complaint letter regarding this to the bank manager.

**(2.5 marks)**

**Exercise-15:** Take a photo of your best talent and paste it. **(2.5 marks)**

A large, empty rectangular box with a thin black border, intended for pasting a photograph. The box is centered on the page and occupies most of the lower half of the document.

This image shows a vertical rectangular sheet of white paper. It features ten evenly spaced, horizontal dashed lines running across its entire width. The lines are thin and black, providing a guide for handwriting or drawing. There is no text, imagery, or other markings on the page.

## UNIT-5 PERSONALITY SKILLS

### Exercise-17

There are three common ways that people respond to difficult situations. They are:- Assertive behaviour, Passive behavior, and Aggressive behavior. Identify the behaviours for the given scenarios:- **(3 marks)**

- a) Karthik has loved Jessie for several years and cared a lot about her. At a party, Karthik saw Jessie with another guy speaking with her very close. Karthik got angry and began to yell at Jessie and hit the other guy.
- b) You and Your friend always go out to eat on Saturday nights. You always ask your friend which restaurant he'd like to eat at, and he always says, "Wherever you'd like to go is fine with me."
- c) Iyappan and Gokul are two good friends. Gokul has borrowed a shirt from Iyappan last month. Iyappan has asked him repeatedly to give the shirt back, but Gokul keeps forgetting. Iyappan calls Gokul and offers to come to his house to get the shirt.

a) .....

b) .....

c) .....

**Exercise 18:** How responsible are you in your day-to-day activities? Write five sentences. **(2 marks)**

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**Exercise 19:** List out your daily routines from dawn to dusk and highlight the important ones for your career growth. **(2.5 marks)**

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**Exercise-20:** Write any five of your personal skills (strengths) and professional skills. **(2.5 marks)**

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**Professional skills:**

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