Soft Skills, a buzz word today has attracted the attention of students, professionals and entrepreneurs all over the world. Employability, being the major concern today, every individual aims at getting coveted jobs. Employability today is commensurate with proving multiple skills in varied situations in a fast changing world. Hence, everyone aspiring for jobs today has to prove one's mettle in various situations where one requires to be armed with different skills, which, collectively come under Soft Skills. One may be armed with good competence of one's subject but one cannot compete with his peer groups unless one has the potential of performance. Performance can be ensured with the demonstration of certain abilities that can help a professional communicate, corroborate, convince, evaluate and look into the continuing as well as the upcoming trends of the corporate world from time to time.

ABOUT INSTRUCTOR:
Prof. Binod Mishra, Associate Professor of English at IIT Roorkee, Uttarakhand, has a teaching experience of 21 years in different reputed colleges and universities. He has taught courses like Technical Communication Skills, Soft Skills, Language Skills, Modern Drama and Diasporic Literature etc. A Ph.D on the works of Mulk Raj Anand, Mishra has to his credit 20 books (15 edited and 05 authored) on various aspects of English language and literature. A life member of several literary associations, Dr. Mishra is on the editorial advisory board of several reputed journals, BoS member of several universities and two times elected Editor-in-Chief of Indian Journal of English Studies, one of the oldest journals of English language and literature.

COURSE PLAN:

**Week 01**: Introduction to Soft Skills, Aspects of Soft Skills, Effective Communication Skills, Classification of Communication, Personality Development.

**Week 02**: Positive Thinking, Telephonic Communication Skills, Communicating Without Words, Paralanguage.

**Week 03**: Proxemics, Haptics: The Language of Touch, Meta-communication, Listening Skills, Types of Listening.

**Week 04**: Negotiation Skills, Culture as Communication, Organizational Communication.

**Week 05**: Communication Breakdown, Advanced Writing Skills, Principles of Business Writing, Types of Business Writing.


**Week 07**: Writing Reports, Types of Report, Strategies for Report Writing, Evaluation and Organization of Data.

**Week 08**: Structure of Report, Report Style, Group Communication Skills.

**Week 09**: Leadership Skills, Group Discussion, 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 12**: Drafting an Effective Resume, Facing Job Interviews, Emotional Intelligence & Critical Thinking, Applied Grammar.