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Introduction

- These skills help us express ourselves, manage our time, and understand our personalities and behaviors.
- They are important for success in life, work, and relationships.



Developing Body Language

What is Body Language?

Non-verbal communication through gestures, facial expressions, and posture.

Why is it Important?

It shows how we feel.

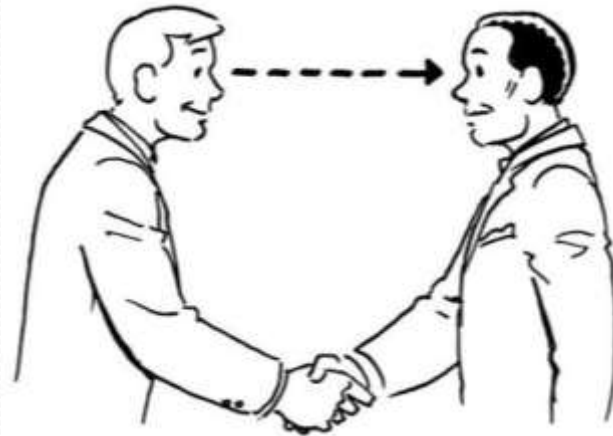
Helps others understand us without using words.

Examples of Positive Body Language:

Posture: Stand tall and confident.

Eye Contact: Look at the person while speaking.

Smile: It makes you approachable and friendly.



How to Improve Body Language

Stand Tall:

Confidence shows in the way we stand.

Use Gestures:

Hand movements can make communication clearer.





Facial Expressions:

Smile when you are happy, look serious when discussing important topics.

Maintain Eye Contact:

It shows you are listening and engaged

Practicing Etiquette and Mannerisms

What Are Etiquette and Mannerisms?

Etiquette refers to polite behavior and manners in social settings.

Mannerisms are specific ways we express ourselves, like how we greet people.

Why are They Important?

They help us get along with others and make a good impression.

Examples of Good Etiquette:

Saying “please” and “thank you.”

Waiting your turn to speak.

Offering help when someone needs it.

How to Practice Etiquette

When Meeting Someone:

Greet them with a smile and a handshake.

During Conversations:

Speak clearly and listen carefully.

Don't interrupt others while they are speaking.

At the Table:

Chew with your mouth closed and avoid talking with food in your mouth.

Time Management

What is Time Management?

The process of planning and organizing your time to complete tasks efficiently.

Why is Time Management Important?

It helps you do more in less time.

Reduces stress and increases productivity.



How to Manage Time:

Make a To-Do List:

Write down tasks in order of importance.

Set Time Limits:

Don't spend too much time on one task.

Break Tasks into Steps:

Focus on one step at a time.





How to Manage Stress:

Take Breaks: Step away from your tasks when you feel overwhelmed.

Relaxation Techniques: Try deep breathing, stretching, or meditation.

Exercise: Physical activity helps reduce stress

Managing Stress

What is Stress?

Stress is the feeling of pressure or worry when we have too many things to do.

Why is Stress Management Important?

- It helps you stay calm and focused.
- Reduces negative health effects.

Dimensions of Personality



What is Personality?

Personality is the unique combination of thoughts, feelings, and behaviors that makes us who we are.

Extraversion: How outgoing and social you are.

Agreeableness: How friendly and cooperative you are.

Conscientiousness: How responsible and organized you are.

Neuroticism: How emotionally stable you are.

Openness to Experience: How open-minded and creative you are.

Determinants of Personality

What Determines Our Personality?

Genetics: Our inherited traits from parents.

Environment: The people and places around us that influence our behavior.

Life Experiences: The events and challenges we face shape who we are.

Culture: The values and traditions of the society we live in affect our personality.

Understanding Human Behavior

What is Human Behavior?

Human behavior refers to the actions and reactions of people in different situations.

Why Understanding Behavior is Important:

Helps us interact with others in positive ways.

Allows us to understand why people act the way they do.

How to Understand Human Behavior:

Observe:

Pay attention to how people act in different situations.

Ask Questions:

Be curious about others' thoughts and feelings.

Respect Differences:

Understand that everyone behaves differently.

Activity

Role Play

- Practice body language and etiquette through role-play.
- Pair students and ask them to introduce themselves, showing good body language and etiquette.



THANK YOU