



Syllabus

Communicative English & Soft Skills

Duration: 30 hours

Module I:

Introduction to Soft Skills, Aspects of Soft Skills, Effective Communication Skills, Classification of Communication, Personality Development, Positive Thinking

Module II:

Negotiation Skills, Culture as Communication, Telephonic Communication Skills, Communicating Without Words, Para language.

Module III:

Resume, Curriculum Vitae, Scannable Resume, Developing an Impressive Resume, Formats of Resume, Job Application or Cover Letter

Module IV:

Facing Job Interviews, Emotional Intelligence & Critical Thinking, Applied Grammar.

Module V:

Creativity at Workplace: Introduction, Current Workplaces, Creativity, Motivation, Nurturing Hobbies at Work, the Six Thinking Hat Method.

Text book:

1. Soft Skills: an Integrated Approach to Maximise Personality, Gajendra S. Chauhan, Sangeeta Sharma, Wiley India

Additional References:

1. Personality Development and Soft Skills, Barun K. Mitra, Oxford Press
2. Business Communication, Shalini Kalia, Shailja Agrawal, Wiley India
3. Soft Skills - Enhancing Employability, M. S. Rao, I. K. International
4. Cornerstone: Developing Soft Skills, Sherfield, Pearson India



Schedule of Section A

Duration: 30 hours			
Session	Content	Time	Date
1.	Discussion about the Subject Syllabus and Learning outcomes	03:00-04:30	30-Mar-22
2.	Introduction to Soft Skills	03:00-04:30	01-Apr-22
3.	Aspects of Soft Skills	03:00-04:30	06-Apr-22
4.	Soft Skills Vs Hard Skills	03:00-04:30	08-Apr-22
5.	Effective Communication Skills	03:00-04:30	13-Apr-22
6.	Classification of Communication	03:00-04:30	15-Apr-22
7.	Personality Development	03:00-04:30	20-Apr-22
8.	Positive Thinking	03:00-04:30	22-Apr-22
9.	Revision of Module 1	03:00-04:30	27-Apr-22
10.	Negotiation Skills	03:00-04:30	29-Apr-22
11.	Culture as Communication	03:00-04:30	4-May-22
12.	Telephonic Communication Skills, Communicating Without Words	03:00-04:30	6-May-22
13.	Paralanguage, Resume, Curriculum Vitae	03:00-04:30	11-May-22
14.	Scannable Resume, Developing an Impressive Resume	03:00-04:30	13-May-22
15.	Types& Formats of Resume, Job Application or Cover Letter	03:00-04:30	18-May-22
16.	Facing Job Interviews, Emotional Intelligence	03:00-04:30	20-May-22
17.	Critical Thinking, Applied Grammar	03:00-04:30	25-May-22
18.	Creativity at Workplace: Introduction, Current Workplaces, Motivation	03:00-04:30	27-May-22
19.	Nurturing Hobbies at Work	03:00-04:30	1-May-22



20.	The Six Thinking Hat Method	03:00-04:30	3-June-22
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	Report
Name of Activity	Communicative English & Soft Skills
Date	30 th March 2022 to 3 rd June 2022
Venue	BCA Classroom
Organized by	Computer Application Department
Resource Person	Ms. Poonam Singh ,Assistant Professor, MIET
Beneficiaries	BCA 2nd Semester Sec- A(47 students)
Coordinator	Mr. Himanshu Rastogi , Assistant Professor, MIMT
Objective	<p>The course is designed to Develop professional skills like:</p> <ul style="list-style-type: none">• Social and academic skills to harness hidden strengths, capabilities and knowledge equip them to excel in real work environment and corporate life.• Communication & Soft skills refer to both character traits and interpersonal skills that will influence how well a person can work or interact with others.• Develop effective communication skills (spoken and written).
Content	<p>With the initiative of IQAC, Mangalmai Institute of Management and Technology organized add on certification course on “Communication and Soft Skill”. The course enabled the students to acquire knowledge of becoming more productive at work</p> <p>Day1: The session started with the discussion about the subject syllabus and learning outcome.</p> <p>Day 2: The session started with the introduction of soft skill.</p> <p>Day 3: In this interactive session, the resource person the role of motivation in entrepreneurship.</p> <p>Day 4: The aspects of Soft Skills taught.</p> <p>Day 5: In this session,The differentiation between Soft Skill and Hard Skill was introduced.</p> <p>Day 6: The Effective communication skills was learnt by the students.</p> <p>Day 7: This session was focused on Classification of Communication.</p> <p>Day 8: In this session, the resource persons discussed the benefits of positive thinking.</p>



	<p>Day 9: Revision of module 1 takes place.</p> <p>Day 10: Inherent qualities that help two or more parties agree to a common logical solution was learnt that is called negotiation skills.</p> <p>Day 11: In this session, resource person discussed about the culture as a Communication.</p> <p>Day 12: The student learnt the telephonic communication skills. Non verbal communication was introduced.</p> <p>Day 13: In this session, resource person discussed the Paralanguage ,the type of the non verbal communication. The art of representing in a piece of paper,i.e. the creation of Resume and Curriculum Vitae was discussed by the resource person.</p> <p>Day 14: In this session, Students learnt how to built a scannable Resume, and how to develop an impressive Resume.</p> <p>Day 15: the resource person discuss types and formats of resume. Writing a job application or Cover letter was discussed. The session is about facing the job interviews.</p> <p>Day16: The resource person discussed the importance of emotional intelligence. Applied Grammar was taught.</p> <p>Day 17: The resource person taught about creativity at workplaces</p> <p>Day 18: How to develop yourself with the hobby, importance of hobby is introduced.</p> <p>Day 19: The session was about the Nurturing Hobbies at work.</p> <p>Day 20: The Six Thinking Hat method was discussed.</p>
Outcome of Activity	<ul style="list-style-type: none">• Understanding various issues in personal and profession communication and learn to overcome them.• The soft skills training provides strong practical orientation to the students and helps them in building and improving their skills in communication.



List of Beneficiary
BCA II semester Section A

1	R210992106005	Abhishek Chaudhary
2	R210992106006	Abhishek Mishra
3	R210992106008	Abhishek Raj
4	R210992106010	Aditya Raj
5	R210992106012	Ajeet Kumar
6	R210992106020	Anamika Kumari
7	R210992106021	Ankit Singh
8	R210992106023	AnshuKumari
9	R210992106025	Anurag Kumar
10	R210992106027	Arun Bhati
11	R210992106029	Ashish Yadav
12	R210992106031	Ashutosh Sharma
13	R210992106032	Atul Chaudhary
14	R210992106034	Ayush Kumar
15	R210992106036	Bhupender
16	R210992106039	Deepak
17	R210992106043	Dhanu Manjhi
18	R210992106044	Diksha Yadav
19	R210992106045	Dipak Paul
20	R210992106048	Hariom Kumar
21	R210992106050	Harshit Singhal
22	R210992106052	Jatin
23	R210992106053	Jatin Upadhyay
24	R210992106057	Jyotish Ahirwar
25	R210992106060	Kunal Mishra
26	R210992106062	Lakshay Sharma
27	R210992106063	LavKhari
28	R210992106065	Manish Pal
29	R210992106078	Nikita Singh
30	R210992106080	Pawan Chaudhary
31	R210992106083	Prajwal Jaiswal
32	R210992106085	Pratham Saxena
33	R210992106086	Preeti Pundhir
34	R210992106087	Priyanka Prasad
35	R210992106089	Rahul
36	R210992106092	Ravi Kumar



Mangalmai Institute of Management Technology
Greater Noida (U.P.)



37	R210992106098	Rukhsar
38	R210992106102	SangramNayak
39	R210992106104	Saurabh Swami
40	R210992106111	Shivam
41	R210992106112	Shivam Dubey
42	R210992106114	Shivam Singh Rawat
43	R210992106117	Shubham Mishra
44	R210992106119	Subodh Shah
45	R210992106128	Utpal Das
46	R210992106130	Vikas Sharma
47	R210992106132	Vineet



Resource Person Profile:

Name : Ms. Poonam Singh, Assistant Professor

Organization: MIET

Core Skills: English Language, Soft Skill Trainer, Communicative Language


Qualification: MA (English), NET

Experience: 7 years

Research Area: Soft Skills & Communication, Diaspora Literature



Certificate Template

 **MANGALMAY**
INSTITUTE OF MANAGEMENT TECHNOLOGY
Gr. NOIDA


Certificate No: BCA/21-22/SP2.02/002 Date: 23 JUNE 2022


CERTIFICATE OF COURSE COMPELITION

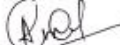
This is to certify that
PREETI PUNDIR

Student of BCA, Batch (2021-22) has successfully completed 30 Hours
Specialization Course on COMMUNICATIVE ENGLISH AND SOFT SKILLS
from MARCH 22 to JUNE with Grade A+

Grading System	A+ 13-15	A 10-12	B+ 7-9	B 4-6	Fail 0-3
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Course Coordinator


Head of the Department


Chairman/Vice Chairman