

**ANNAMALAI UNIVERSITY**  
**PART-IV**  
**SOFT SKILLS**  
**SYLLABUS**  
**(For all UG Degree Courses 2021 - 2022)**  
**SEMESTER II**

**UNIT I**

Skills in Listening and Writing  
Skills in Reading and Understanding

**UNIT II**

Skills to Read and Respond to Instructions  
Skills of Interpretation and Transcoding Information

**UNIT III**

Skills in Seeking and Responding to Information  
Skills of Day-to-Day communication

**UNIT IV**

Grammatical skills and Spelling rules  
Career skills

**UNIT V**

Skills of formal and in-formal expressions  
Skills of non-verbal communication

**Note:** The contents of the previous book for 'Soft Skills' by Trinity Publication for I year UG students have not been changed. However, the titles of the contents have been modified.