

## Communication Skills and Personality Development

- Importance of Effective Communication
- Types of Communication
- Scope of Written Communication
- Types of Writing
- Effective Writing
- Reading Skills
- Listening
- Improving one's Vocabulary
- Root words
- Usage of words with similar meaning
- Homophones, Synonyms & Antonyms
- Personality, its types
- Significance of Personality-An organizational perspective
- Public Speaking - As part of personality development
- Group Discussion - A practice of corporate personality development Interviews
- Presentation Skills - The root of Personality Development
- Acing your speech - Effective public speaking tips
- Public Presentation
- Nature and scope of a group discussion

## Communication Skills and Personality Development

- Scope of verbal Communication
- Formal Communication
- Informal Communication
- Phonetics
- Pronunciation
- Listening
- Accent and Neutral Accent
- Reading a formal Text
- Pace of Communication
- Dictionaries
- Interviews and its types
- Skills required for facing an interview
- Effective Presentation Skills
- Significance of Leadership
- Factors of Leadership
- Qualities of a good leader
- Interviewer and Interviewee - Roles and Responsibilities

## Soft Skills Development

- Transition from College to Corporate
- Business Written Communication
- Email etiquette
- SMS etiquette
- Business Spoken Communication
- Telephone etiquette
- Net and web meetings etiquette
- Working in Teams
- Attitude At Work

- Work Ethics

### **ADVANCE COMMUNICATION, PERSONALITY AND INTERVIEW SKILL**

- Grammar, Pronunciations, General knowledge
- Debates, Communication skill
- Group discussion, Voice clarity
- Vocabulary generation
- Accent neutralization
- Body language, texture
- Dressing style
- Aptitude & awareness
- Sitting style, Positive behavior
- Good manners
- Skills to face an interview
- Boosting self confidence
- Enhancing personal skill
- Corporate manner
- Time management
- Group discussion
- Mock interview
- Making curriculum vitae