



**III-II-CICT -Soft Skills and Verbal Ability Training –Syllabus – 48 hours AY : 2025-26**

**Training Partner : Talent Shine India Pvt. Ltd.**

SLOT NAME	TOPICS	HOURS
<b>SS &amp; VA 1</b>	<b>Module-I Soft Skills &amp; Communication Skills</b> <b>Introduction, Need - Mastering Techniques of Soft Skills</b> <b>Fill in the blanks – Basic &amp; Advanced Questions</b> a. <b>Parts of speech (cloze test)</b> b. <b>Articles</b>	<b>3</b>
<b>SS &amp; VA 2</b>	<b>Module-I Soft Skills &amp; Communication Skills</b> <b>Communication Skills Significance, process, types</b> <b>Fill in the blanks – Basic &amp; Advanced Questions</b> a. <b>Prepositions</b> b. <b>Adverbs and Conjunctions</b>	<b>3</b>
<b>SS &amp; VA 3</b>	<b>Module-I Soft Skills &amp; Communication Skills</b> <b>Barriers of communication - Improving techniques.</b> <b>Fill in the blanks – Basic &amp; Advanced Questions</b> a. <b>Verbs and Tenses</b> b. <b>Conditional Sentences</b>	<b>3</b>
<b>SS &amp; VA 4</b>	<b>Module-II Critical Thinking</b> <b>Active Listening – Observation – Curiosity – Introspection</b> <b>Vocabulary – Basic &amp; Advanced Questions</b> a. <b>Prefixes/ Suffixes</b> b. <b>Synonyms/ Antonyms</b>	<b>3</b>
<b>SS &amp; VA 5</b>	<b>Module-II Critical Thinking</b> <b>Analytical Thinking – Open mindedness – Creative Thinking</b> <b>Vocabulary – Basic &amp; Advanced Questions</b> a. <b>Inflexions</b> b. <b>Idioms and Phrases</b>	<b>3</b>
<b>SS &amp; VA 6</b>	<b>Module-II Critical Thinking</b> <b>Positive thinking - Reflection</b> <b>Vocabulary – Basic &amp; Advanced Questions</b> a. <b>Phrasal Verbs</b> b. <b>One-word Substitutions</b>	<b>3</b>
<b>SS &amp; VA 7</b>	<b>Module-III Problem Solving &amp; Decision Making</b> <b>Meaning &amp; features of Problem Solving</b> <b>Transformative Grammar – Basic &amp; Advanced Questions</b> a. <b>Active and Passive voice</b> b. <b>Direct and Indirect Speech</b>	<b>3</b>
<b>SS &amp; VA 8</b>	<b>Module-III Problem Solving &amp; Decision Making</b> <b>Managing Conflict – Conflict resolution – Team building</b> <b>Transformative Grammar – Basic &amp; Advanced Questions</b> a. <b>Degrees of Comparison</b> b. <b>Simple, Compound and Complex</b>	<b>3</b>

<b>SS &amp; VA 9</b>	<p>Module-III Problem Solving &amp; Decision Making Effective decision making in teams – Methods &amp; Styles</p> <p>Common Errors 1 – Basic &amp; Advanced Questions Subject and Verb Agreements Spotting Errors / Sentence Corrections</p>	<b>3</b>
<b>SS &amp; VA 10</b>	<p>Module-IV Emotional Intelligence &amp; Stress Management Managing Emotions – Thinking before Reacting</p> <p>Common Errors 2 – Basic &amp; Advanced Questions Spotting Errors / Sentence Corrections Identification of Correct Sentence</p>	<b>3</b>
<b>SS &amp; VA 11</b>	<p>Module-IV Emotional Intelligence &amp; Stress Management Empathy for Others – Self-awareness – Self Regulation</p> <p>Sentence Improvement – Basic &amp; Advanced Questions Phrases Relatives Grammar</p>	<b>3</b>
<b>SS &amp; VA 12</b>	<p>Module-IV Emotional Intelligence &amp; Stress Management Stress factors – Controlling Stress – Tips</p> <p>Sentence Completion – Basic &amp; Advanced Questions Phrases Relatives Word Selections</p>	<b>3</b>
<b>SS &amp; VA 13</b>	<p>Module-V Corporate Etiquette Etiquette- Introduction, concept, significance - Corporate etiquette - meaning, modern etiquette, benefits</p> <p>Comprehension – Basic &amp; Advanced Questions Reading Comprehension (Small Passages) Reading Comprehension (Big Passages)</p>	<b>3</b>
<b>SS &amp; VA 14</b>	<p>Module-V Corporate Etiquette Global and local culture sensitivity - Gender Sensitivity</p> <p>Comprehension – Basic &amp; Advanced Questions Para Jumbles Cloze Test advanced level</p>	<b>3</b>
<b>SS &amp; VA 15</b>	<p>Module-V Corporate Etiquette Etiquette in interaction- Cell phone etiquette - Dining etiquette - Overcoming challenges</p> <p>Written Skills – Basic &amp; Advanced Questions Paragraph Writing Essay Writing</p>	<b>3</b>
<b>SS &amp; VA 16</b>	<p>Module-V Corporate Etiquette Netiquette - Job interview etiquette -Corporate grooming tips</p> <p>Written Skills – Basic &amp; Advanced Questions c. E – mail Writing d. Resume Preparation</p>	<b>3</b>