

## **Etiquette and Social Graces**

**Skill Enhancement Course (SEC) – 1  
Four-Year Undergraduate Programme**

**Credits: 3**

**Marks: 50**

### **Course Learning Outcomes**

**Some of the expected outcomes from learners after the completion of the course include:**

- to be able to navigate social and professional situations with confidence and poise, ultimately enhancing their personal and career prospects.
- to cultivate respect towards peers and educators and develop effective communication skills within the academic context.
- to acquire proper dining and table manners and etiquette.
- to learn the essentials of online standards of conduct or procedure.
- to acquire communication skills for real-life social and professional scenarios

### **Unit I: Introduction to Etiquette and Social Graces**

- i. Understanding the significance of etiquette
- ii. The impact of social graces on personal and professional success
- iii. Self-assessment: Identifying areas for improvement

### **Unit II: Etiquette for Students in an Educational Institution**

- i. Etiquette in the Classroom and Institution
- ii. Library Etiquette
- iii. Effective Communication in Academic Settings

### **Unit III: Digital Etiquette**

- i. Online communication etiquette (email, social media, video conferencing)
- ii. Managing your online presence
- iii. Dealing with cyberbullying and online conflicts

#### **Unit IV: Dining and Table Manners**

- i. Formal and informal dining etiquette
- ii. Table setting and utensil usage
- iii. Hosting and attending dinner and events

#### **Unit V: Handling Varying and Difficult Social Situations**

- i. Conflict resolution and constructive criticism
- ii. Dealing with difficult people gracefully
- iii. Interview preparation and professional event etiquette

#### **Suggested Readings**

Eggert, Max. *The Perfect Interview: All You Need to Get It Right the First Time.*

Krueger, Caryl. *The Etiquette Guide for Students: Manners for the Modern Age.*

Pachter, Barbara. *The Essentials of Business Etiquette: How to Greet, Eat, and Tweet Your Way to Success.*

Post, Peggy et al. *Emily Post's Etiquette, 19<sup>th</sup> Edition: Manners for Today.*

Tuckerman, Nancy and Nancy Dunnan. *The Amy Vanderbilt Complete Book of Etiquette, 50<sup>th</sup> Anniversary Edition.*

Post, Peter and Anna Post. *The Etiquette Advantage in Business, Third Edition: Personal Skills for Professional Success.*