

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





CERTIFICATION PROGRAMME

On

Communicative English and Soft Skills

From

16th March - 02th June 2023

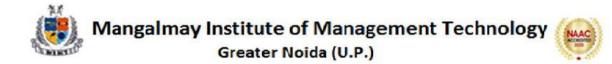
Convener: Mr. Abhay N Tripathi, Associate Professor, MIMT

For BCA IInd Semester

Resource Person

Dr. Poonam Singh Assistant Professor, MIMT

www.mangalmay.net.in | Plot No. 8 & 9, Knowledge Park-II, Greater Noida, Delhi-NCR, India



Syllabus Communicative English and 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, Paralanguage.

Module III:

Resume, Curriculum Vita e, 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 Maximize Personality, Gajendra S. Chauhan, Sangeeta Sharma, Wiley India

Additional References:

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



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



Schedule **Duration: 30 hours**

Session	Content	Time	Date
1.	Introduction to Soft Skills, Aspects of hard skills	03:00-04:30	16/03/202
2.	Effective Communication Skills, Advantages of written communication.	03:00-04:30	17/03/202
3.	Personality Development, Importance of personality Development, Personality Development Tips	03:00-04:30	23/03/202
4.	Positive Thinking and its Benefits.	03:00-04:30	24/03/202
5.	How to practice Positive Thinking	03:00-04:30	31/03/202
6.	Negotiation Skills, Benefits of negotiation skills	03:00-04:30	13/04/202
7.	Examples of negotiation skills, Telephonic Communication Skills	03:00-04:30	20/04/202
8.	Tips to improve your negotiation skills	03:00-04:30	21/04/202
9.	Explain Culture as Communication. The Relationship ship between Communication and Culture.	03:00-04:30	27/04/202
10.	Resume, Curriculum, Formats of Resume, job application or cover Letter	03:00-04:30	28/04/202
11.	Difference between CV, resume and biodata.	02:00-03:30	01/05/202
12.	Facing job interview. Emotional Intelligence critical thinking	03:00-04:30	05/05/202
13.	Creativity at workplace, Practice of IQ test.	03:00-04:30	18/05/202
14.	Creativity, Motivation	03:00-04:30	19/05/202
15.	Nurturing Hobbies at work. Given task in the class.	03:00-04:30	25/05/202
16.	Introduction of yourself. Mock Interview in Class	03:00-04:30	26/05/202
17.	How to introduce in Corporate. Given tips	03:00-04:30	30/05/202
18.	The six thinking Hat Method, Six types of Method	03:00-04:30	31/05/202
19.	Applied in Practical life six thinking Method.	03:00-04:30	01/06/202
20.	Objectives of the Method Applied grammar and Alternative words.	03:00-04:30	02/06/202



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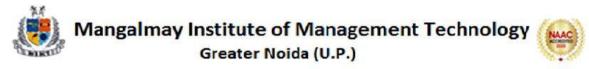


	Report				
Name of Activity	Communicative English and Soft Skills				
Date	16 th March 2023 to 02 th June 2023				
Venue	BCA Classroom				
Organized by	Computer Application Department				
Resource Person	Dr. Poonam Singh, Assistant Professor, MIET				
Beneficiary	BCA 2 nd Semester (112 Students)				
Convener:	Mr. Abhay N Tripathi, Associate Professor, MIMT				
Objective When students complete Intro to Soft skills and hard skills, they to be able to: • Build basic Knowledge of written and oral communication skills, Negotiation skills, Telephonic Communication skills, • Soft skills Improves Creativity at workplace, Motivation, Num Hobbies at work.					
Content	• Soft Skills gives knowledge how to face job interview. With the initiative of IQAC, Mangalmay Institute of Management and Technology organized add on certification course on "Introduction to Communicative English and Soft Skills". The course enabled the students to defining basics of Soft skills, what it comprises and its importance in modern day organization. Day1: The session started with the discussion on the introduction of Communicative English and Soft skills				
	 Day2:In this session, Students learnt What are Soft Skills and Hard Skills. Learned about the benefits of soft skills and hard skills. Day3:In this informative session, students knew about the Broad Types of Soft Skills. Day4: The resource persons started the session with discussion on How to improve your Soft Skills. Day5: In this session, learnt about the Advantages of Written Communication and Disadvantages of Written Communication. Day6: The aim of the session was How to improve in Personality 				
	Development and its importance. Day7:This session was started How students can improve the Telephonic conversation skills ., Day 8: In this session, the resource persons discussed about Negotiation Skills and Benefits of negotiation Skills. Day9:The resource persons discussed how to build the Relationship Between Communication and Culture. Day10:This session starts with the Resume, Curriculum, Formats of Resume, job application or cover Letter				
	 Day11:This session discussed About the Resume. Day12:In this session, Difference between CV, resume and Biodata. Day13: In this session, resource person discussed Step guide to Making the Perfect Resume. Day14: Resource person discussed about the basic job Application or Cover Letter Day15The resource person Given task in the class for Nurturing Hobbies at work. Day16:The resource person gave interview related questions in class. Day17: How to introduce yourself in corporate give some tips by the resource person. 				





	Day18 Students learned about the six method of learning. How they can					
	use in corporate.					
	Day19.Resourse person gives practical knowledge. Why this method is					
	important.					
	Day20: Students learned about the Objectives of the Method Applied					
	grammar and Alternative words.					
Outcome	• Understanding about the basic concepts of Communicative					
of Activity	English and Soft Skills.					
	• The course teaches youth essential concepts of Soft Skills,					
	and gives you an in-depth knowledge in Personality					
	Development, Improve Written and Oral Communication					
	Skills.					



Resource Person Profile

Name: Dr. Poonam Singh, Assistant ProfessorOrg: MIET, Greater NoidaResearch Area: Business Communication and organizational behaviorCore Skills: Soft skill training, personality developmentQualification :Ph.D in English

Experience : 8 years



Figure 1 Dr. Poonam Singh, Asst. Prof. MIET during her lecture



Certificate Template:



	A D
Mangalmay Institute of Management Greater Noida (U.P.)	t Technology
Course: BCA ADD-ON COURSE QUIZ Course Name: Communicative English & Soft Skills	Time: 30 Min 5 Date: 081061 202 3 Year/Sem: 1/11
Roll No: Name: Aditya	
Note: All questions are compulsory. Each question will carry'1'mark and the	nere is no regulation
 1) The first model of communication is said to have been developed by. a.) Plato b.) Aristotle c.) Steiner 	~ 0
 c.) Ptolemy d.) Stemen 2) A group of words that makes complete sense or gives complete meaning a.) Clause b.) Phrase c.) Principal clause d.) Sentence 	is called a
3) The English won the world cup.	5
a.) is b.) has	\mathbb{O}
 4) Somebody(Play) the drums. The simple past form of the word 'play 4) Was playing b.) Was playing 	
5) During an oral presentation is the stage where you tell the audie a.) Background	nce, the aim of your presentation. \square
6) OHP means a.) On Head Projector b.) On Hand Projection	-0
 7) In an oral presentation, the listeners can clarify their doubts in the session a.) introduction b.) Description of method 	n.
c.) Conclusions, suggestions, and summary	
 8) Reading for the information on the background of the organization where a) Internal Information b.) External Information 	n D
 c.) Intra information d.) Action information 9) Looking quickly over a book to get a superficial idea of the content is call 	lled as
a.) Intensive Reading b.) Extensive Reading	XO
10) In a business letter indicates to the reader of the letter, what the	letter is about.
d.) Reference	
11) The response to a sender's message is called	2
a.) Channel	(1)
(12) Feedback d.) Medium (12)	age, facial expressions etc.
12) communication includes tone of voice only languation includes tone of voice on the voice only languation includes tone of voice on the voi	
c.) Verbal d.) Formal	لل .
 Letter, e-mail telephone are examples of 	~
a.) Message c.) Channel b.) Feedback d.) Decoding X	Ð
14) is a technique that involves changing a text-matter so that it	is similar to the main source.
a.) Note – taking	\square
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c.) Summarizing d.) Precis writer Listening the difference between the sounds is identified 15) In/ b.)

Discriminative c.) Dialogic

Comprehension

d.) Empathetic

--For Departmental use only-

Max. Marks: 15

Marks Obtained: 13

Name of Evaluator: Pooram Singh

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	c.) Conclusio	113, 345505110110, 411	-		is marking is called -
8)	Reading for the	information on the backgr	ound of	the organization where External Information	one is working is called
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10) In a business let	ter indicates to the	reader o	of the letter, What the le	etter is about.
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6.) 15)

-----For Departmental use only-----

Summarizing d.) Precis writer Listening the difference between the sounds is identified In

.a.) Discriminative

c.) Dialogic b.) Comprehension d.) Empathetic

Max. Marks: 15

Marks Obtained: 15

Name of Evaluator: Poonam Singh

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	Course: BCA	ADD-ON COURSE QUIZ Course Name: Communicative En		Time: 30 Min Date: 0 8 0 6 767 3
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	2) A group of words	that makes complete sense or gives co b.) Ph	rase	
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	For	Departmental use only
	Max. Marks: 15	Marks Obtained: 15
	Name of Evaluator:	Sign of A

Poonam Singh

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Summarizing d.) Precis writer Listening the difference between the sounds is identified c.) 15) In je b.) Discriminative Comprehension

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--For Departmental use only-----

Max. Marks: 15

Marks Obtained: 15

Name of Evaluator: Poonam Singh

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15)	c.) In	Summatizing Listening t	he difference betwee	d.) en the b.)	Precis writer sounds is identified	
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Max. Marks: 15

Marks Obtained: 13

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Name of Evaluator: Popnam Singh

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c.) Summarizing 15) In Listening the difference h	d.) Precis writer between the sounds is identified
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For D	Departmental use only
Max. Marks: 15	Marks Obtained: 12
Name of Evaluator: Pooram Singh	Sign. Bright

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Mangalmay Institute of Management Technology
Course: BCA ADD-ON COURSE QUIZ Time: 30 Min Course Name: Communicative English & Soft Skills Date: 06/06/2013
Poll New Year/Sem: 1/11
Note: All questions are compulsory. Each question will carry'l'mark and there is no 'NegativeMarking'
1) The first model of communication is said to have been developed by.
a) Plato
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c.) Had played d.) Had been playing 5) During an oral presentation is the stage where you tell the audience, the aim of your presentation
a) Background
c.) Conclusion d.) Question session
6) OHP means b.) On Hand Projection
d.) Over Hand Projector
(c) Over indication, the listeners can clarify their doubts in the session.
a) introduction b.) Description of methods and results
c.) Conclusions, suggestions, andArdience questions
8) Reading for the information on the background of the organization where one is working is called
(A) Internat internation
 c.) Intra information d.) Action information 9) Looking quickly over a book to get a superficial idea of the content is called as
a.) Intensive Reading b.) Extensive Reading
a) Skimming
10) In a business letter indicates to the reader of the letter, What the letter is about
a.) Head b.) Date
11) The response to a sender's message is called
a.) Channel b.) Decoding
c.) Feedback d.) Medium
12) communication includes tone of voice body language, facial expressions etc.
a.) Non-verbal b.) Lateral
(b) - (b)
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Message Freedback V
city committee in the stand of the stand matter as that it is similar to the main source
b)
a.) Note – taking b.) Paraphrasing
그는 것 같아요. 이렇게 잘 하는 것 같아요. 이렇게 하는 것 같아요. 이렇게 가지 않는 것 같아요. 이렇게 하는 것 같아요. 이렇게 가지 않는 것 같아요.

15)	c.) Summarizing In Listening the differen a.) Discriminative c.) Dialogic	d.) Precis writer ce between the sounds is identified b.) Comprehension d.) Empathetic Y (D)
		or Departmental use only Marks Obtained: 12

Name of Evaluator: Poonam Singh

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Į.	Mangalmay	Institute of Mana Greater Nolda (U.P.	gement Technology	ind)
Course: BCA	ADD-ON Course Nam	COURSE QUIZ e: Communicative English &	Time: 30 Min Soft Skills Date: 68/06/2023	5
Roll No:	Name:	Yash Raj Singh	Year/Sem: 1/11	1,
Note: All question	ons are compulsory. Ea	ach question will carry'1'n	nark and there is no 'NegativeN	Tarking
 The first mo. a.) Plato c.) Ptole A group of w a.) Clause c.) Princip 	tel of communication i ny ords that makes compl al clause	s said to have been develop (جلر) Aristotle d.) Steiner ete sense or gives complete b.) Phrase (ل) Sentence		
a.) is	won the world cu	b.) has	- D	
4) Somebody	(Play) the drums	d.) are	word 'play 'to fill the blank	
		b.) Was playi		
c.) Had p	olayed	d.) Had been	playing	
			the audience, the aim of your p	resentation.
a.) Backgr c.) Conclu		b.) Introduction بلات Question set		
6) OHP means		Ja.) Question se	ssion	
	d Projector	b.) On Hand Pr	ojection	
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		can clarify their doubts in t		
a.) introdu	sions, suggestions, and		of methods and results	
summa		Audience qu		
		packground of the organization	tion where one is working is ca	lled
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14) is a	technique that involv	es changing a text-matter	so that it is similar to the main	
a.) Note – ta	king	b.) Paraphrasing		source.
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c.) 15) In	Summarizing Listening the difference between	d.) the	Precis writer sounds is identified	~	
×.)	Discriminative	b.)	Comprehension	6	
¢.)	Dialogic	d.)	Empathetic /	0	

Sign.

-----For Departmental use only-----

Max. Marks: 15

Marks Obtained: |]

Name of Evaluator: Avonam Singh

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Amigh

Wangalmay Institute of Management Technology Greater Noida (U.P.) Course: BCA ADD-ON COURSE QUIZ Course Name: Communicative English & Soft Skills Time: 30 Min Date: 061 pcf (1.3) Roll No: Name: Yuxyha' Singd Year/Sen: [1] And Year/Sen: [1] And (1) The first model of communication is said to have been developed by. a.) Plato Time: 30 Min Date: 061 pcf (1.3) 1) The first model of communication is said to have been developed by. a.) Plato A group of words that makes complete sensor or gives complete meaning is called a a.) Clause D) Phrase (2) A group of words that makes complete sensor or gives complete meaning is called a a.) Clause D) the first 2) A group of words that makes complete sensor or gives complete meaning is called a a.) Clause D) therae (2) Foreing al clause D) therae (2) Foreing al clause D) therae (2) Foreing al clause 3) The English (2) the drums. The simple past form of the word 'play 'to fitthe blank				177
Course: BCA ADD-ON COURSE QUIZ Time: 30 Min Course Name: Communicative English & Soft Skills Date: old $bc[n, 3]$ Roll No: Name: Yuv9ha' SingA Year/Sem: 1/11 ADA Note: All questions are compulsory. Each question will carry 1 mark and there is no 'NegativeMarking' 1) The first model of communication is said to have been developed by. a.) Plato Date Aristotle c.) Ptolemy Aristotle c.) Ptolemy Aristotle c.) Ptolemy Aristotle c.) Principal clause Dives complete meaning is called a a.) Clause Dives Aristotle c.) Principal clause Dives Complete meaning is called a a.) Clause Dives Aristotle c.) Principal clause Dives complete meaning is called a a.) Clause Dives Aristotle c.) Principal clause Dives Complete sense or gives complete meaning is called a d.) are c.) Principal clause Dives Aristotle c.) Principal clause Dives Aristotle d.) are d.) are Divesting an oral presentation Aristotle Divesting and presentation. a.) Background Divestinate Aristotle Divesting Aristotle c.) Conclusions. Suggestions, and Divesting Aristotle c.) Conclusions suggestions, and Divesting Aristotle Divesting Aristotle c.) Conclusions suggestions, and Divesting Aristotle Divesting Aristotle d.) Action information Divesting Aristotle Divesting Aristotle Divesting Aristotle d.) Action information Divesting Aristotle Divesting Aristotle d.) Conclusions suggestions, and Divesting Aristotle Divesting Aristotle Divesting Aristotle d.) Conclusions suggestions, and Divesting Aristotle Divesting Aristotle Divesting Aristotle d.) Intensite Reading Divesting Divesting Aristotle Divesting Aristotle Divesting Aristotle Divesting Aristotle Divesting Aristotle Divesting Aristotle d.) Action information Divesting Aristotle Divesting Aristotle Divesting Aristotle Divesting Aristotle Divesting Divesting Divesting Aristotle Divesting Divesting Aristotle Divesting Aristotle Divestin	(I) Mang	almay Institute (Greater N	of Management oida (U.P.)	Technology
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15)	In	Summarizing Listening the di	d.) fference between the	Precis writer sounds is identific	ed	
	-M-)	Discriminative	b.)	Comprehension	\sim	
	c.)	Dialogie	d.)	Empathetic	N	

------For Departmental use only-----

Max. Marks: 15

Marks Obtained: 12

Name of Evaluator: Poonam Singh

Sign.

	Course: BCA	Mangalma			f Manag Ida (U.P.)		Fechnology	mic)
	Course: BCA		N COURSE me: Commu		e English &	Soft Skills	Time: 30 Min Date: 08/06/2013	6
	Roll No:	Name:	Somil	Pal			Year/Sem: 1/11	As
	Note: All questions a	re compulsory.	Each questi	on wil	l carry'1'm	ark and the	~	
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	6) OHP means						\sim	
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C.)

Sign.

15)

Summarizing d.) Precis writer Listening the difference between the sounds is identified Iŋ

34 Discriminative c.) Dialogic

b.) Comprehension d.) Empathetic

-----For Departmental use only------

Max. Marks: 15

Marks Obtained: /]

Name of Evaluator: Poonam Singh

	Mangalmay Inst	titute of Manageme reater Noida (U.P.)	
	Course: BCA ADD-ON COU Course Name: Cou	RSE QUIZ mmunicative English & Soft Sk	Time: 30 Min ills Date: 08/06/203
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	Note: All questions are compulsory. Each qu	uestion will carry'1'mark and	d there is no 'Negativelylarking
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	a.) is	b.) has	-1)
	 (Play) the drums. The signal conception (Play) the drum (Play) the dr	d.) Had been playing the stage where you tell the au- b.) Introduction d.) Question session	dience, the aim of your presentation
	a.) On Head Projector	b.) On Hand Projectio	n (1)
	Over Head Projector	d.) Over Hand Project	sion.
	 7) In an oral presentation, the listeners can c a.) introduction c.) Conclusions, suggestions, and summary 	d.) Audience question	s X D
	8) Reading for the information on the backg	d) Action informatio	
	 c.) Intra information 9) Looking quickly over a book to get a sup 	b.) Extensive Readin	g A D
	 c.) Skimming 10) In a business letter indicates to th a.) Head Subject 	e reader of the letter, What th b.) Date d.) Reference	ne letter is about.
1	1) The response to a sender's message is	called	\sim
	a.) Channel	^{b.)} Decoding ^{d.)} Medium	
	C. Feedback	Index tone of voice body lan	guage, facial expressions etc.
1	2) communication me	b.) Lateral	- D
	c.) Verbal	d.) Formal	
1	 Letter, e-mail telephone are examples of a.) Message cr Channel 	b.) Feedback d.) Decoding	-()
1	4) is a technique that involves cl a.) Note – taking	hanging a text-matter so that b.) Paraphrasing	it is similar to the main source. $\bigwedge \bigcirc$

c.)

15)

- Summarizing d.) Precis writer Listening the difference between the sounds is identified ln a.)
- Discriminative c.) Dialogie

b.) Comprehension d.) Empathetic

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-----For Departmental use only------Max. Marks: 15

Marks Obtained: 1]

Name of Evaluator: Pooran Sign

Sign.