

Communication & Soft Skills for CMA Intermediate Level

Week 1	Duration (in Mins)
1. Introduction to Soft Skills	43
2. Aspects of Soft Skills	36
3. Effective Communication Skills	30
4. Classification of Communication	32
5. Personality Development	31
Week 1 Assignment 1	10 MCQ
Week 2	Duration (in Mins)
1. Positive Thinking	30
2. Telephonic Communication skills	33
3. Telephonic Communication Skills Part 2	32
4. Communicating Without Words	52
5. Paralanguage	50
Week 2 Assignment 2	10 MCQ
Week 3	Duration (in Mins)
1. Proxemics	33
2. Haptics: The Language of Touch	34
3. Meta-communication	39
4. Listening Skills	38
5. Listening: Types and Importance	34
Week 3: Assignment 3	10 MCQ
Week 4	Duration (in Mins)
1. Negotiation Skills	33
2. Negotiation Strategies	33
3. Culture as Communication	40
4. Communicating Across Cultures	30
5. Organizational Communication	40
Week 4: Assignment 4	10 MCQ
Week 5	Duration (in Mins)
1. Communication Breakdown Part I	36
2. Communication Breakdown Part II	31
3. Advanced Writing Skills	40
4. Principles of Business Writing	41
5. Types of Business Writing Part I	38
Week 5: Assignment 5	10 MCQ
Week 6	Duration (in Mins)
1. Types of Business Writing Part II	35
2. Business Letters	36
3. Business Letters: Format and Style	32
4. Types of Business Letters Part I	35
5. Types of Business Letters Part II	34
Week 6: Assignment 6	10 MCQ

Week 7	Duration (in Mins)
1. Report Writing	34
2. Types of Report	37
3. Strategies for Report Writing Part I	40
4. Strategies for Report Writing Part II	29
5. Evaluation and Organization of Data	32
Week 7: Assignment 7	10 MCQ
Week 8	Duration (in Mins)
1. Structure of Reports Part I	34
2. Structure of Reports Part II	33
3. Report Style Part I	40
4. Report Style Part II	37
5. Group Communication Skills	40
Week 8: Assignment 8	10 MCQ
Week 9	Duration (in Mins)
1. Leadership Skills	37
2. Group Discussion Part I	40
3. Group Discussion Part II	35
4. Meeting Management	28
5. Adaptability and Work Ethics	46
Week 9: Assignment 9	10 MCQ
Week 10	Duration (in Mins)
1. Advanced Speaking Skills	44
2. Oral Presentations, Speeches & Debates	42
3. Combating Nervousness	41
4. Patterns and Methods of Presentations	37
5. Oral Presentation: Planning and Preparation	45
Week 10: Assignment 10	10 MCQ
Week 11	Duration (in Mins)
1. Making Effective Presentation	42
2. Speeches for Various Occasions	41
3. Interviews	43
4. Interview: Planning and Preparation Part I	37
5. Planning and Preparation (Part II): Effective Resume	39
Week 11: Assignment 11	10 MCQ
Week 12	Duration (in Mins)
1. Drafting An Effective Resume	36
2. Facing Job Interviews Part I	36
3. Facing Job Interviews Part II	46
4. Emotional Intelligence and Critical Thinking	40
5. Applied Grammar	50
Week 12: Assignment 12	10 MCQ