

Communication & Soft Skills for CMA Intermediate Level

Week 1 (172 Mins)	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 (197 Mins)	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 (178 Mins)	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 (176 Mins)	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 (186 Mins)	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 (172 Mins)	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 (172 Mins)	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 (184 Mins)	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 (186 Mins)	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 (209 Mins)	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 (202 Mins)	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 (208 Mins)	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