

Soft Skills – Part I

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Structured Brainstorming for Divergent Thinking

Structured brainstorming is a guided process that unlocks creative potential by encouraging multiple perspectives without judgment. This powerful technique helps teams generate innovative solutions through focused, time-bound sessions where quantity matters more than quality initially.

Guided Process

Facilitator-led sessions with clear objectives and structured frameworks to channel creative energy effectively

Multiple Perspectives

Diverse viewpoints spark unexpected connections and breakthrough ideas from all team members

Judgment-Free Zone

No criticism during generation phase allows ideas to flow freely without self-censorship or fear

Quantity First

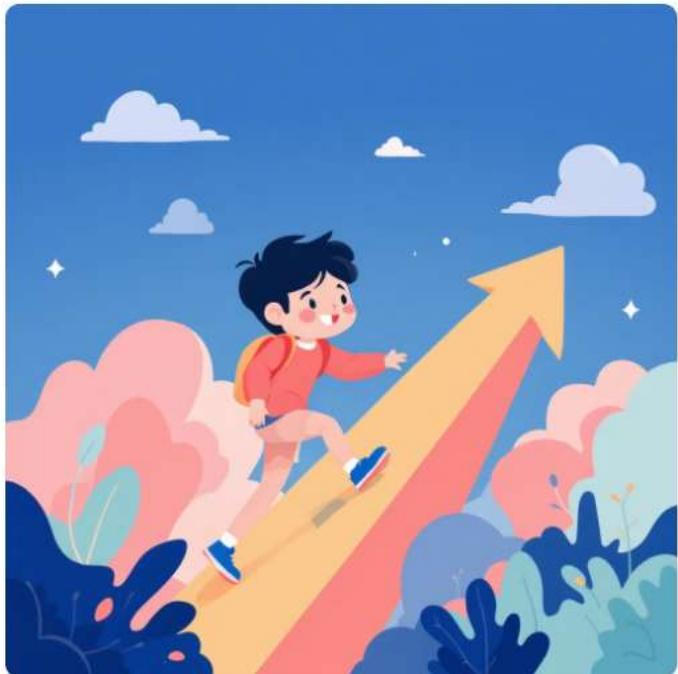
Generate many ideas rapidly before evaluating—volume increases the likelihood of finding gems

Practice Activity: Campus Sustainability

Work in small groups to brainstorm ways to improve sustainability on campus. Set a 10-minute timer, generate at least 20 ideas without judgment, then categorize and discuss the most promising solutions.

Motivation and Personalized Techniques

Motivation is the internal drive that propels us toward our goals. Understanding what motivates you—and developing personalized strategies to maintain that drive—is essential for academic success and personal growth.



Proven Motivation Techniques

01

Goal Setting

Define specific, measurable, achievable, relevant, and time-bound (SMART) objectives that give direction and purpose

03

Self-Reward System

Celebrate milestones with meaningful rewards that reinforce positive behaviors and maintain momentum

Types of Motivation

Intrinsic Motivation

Driven by internal rewards: genuine interest, curiosity, passion for learning, and personal satisfaction

Extrinsic Motivation

Fueled by external factors: grades, scholarships, recognition, career prospects, and tangible rewards

02

Positive Self-Talk

Replace negative thoughts with encouraging affirmations to build confidence and overcome self-doubt

04

Progress Tracking

Monitor achievements visually through journals, apps, or charts to see how far you've come

Reading Comprehension and Writing Skills

Strong reading comprehension and writing abilities form the foundation of effective communication. These interconnected skills enable you to absorb information critically and express ideas clearly—essential competencies for academic excellence and professional success.



Understanding Main Ideas

Identify the central theme and core message that the author wants to convey



Identifying Key Points

Extract supporting details, arguments, and evidence that reinforce the main ideas



Summarizing Content

Condense information into concise summaries that capture essential elements



Creative Rewriting

Transform ideas using your own words, style, and perspective with originality

Writing Exercise

Prompt: "A Technology I Cannot Live Without"

Write a well-structured paragraph (150-200 words) explaining which technology is indispensable to your daily life and why. Include specific examples of how it impacts your productivity, communication, or personal growth. Focus on clarity, coherence, and creativity.