

NPTEL Video Lecture Topic List - Created by LinuXpert Systems, Chennai

NPTEL Video Course - Humanities and Social Sciences - NOC:Soft Skills

Subject Co-ordinator - Prof. Binod Mishra

Co-ordinating Institute - IIT - Roorkee

Sub-Titles - Available / Unavailable | MP3 Audio Lectures - Available / Unavailable

- Lecture 1 - Introduction to Soft Skills
- Lecture 2 - Aspects of Soft Skills
- Lecture 3 - Effective Communication Skills
- Lecture 4 - Classification of Communication
- Lecture 5 - Personality Development
- Lecture 6 - Positive Thinking
- Lecture 7 - Telephonic Communication Skills - Part I
- Lecture 8 - Telephonic Communication Skills - Part II
- Lecture 9 - Communicating Without Words
- Lecture 10 - Paralanguage
- Lecture 11 - Proxemics
- Lecture 12 - Haptics
- Lecture 13 - Meta-communication
- Lecture 14 - Listening Skills
- Lecture 15 - Types of Listening
- Lecture 16 - Negotiation Skills - I
- Lecture 17 - Negotiation Skills - II
- Lecture 18 - Culture as Communication
- Lecture 19 - Communicating across Cultures
- Lecture 20 - Organizational Communication
- Lecture 21 - Communication Breakdown - Part I
- Lecture 22 - Communication Breakdown - Part II
- Lecture 23 - Advanced Writing Skills
- Lecture 24 - Principles of Business Writing
- Lecture 25 - Types of Business Writing - Part I
- Lecture 26 - Types of Business Writing - Part II
- Lecture 27 - Business Letters
- Lecture 28 - Business Letters
- Lecture 29 - Types of Business Letters - Part I

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- Lecture 30 - Types of Business Letters - Part II
- Lecture 31 - Report Writing
- Lecture 32 - Types of Reports
- Lecture 33 - Strategies for Report Writing - Part I
- Lecture 34 - Strategies for Report Writing - Part II
- Lecture 35 - Evaluation and Organization of Data
- Lecture 36 - Structure of Reports - Part I
- Lecture 37 - Structure of Reports - Part II
- Lecture 38 - Report Style - Part I
- Lecture 39 - Report Style - Part II
- Lecture 40 - Group Communication
- Lecture 41 - Leadership Skills
- Lecture 42 - Group Discussion - Part I
- Lecture 43 - Group Discussion - Part II
- Lecture 44 - Meeting Management
- Lecture 45 - Adaptability and Work Ethics
- Lecture 46 - Advanced Speaking Skills
- Lecture 47 - Oral Presentations, Speeches, and Debates
- Lecture 48 - Combating Nervousness
- Lecture 49 - Patterns and Methods of Presentation
- Lecture 50 - Oral Presentation
- Lecture 51 - Making Effective Presentations
- Lecture 52 - Speeches for Various Occasions
- Lecture 53 - Interviews
- Lecture 54 - Planning and Preparation - Part I
- Lecture 55 - Planning and Preparation - Part II
- Lecture 56 - Drafting an Effective Resum 
- Lecture 57 - Facing Job Interviews - Part I
- Lecture 58 - Facing Job Interviews - Part II
- Lecture 59 - Emotional Intelligence and Critical Thinking
- Lecture 60 - Applied Grammar