

## **FINISHING SCHOOL PROGRAM**

The Finishing School is the concept that reaches its horizon beyond 4E's-Education, Employment, Entrepreneurship & Empowerment. It trains and works towards providing skills that touch the basics of life, and enforces the professional, personal and holistic growth of an individual. Our Finishing School programme works on an agenda towards empowering the inner potential for a fulfilling and efficient life. The Finishing School has a unique training methodology that incorporates learning, skills and self-development with a pedagogy/ curriculum that is entertaining, stimulating and rewarding. The Finishing School's tailor-made courses channelize individual energies towards a balanced, enriching life, meeting goals set forth. We utilize Content, Infrastructure, Systems and Digital Technology aids that enhance learning outcomes, developed in over three decades of experience in the education field, it finely blends into modern and futuristic professional set up and demand

Finishing Schools level up an individual's confidence and self-esteem so that they are able to face unusual and difficult situations with ease. Finishing Schools, nowadays, provide a complete platform for an individual to grow as a person on a social, mental as well as physical level. Finishing Schools aim at the overall development which helps the individual attain a correct level of balance between theoretical studies and practical life experiences.

### **PEO (Program Educational Objectives)**

- PEO1: Graduates will be well-rounded individuals with a balanced personality, strong leadership skills, and effective communication skills.
- PEO2: Graduates will have a clear career plan and the skills to achieve their goals.
- PEO3: Graduates will be confident, self-assured, and have a positive attitude.
- PEO4: Graduates will have strong presentation skills, interpersonal skills, and life skills.
- PEO5: Graduates will have a deep understanding of social manners and self-knowledge.

### **PO (Program Outcomes)**

- PO1: Demonstrate a strong understanding of personality development and the ability to adjust to different social situations.
- PO2: Apply leadership skills to initiate, organize, and manage diverse groups.
- PO3: Communicate effectively in both mother tongue and English.
- PO4: Develop a comprehensive career plan and set realistic goals.
- PO5: Exude confidence and self-assurance in various social and professional settings.

- PO6: Cultivate a positive attitude and maintain a professional demeanor.
- PO7: Enhance presentation, group discussion, and interpersonal skills.
- PO8: Apply practical knowledge to lead an effective social life.
- PO9: Demonstrate an understanding of social manners and etiquette.
- PO10: Reflect on personal strengths and weaknesses to foster continuous personal, social, mental, and emotional growth.

### **PSO (Program Specific Outcomes)**

- PSO1: Apply finishing school principles to enhance personal and professional growth.
- PSO2: Utilize finishing school techniques to build confidence and self-esteem.
- PSO3: Employ finishing school strategies to achieve a balanced and enriching life.
- PSO4: Incorporate finishing school methodologies into personal and professional endeavors.
- PSO5: Contribute to the overall development and well-being of others through the application of finishing school principles.

### **Graduate Attributes**

- GA1: Effective Communication: Graduates will communicate effectively and professionally in a variety of contexts.
- GA2: Critical Thinking: Graduates will think critically, analyze information, and solve problems effectively.
- GA3: Problem-Solving: Graduates will identify and solve problems effectively using appropriate strategies.
- GA4: Teamwork: Graduates will work effectively in teams to achieve common goals.
- GA5: Adaptability: Graduates will adapt to change and new challenges effectively.
- GA6: Ethics and Social Responsibility: Graduates will demonstrate ethical behavior and a sense of social responsibility.

### **COURSES**

1. LIFE SKILLS FOR PROSPECTIVE TEACHERS (10 hours)
2. SOFT SKILLS (10 hours)
3. ESSENTIAL DIGITAL SKILLS FOR EDUCATORS (10 hours)
4. EFFECTIVE COMMUNICATION SKILLS (10 hours)

## **Course 1: Life Skills for Prospective Teachers**

**Course Duration: 10 hours (2/3 hours per module)**

### **Course Outcomes**

**Upon completion of this course, prospective teachers will be able to:**

1. Demonstrate an understanding of the importance of life skills and their role in personal and professional success.
2. Apply effective life skills in various personal and professional situations.
3. Develop a positive attitude and a strong sense of self-awareness.
4. Set realistic goals and develop a plan to achieve them.
5. Enhance problem-solving and decision-making skills.
6. Apply team building strategies and leadership principles to effectively collaborate, motivate, and guide others towards achieving shared goals.

### **Course Content**

#### **Module 1: Self-Awareness and Personal Effectiveness (2 hours)**

##### **Content Areas:**

- Self-awareness and self-esteem
- Personal strengths and weaknesses
- Goal setting and planning
- Time management and organizational skills

##### **Activities:**

- Self-assessment exercises
- Goal-setting worksheets
- Time management strategies discussion

##### **Transaction Method:**

- Interactive lectures
- Group discussions
- Self-reflection and journaling

#### **Module 2: Effective Communication and Interpersonal Relationships (3 hours)**

##### **Content Areas:**

- Verbal and nonverbal communication skills
- Active listening and empathy
- Conflict resolution and negotiation skills

- Building and maintaining positive relationships

Activities:

- Role-playing communication scenarios
- Peer feedback on communication skills
- Presentation on effective communication techniques

Transaction Method:

- Role-playing exercises
- Interactive discussions
- Peer feedback sessions

### **Module 3: Teamwork and Leadership Skills for Educators (3 hours)**

**Content Areas:**

- Principles of effective teamwork
- Types of leadership styles
- Motivating and inspiring others
- Fostering a collaborative learning environment

Activities:

- Teamwork simulation activities
- Leadership case study analysis
- Presentation on teamwork and leadership strategies

Transaction Method:

- Group projects and simulations
- Case study analysis and discussions
- Collaborative learning activities

### **Module 4: Basic First Aid and Disaster Preparedness (2 hours)**

**Content Areas:**

- Basic first aid principles and techniques
- Common injuries and illnesses
- CPR and AED training
- Disaster preparedness and mitigation strategies

Activities:

- Role-playing first aid scenarios
- Hands-on practice with first aid equipment

- Presentation on disaster preparedness plans

Transaction Method:

- Demonstration and practice
- Hands-on activities
- Group discussions

## **COURSE 2 – SOFT SKILLS**

### **Course Outcomes**

**Upon completion of this course, prospective teachers will be able to:**

1. Define and explain the concept of soft skills and articulate their importance in the teaching profession.
2. Identify and develop essential soft skills, including communication, teamwork, problem-solving, adaptability, and time management, to enhance their professional effectiveness.
3. Build rapport and establish positive relationships with students, colleagues, parents, and other stakeholders to foster a collaborative and supportive learning environment.
4. Develop effective leadership and conflict resolution skills to navigate challenging situations, guide students, and promote positive classroom dynamics.
5. Demonstrate cultural sensitivity and cross-cultural communication skills to create an inclusive and equitable learning environment that respects diverse backgrounds and perspectives.
6. Adapt to new environments, challenges, and technological advancements with a positive and proactive attitude, embracing change and continuously seeking opportunities for growth.

### **Course Content**

#### **Module 1: Introduction to Soft Skills and Their Significance in Teaching (2 hours)**

Defining and Understanding Soft Skills: Explore the concept of soft skills, their distinction from hard skills, and their importance for success in the teaching profession.

Essential Soft Skills for Teachers: Identify and analyze key soft skills that are crucial for effective teaching, including communication, teamwork, problem-solving, adaptability, and time management.

Impact of Soft Skills on Teaching Effectiveness: Discuss the impact of soft skills on various aspects of teaching, including student engagement, classroom management, professional relationships, and overall teaching effectiveness.

#### **Activities:**

Self-assessment of Soft Skills: Engage in a self-assessment activity to identify personal strengths and areas for improvement in various soft skills.

Case Study Analysis: Analyze case studies that illustrate the application of soft skills in real-world teaching scenarios.

Group Discussion on Soft Skills Importance: Participate in a group discussion to share personal experiences and insights on the importance of soft skills in teaching.

**Transaction Method:**

Interactive lectures with real-world examples

Group discussions and activities

Self-reflection and journaling

**Module 2: Enhancing Communication Skills for Effective Teaching (3 hours)**

The Art of Effective Communication: Develop and enhance communication skills, including verbal and nonverbal communication, active listening, and providing constructive feedback.

Adapting Communication Styles for Diverse Audiences: Practice adapting communication styles to suit different audiences, including students, colleagues, parents, and other stakeholders.

Communication Strategies for Challenging Situations: Develop strategies for effective communication in challenging situations, such as managing difficult conversations, resolving conflicts, and addressing sensitive topics.

**Activities:**

Role-playing Communication Scenarios: Engage in role-playing activities to practice effective communication in various teaching situations.

Peer Feedback on Communication Skills: Provide and receive peer feedback on communication skills, identifying strengths and areas for improvement.

Presentation on Communication Techniques: Prepare and present a short presentation on a specific communication technique relevant to teaching.

**Transaction Method:**

Role-playing exercises

Interactive discussions

Peer feedback sessions

**Module 3: Teamwork and Leadership Skills for Collaborative Teaching (3 hours)**

The Dynamics of Teamwork in Education: Explore the importance of teamwork in the teaching profession and develop strategies for effective collaboration with colleagues.

Building and Maintaining Positive Team Relationships: Cultivate positive team relationships through effective communication, mutual respect, and shared goals.

Leadership Skills for Teachers: Develop leadership skills, including delegation, motivation, and conflict resolution, to guide and inspire students and colleagues.

**Activities:**

Teamwork Simulation: Participate in a teamwork simulation activity to apply teamwork skills to achieve a common goal.

Leadership Case Study Analysis: Analyze a leadership case study related to education and discuss effective leadership strategies.

Presentation on Leadership Styles: Prepare and present a short presentation on a specific leadership style relevant to teaching.

**Transaction Method:**

Group projects and simulations

Case study analysis and discussions

Collaborative learning activities

**Module 4: Adaptability and Cultural Sensitivity for Inclusive Teaching (2 hours)**

Adapting to Change and Embracing New Challenges: Cultivate adaptability skills to navigate change, embrace new technologies, and respond to emerging challenges in the teaching profession.

Cultural Sensitivity and Cross-cultural Communication: Develop cultural sensitivity and cross-cultural communication skills to create an inclusive and equitable learning environment for diverse students.

Strategies for Addressing Cultural Differences: Learn strategies for addressing cultural differences, promoting understanding, and building respect among students from diverse backgrounds.

**Activities:**

Cultural Sensitivity Simulation: Participate in a cultural sensitivity simulation activity to experience and understand cultural differences.

Cross-cultural Communication Case Study.

**COURSE 3: Essential Digital Skills for Educators**

## **Course Outcomes**

### **Upon completion of this course, prospective teachers will be able to:**

1. Demonstrate a fundamental understanding of cybercrime, cybersecurity, and ethical considerations in technology use for educators.
2. Apply effective online search strategies to locate, evaluate, and utilize credible online information resources.
3. Design and deliver engaging presentations using Microsoft PowerPoint, incorporating multimedia content and advanced features effectively.
4. Identify, evaluate, and integrate a variety of educational apps and software into lesson plans and activities to enhance student engagement, collaboration, and assessment.
5. Provide constructive feedback and criticism effectively, promoting growth and development while maintaining positive relationships.
6. Explore innovative applications of technology to promote creativity, problem-solving, and critical thinking skills among diverse learners.

## **Course Contents**

### **Module 1: Navigating the Digital Landscape: Cybercrime, Cybersecurity, and Ethics**

#### **Duration: 2 hours**

- Cybercrime 101: Define cybercrime, explore common types of cyber threats, and understand the impact of cyberattacks on individuals and organizations.
- Cybersecurity Essentials: Emphasize the importance of cybersecurity and data protection, including password management, device security, and online safety practices.
- Ethical Considerations in Technology Use: Discuss ethical principles and guidelines for educators in the digital age, covering responsible online behavior, intellectual property rights, and student privacy.

- Code of Ethics for Educators: Explore the professional code of ethics for educators, emphasizing their responsibility to use technology responsibly and ethically in the classroom.

## **Module 2: Mastering Online Search Strategies and Information Evaluation**

### **Duration: 2 hours**

- Effective Online Searching: Develop and apply effective search strategies using various online search engines, including Google, Bing, and specialized academic databases.
- Evaluating Online Information: Understand the importance of information literacy and develop critical thinking skills to evaluate the credibility, authenticity, and relevance of online information.
- Identifying Misinformation and Disinformation: Recognize and avoid misinformation and disinformation, utilizing fact-checking tools and verifying sources.
- Online Resource Management: Employ online tools for organizing, storing, and sharing online resources effectively.

## **Module 3: Enhancing Teaching and Learning with Microsoft PowerPoint**

### **Duration: 3 hours**

- PowerPoint Fundamentals: Gain proficiency in the core features and functions of Microsoft PowerPoint, including slide creation, editing, and formatting.
- Creating Engaging Presentations: Design visually appealing and engaging presentations using PowerPoint templates, themes, and design elements.
- Incorporating Multimedia Content: Integrate multimedia content, such as images, videos, and audio, to enhance presentations and cater to diverse learning styles.
- Advanced PowerPoint Features: Utilize advanced PowerPoint features, such as transitions, animations, slide show settings, and speaker notes, to create dynamic presentations.

- **Presentation Design Strategies:** Apply presentation design principles to create effective presentations that align with specific learning objectives and target audiences.

## **Module 4: Exploring Educational Apps and Software for Diverse Teaching and Learning Needs**

### **Duration: 3 hours**

- **Educational Technology Tools and Resources:** Identify and evaluate educational apps and software for various teaching and learning purposes, considering factors such as accessibility, ease of use, and pedagogical effectiveness.
- **Technology Integration in Lesson Plans:** Integrate educational technology tools into lesson plans and activities, aligning technology use with specific learning objectives and instructional strategies.
- **Promoting Engagement and Collaboration:** Utilize digital tools to enhance student engagement, collaboration, and peer learning through interactive activities, online discussions, and digital portfolios.
- **Supporting Diverse Learning Needs:** Explore the potential of educational technology to support diverse learning styles, needs, and abilities, including accommodations for students with disabilities.
- **Innovative Technology Applications:** Discover innovative uses of technology to promote creativity, problem-solving, and critical thinking skills in students, incorporating gamification, simulations, and virtual reality experiences.

### **Transaction Method**

- **Interactive Lectures:** Engage students in interactive lectures that combine conceptual explanations with practical demonstrations of digital tools and resources.
- **Group Activities and Collaborative Learning:** Facilitate group activities and collaborative learning exercises to encourage students to share ideas, apply concepts, and develop their digital skills in a supportive environment.

- **Hands-on Practice and Application:** Provide ample opportunities for hands-on practice and application of the learned skills, including creating PowerPoint presentations, utilizing educational apps, and integrating technology into lesson planning.
- **Reflective Writing and Self-Assessment:** Encourage students to reflect on their learning experiences through reflective writing prompts and self-assessment activities, promoting deeper understanding and personal growth.
- **Technology Showcase and Presentations:** Allow students to showcase their technology skills and creativity.

## **COURSE 4- EFFECTIVE COMMUNICATION SKILLS**

### **Course Outcomes**

**Upon completion of this course, prospective teachers will be able to:**

1. Understand the fundamental principles of effective communication and apply them in various educational contexts.
2. Employ verbal and nonverbal communication skills to enhance understanding, build rapport, and foster positive relationships with students, colleagues, and parents.
3. Demonstrate active and empathetic listening skills to effectively receive and comprehend information from students and others.
4. Communicate ideas clearly, concisely, and persuasively in both written and spoken forms, tailoring communication styles to suit different audiences and situations.
5. Leverage technology to enhance communication and collaboration, facilitating effective teaching and learning experiences.
6. Exhibit respect and professionalism in all communication interactions, upholding ethical standards and promoting a positive and inclusive learning environment.

### **Course Contents**

#### **Module 1: Understanding Communication Foundations (2 hours)**

- **Defining Communication and Its Elements:** Explore the core concepts of communication, including its definition, purpose, and fundamental elements (sender, message, channel, receiver, and feedback).
- **The Communication Process:** Analyze the communication process, tracing the flow of information from sender to receiver and highlighting the role of feedback.
- **Principles of Effective Communication:** Discuss and apply the principles of effective communication, emphasizing clarity, conciseness, accuracy, empathy, and cultural sensitivity.
- **Communication in the Teaching Profession:** Explore the significance of effective communication for teachers, emphasizing its role in building relationships, fostering a positive classroom environment, and enhancing teaching effectiveness.

#### **Module 2: Overcoming Communication Barriers (3 hours)**

- **Identifying Barriers to Communication:** Recognize and analyze common barriers to effective communication, such as noise, language differences, conflicting information, and differing interests and attitudes.
- **The Impact of Status and Self-Expression:** Understand how status, position, and self-expression can influence communication dynamics and affect the transmission and reception of messages.
- **Strategies for Overcoming Communication Barriers:** Develop and apply strategies to overcome communication barriers, including active listening, clarifying messages, seeking feedback, and employing conflict resolution techniques.
- **Handling Difficult Conversations and Resolving Conflicts:** Practice techniques for handling challenging conversations and resolving conflicts, utilizing empathy, assertive communication, and problem-solving skills.

### **Module 3: Mastering the Art of Listening (2 hours)**

- **Sub-Skills of Effective Listening:** Identify and define the sub-skills of effective listening, including attending, understanding, remembering, and responding.
- **The Importance of Listening in Education:** Comprehend the significance of good listening skills in the teaching profession, highlighting their impact on student engagement, comprehension, and rapport.
- **Enhancing Listening Practices:** Develop and apply effective listening practices, such as active listening, empathetic listening, and critical listening, to enhance understanding and build meaningful connections.
- **Improving Listening Skills in Diverse Contexts:** Practice techniques to improve listening skills in various communication scenarios, including one-on-one conversations, group discussions, and classroom interactions.

### **Module 4: Enhancing Non-Verbal and Verbal Communication (3 hours)**

- **The Role of Non-Verbal Communication:** Understand the role of non-verbal communication in conveying messages and influencing perceptions, exploring the impact of body language, facial expressions, and tone of voice.
- **Types, Functions, and Characteristics of Non-Verbal Cues:** Analyse the types, functions, and characteristics of non-verbal communication cues, identifying their cultural and contextual implications.

- **Impact of Non-Verbal Communication on Interpersonal Relationships:** Explore the impact of non-verbal communication on perception, interpersonal relationships, and the establishment of trust.
- **Enhancing Non-Verbal Communication Skills:** Practice techniques to enhance non-verbal communication skills, including maintaining eye contact, using appropriate gestures, and projecting a positive demeanor.
- **Effective Verbal Communication Strategies:** Explore effective verbal communication strategies, including types of speaking (informative, persuasive, and collaborative), sub-skills of speaking (organization, clarity, and conciseness), and characteristics of effective speakers (engaging, confident, and adaptable).

## Mapping

### Course 1

CO	PSO1	PSO2	PSO3	PSO4	PSO5	PO1 to PO10
CO1	1	-	-	-	1	PO3
CO2	2	2	-	-	-	PO1
CO3	-	1	-	1	-	PO8
CO4	-	1	2	-	-	PO2
CO5	1	-	-	-	3	PO7
CO6	1	-	-	2	-	PO9

### Course 2

CO	PSO1	PSO2	PSO3	PSO4	PSO5	PO1 to PO10
CO1	2	-	-	-	1	PO3
CO2	-	-	2	-	-	PO5
CO3	1	-	-	1	-	PO9
CO4	1	1	2	-	-	PO2
CO5	2	-	-	-	3	PO8
CO6	-	-	-	2	-	PO7

### Course 3

CO	PSO1	PSO2	PSO3	PSO4	PSO5	PO1 to PO10
CO1	3	-	-	1	-	PO5
CO2	2	-	-	-	-	PO4
CO3	-	-	-	1	-	PO8
CO4	-	2	-	-	-	PO10
CO5	1	1	-	-	3	PO7
CO6	1	-	-	2	-	PO1

## Course 4

CO	PSO1	PSO2	PSO3	PSO4	PSO5	PO1 to PO10
CO1	2	-	-	-	1	PO2
CO2	1	2	-	-	-	PO3
CO3	1	1	-	1	-	PO5
CO4	1	1	2	-	-	PO1
CO5	-	1	-	-	3	PO4
CO6	-	-	1	2	-	PO9

## COURSE 1

**Answer all questions, each question carries 2 marks.**

Question 1 (CO1)

Which of the following is NOT an essential life skill for prospective teachers?

- (a) Self-awareness and self-esteem (b) Personal strengths and weaknesses (c) Goal setting and planning (d) Time management and organizational skills (e) Academic excellence

Question 2 (CO2)

Which of the following communication techniques is most effective in conveying empathy?

- (a) Using active listening skills (b) Maintaining eye contact and nodding (c) Using reflective language (d) Offering solutions and advice (e) Changing the subject

Question 3 (CO3)

Which of the following leadership styles is most appropriate for fostering a collaborative learning environment?

- (a) Autocratic leadership (b) Democratic leadership (c) Laissez-faire leadership (d) Transformational leadership (e) Transactional leadership

Question 4 (CO4)

Which of the following is NOT a common injury that prospective teachers should be prepared to handle with first aid?

- (a) Cuts and scrapes (b) Choking (c) Heart attack and stroke (d) Poisoning (e) Math anxiety

Question 5 (CO5)

Which of the following is NOT an effective disaster preparedness strategy for schools?

- (a) Develop a comprehensive disaster management plan (b) Conduct regular disaster drills and exercises (c) Identify and assess potential hazards in the school environment (d) Provide training for staff and students on disaster preparedness (e) Encourage students to bring their own emergency supplies to school

**Question Paper Blueprint**

**Module | CO | Marks**

Self-Awareness and Personal Effectiveness | 1 | CO1 | 2

Effective Communication and Interpersonal Relationships | 2 | CO2 | 2

Teamwork and Leadership Skills for Educators | 3 | CO3 | 2

Basic First Aid and Disaster Preparedness | 4 | CO4 | 2

General | 5 | CO5 | 2

Total Marks: 10

**COURSE 2**

**Answer all questions, each question carries 2 marks.**

Question 1 (CO1)

Which of the following is NOT a key soft skill for effective teaching?

(a) Communication (b) Teamwork (c) Problem-solving (d) Adaptability (e) Technical expertise

Question 2 (CO2)

Which of the following nonverbal communication cues can convey authority and confidence?

(a) Slumped posture and avoiding eye contact (b) Maintaining a strong posture and making eye contact (c) Speaking softly and hesitantly (d) Using excessive hand gestures (e) Fidgeting and playing with hair

Question 3 (CO3)

Which of the following teamwork strategies is most effective for delegating tasks?

(a) Assigning tasks based on personal preferences (b) Clearly defining expectations and deadlines (c) Providing minimal guidance and support (d) Taking responsibility for all tasks yourself (e) Encouraging competition among team members

Question 4 (CO4)

Which of the following technological advancements has significantly impacted teaching practices in recent years?

(a) The development of online learning platforms (b) The introduction of interactive whiteboards (c) The widespread use of social media (d) The availability of educational apps and software (e) The replacement of textbooks with digital resources

Question 5 (CO5)

Which of the following cultural sensitivity strategies is most effective for building relationships with students from diverse backgrounds?

(a) Assuming that all students share the same cultural values and beliefs (b) Demonstrating a genuine interest in students' cultural backgrounds (c) Imposing your own cultural norms and expectations on students (d) Avoiding any mention of cultural differences in the classroom (e) Discouraging students from expressing their cultural identities

## **Question Paper Blueprint**

**Module | CO | Marks**

Introduction to Soft Skills and Their Significance in Teaching | 1 | CO1 | 2 Enhancing Communication Skills for Effective Teaching | 2 | CO2 | 2 Teamwork and Leadership Skills for Collaborative Teaching | 3 | CO3 | 2 Adaptability and Cultural Sensitivity for Inclusive Teaching | 4 | CO4 | 2 General | 5 | CO5 | 2

Total Marks: 10

### **COURSE 3**

**Answer all questions, each question carries 2 marks.**

Question 1 (CO1)

Which of the following is NOT a common type of cyber threat?

- (a) Phishing attacks
- (b) Malware infections
- (c) Denial-of-service attacks
- (d) Copyright violations
- (e) Data breaches

Question 2 (CO2)

Which of the following criteria is most important for evaluating the credibility of an online information source?

- (a) The author's credentials
- (b) The publication date
- (c) The website's popularity
- (d) The number of social media shares
- (e) The presence of advertising

Question 3 (CO3)

Which of the following PowerPoint features allows you to add transitions between slides?

- (a) Slide Master
- (b) Themes
- (c) Slide Transitions
- (d) Animations
- (e) Speaker Notes

Question 4 (CO4)

Which of the following educational apps is most suitable for gamifying a lesson on fractions?

- (a) Khan Academy
- (b) Duolingo
- (c) Minecraft Education Edition
- (d) Kahoot!
- (e) Google Classroom

Question 5 (CO5)

Which of the following innovative technology applications can promote creativity and problem-solving skills among students?

(a) Virtual reality simulations (b) Educational apps with gamification elements (c) Online discussion forums (d) Traditional textbooks and worksheets (e) Standardized tests

### **Question Paper Blueprint**

#### **Module | CO | Marks**

Navigating the Digital Landscape: Cybercrime, Cybersecurity, and Ethics | 1 | CO1 | 2 Mastering Online Search Strategies and Information Evaluation | 2 | CO2 | 2

Enhancing Teaching and Learning with Microsoft PowerPoint | 3 | CO3 | 2

Exploring Educational Apps and Software for Diverse Teaching and Learning Needs | 4 | CO4 | 2

General | 5 | CO5 | 2

Total Marks: 10

### **COURSE 4**

**Answer all questions, each question carries 2 marks.**

Question 1 (CO1)

Which of the following is NOT an element of the communication process?

(a) Sender (b) Message (c) Channel (d) Receiver (e) Feedback Loop

Question 2 (CO2)

Which of the following is the most effective strategy for overcoming language differences as a communication barrier?

(a) Assuming that everyone understands the speaker's language (b) Translating messages into the common language (c) Avoiding using complex vocabulary (d) Speaking loudly and slowly (e) Ignoring the language barrier

Question 3 (CO3)

Which of the following sub-skills of effective listening is most crucial for understanding complex concepts?

(a) Attending (b) Understanding (c) Remembering (d) Responding (e) Evaluating

Question 4 (CO4)

Which of the following non-verbal cues can convey disinterest or boredom?

(a) Maintaining eye contact (b) Nodding in agreement (c) Folding arms across the chest (d) Leaning forward attentively (e) Smiling genuinely

Question 5 (CO5)

Which of the following verbal communication strategies is most effective for delivering persuasive arguments?

(a) Using emotional appeals (b) Providing logical reasoning and evidence (c) Appealing to personal interests (d) Using jargon and technical terms (e) Relying on repetition and slogans

### **Question Paper Blueprint**

#### **Module | CO | Marks**

Understanding Communication Foundations | 1 | CO1 | 2

Overcoming Communication Barriers | 2 | CO2 | 2

Mastering the Art of Listening | 3 | CO3 | 2

Enhancing Non-Verbal and Verbal Communication | 4 | CO4 | 2

General | 5 | CO5 | 2

Total Marks: 10