

## Course: Soft Skills

**Course Code:** noc20-hs60

**Session:** 2020-21

**Duration:** 12 Weeks

**Assessment procedures:** Weekly Assignment (25%) + proctored certification Exam (75%)

### Curriculum of the Course:

**Week 1:** Introduction to Soft Skills, Aspects of Soft Skills, Effective Communication Skills, Classification of Communication, Personality Development

**Week 2:** Positive Thinking, Telephonic Communication Skills, Communicating without Words, Paralanguage

**Week 3:** Proxemics, Haptics: The Language of Touch, Meta-communication, Listening Skills, Types of Listening

**Week 4:** Negotiation Skills, Culture as Communication, Organizational Communication

**Week 5:** Communication Breakdown, Advanced Writing Skills, Principles of Business Writing

**Week 6:** Business Letters, Business Letters: Format and Style, Types of Business Letter

**Week 7:** Writing Reports, Types of Report, Strategies for Report Writing, Evaluation and Organization of Data

**Week 8:** Structure of Report, Report Style, Group Communication Skills

**Week 9:** Leadership Skills, Group Discussion, Meeting Management, Adaptability & Work Ethics

**Week 10:** Advanced Speaking Skills, Oral Presentation, Speeches & Debates, Combating Nervousness, Patterns & Methods of Presentation, Oral Presentation: Planning & Preparation

**Week 11:** Making Effective Presentations, Speeches for Various Occasions, Interviews, Planning & Preparing: Effective Résumé,

**Week 12:** Facing Job Interviews, Emotional Intelligence & Critical Thinking, Applied Grammar

### List of students enrolled

S.No.	Name of Student
1	Kavya Kulshrestha
2	Akshita Singhvi
3	Vishnu Gupta
4	Harsh Kumar
5	Yameen Khan Pathan
6	Anjali Sharma
7	Abhishek Moond
8	Aditya Gupta
9	Aditi Sharma
10	Aditya Nehra

11	Akshat Jain
12	Amit Singh
13	Ankit Saini
14	Ankit Kumar
15	Ankit Mina
16	Anshika Khandelwal
17	Anshul Sharma
18	Arzoo Jalendra
19	Tushar Batra
20	Nitin Sharma
21	Brijesh Nenwani

22	Charu Agarwal
23	Yash Kumar Sen
24	Jenisha Devnani
25	Deepanshu Maheshwari
26	Dipak Kumar
27	Disha Garg
28	Eklavya Joshi
29	Guru Sharan Kumawat
30	Ashima Gupta
31	Harsh Modi
32	Harshit Kumar Sevkani
33	Himanshu Vijayvargia
34	Hiten Jain
35	Himanshu Gothwal
36	Shubham Jain
37	Jayant Gupta
38	Jayesh Singh
39	Sharad Sourabh Jha
40	Jitendra Kumar Prajapt
41	Joginder Singh
42	Kalpna Modi
43	Karan Sabnani
44	Kartik Saini
45	Bharat Kumar
46	Rakshit Khandelwal
47	Khushboo Rathore
48	Kirti Soni
49	Kumari Ridhi
50	Kriti Kothari
51	Kshitij Khandelwal
52	Kshitij Kumawat
53	Kumari Sidhi
54	Gaurav Sharma
55	Kunal Verma
56	Lalit Meena
57	Shubham Maheshwari
58	Khushi Malasiya
59	Manan Jain
60	Manish Saini
61	Mehak Jain
62	Gitesh Khatri
63	Nishita Tolani
64	Palak Gupta

65	Pravesh Jain
66	Priya Singh Raghav
67	Radhika Ojha
68	Radhika Sodhani
69	Rishi Bhargav
70	Ritesh Kumar Maurya
71	Ritik Khandelwal
72	Rudraksha Sharma
73	Saloni Chhapparwal
74	Samyak Jain
75	Sarjana Borana
76	Sarthak Agarwal
77	Yogendra Singh
78	Madhav Sharama
79	Shubham Nagar
80	Shubham Sharma
81	Somil Jain
82	Sneha Khandelwal
83	Somesh Kapoor
84	Simran Rathore
85	Shubham Prajapati
86	Sneha Sharma
87	Suhani Wadhwa
88	Suhani Singhal
89	Tanik Jain
90	Tanishq Jindal
91	Tanvi Nemnani
92	Tanya Khandelwal
93	Poorvaja Verma
94	Vadanshi Paliwala
95	Vanshika Agarwal
96	V. Vighnesh Rajan
97	Vikesh Kumar Patidar
98	Vinay Bansal
99	Vinisha Gurjar
100	Vishakha Chauhan
101	Vishal Nama
102	Vivek Choudhary
103	Yash Janyani
104	Yashwant Singh Rathore
105	Yashwardhan Gaur
106	Yayati