

# Soft Skills: Developing Teaching Materials to Connect Campus with Corporate (Creating Materials for Transforming a Student into a Professional)

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**Abstract:** The education system as well as the market scenario is changing very fast. A decade ago, those individuals who had a brilliant academic record with added work experience were well sought after by most of the corporate institutions. But today, due to globalization and drastic innovations in technology, hard skills and experience are not sufficient enough for the ingress and escalation in the corporate world. Employers prefer to hire and promote the candidates who are resourceful, ethical, and self-directed with good soft skills. Dearth of soft skills in the candidates has resulted in low hiring by corporate. Soft skills are essential in the professional arena as well as the daily life of a person. These skills can be established and developed. Soft skills are also important to lead a happy and peaceful life without mental stress. This paper throws light on the essential soft skills and practically train the students to inculcate those skills through various learning activities such as Conversation practice, Mock/mirror practice, Group discussions, Effective resume writing, Job interview techniques, E-learning, Esprit de corps. This paper classifies soft skills into several personality traits. Conversation skills are explained with guidelines for speaking effectively. An effective resume is also an important aspect for selection. It provides insight into what the requirements of most employers are and how to use words and phrases convincingly. The practice of group discussion emphasizes on the ability to work as a team, leadership, reasoning, innovation, lateral thinking and flexibility. This paper will hopefully benefit to students in acquiring employability assets which they can present to their employer. This would pave the way for professional success and subsequently a society of content citizens.

**Keywords:** Soft Skills, Personality Traits, Body Language, Employability, Troubleshooting, E-learning.

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