* **SOFTSKILLS ASSIGMENT**

**MODULE 1 ) Effective Communication**

* **Communication skills and its types**

Communication skills are the ability to convey information, ideas, and thoughts effectively and efficiently.

**Type of communication skills**

1. Verbal communication
2. Non-verbal communication
3. Presentation skills
4. Public speaking skills
5. Visual communication

* **Body language skills**

Body language skills are the ability to communicate non-verbal through gestures, facial expressions, posture, and eye contact.

* **Importance of listening**

Listening skills required focus on the speaker and avoid distractions. Let the speaker finish their thoughts before responding.

Active listening skills that improve your understanding power.

* **Effective written communication skills**

Key elements of effective written communication like clarity use clear and concise language to convey your message effectively and use proper grammar.

Writing emails, letters, reports with clarity is professionalism of communication.

* **Aggressive vs Assertive Communication**

Both are two distinct styles of expressing oneself. While both involve expressing needs and desires. They differ significantly in their approach and impact on others

Aggressive communication is forceful while assertive communication is confident and respectful.

**UNDERSTANDING OF TOPIC TASK**

* My name is jinal paghadal.
* I complete my schooling from gajera sankul amreli then complete my graduation from saurastra uni. And also complete post graduation from Gujarat uni.
* I have very creative mindset , analytical skills and hard working person.
* Over the next few year. My short term goal is to enhance my technical skills in website designing through advanced training courses and hands-on projects

**EMAIL WRITING FOR FIVE SCENARIOS**

* **THANK YOU EMAIL**

Dear he/she,

Thank you for offering me an opportunity to work at abc company. I very much appreciate the time and affort your team has spent to review my application and interview me for the position of abc role.

I’m happy to inform you that I accept the offer and can’t wait to start the journey with the team.

Once again, thank you for the great opportunity.

Sincerely,

Jinal paghadal

* **REMINDER EMAIL**

Hy, dear

I hope this note finds you well. I’m emailing to follow up on an invoice that I emailed on September 12. I haven’t received payment yet, so I just want to make sure you got it.

As a gentle reminder, payment is due October 12. I’ve reattached the invoice in case you need it.

Thank you and have a great week.

Jinal paghadal

* **SALARY INCREMENT LETTER**

Dear sir,

I kindly request a salary increment. This is due to the current inflation in the country. Which has made the cost of living standards go up. In addition.

Thank you very much for your consideration

* **RESIGNATION EMAIL**

Dear HR,

I’m writing to formally resign from my position as

Abc at abc company effective two week from today’s date.

Please consider this letter as my formal notice and let me know how I can assist with the transition during this period.

Thank you for your support during my time.

Sincerely,

Jinal paghadal

* **INTRODUCTION EMAIL TO CLIENT**

Hello dear,

My name is jinal paghadal , your new point of contact at abc with over 8 year of experience in abc company. I’m here to provide top service and support.

Reach out me on my abc account if any queation or requests regarding your designing portfolio. Excited to work together!

Best regards,

Jinal paghadal

**MODULE 2) COMPUS TO CORPORATE**

* **MANAGING INTERVIEWS**

Research the company and which role you apply for this company.

Prepare thoughtful and relavant queation in advance

Practice your interview performance with friend, family member.

Dress appropriately for the interview.

Be a confident, but not overconfiden

**MODULE 3) BUILDING CORPORATE CULTURE**

* **Teamwork and collaboration**
* The way focuses on the importance of working together effectively to achieve common goals.
* **Time management**

This covers strategies for managing time efficiently and prioritizing tasks.

* **Creative thinking**

This value of innovative and out of the box thinking in problem solving and decision making.

* **Leadership**

This explores the qualities and skills needed to inspire and guide others.

* **Stress management**

This addresses techniques for coping with and reducing stress in the workplace.

* **Art of multitasking**

This discusses strategies for handing multiple tasks simultaneously.

* **Problem solving**

This covers approaches to identifying and resolving issues effectively

**UNDERSTANDING OF TOPIC TASK**

* **What challenges will you face when you do team work?**

Yes, I have many challenges like communication gaps,

Unequal workload distribution, different work style or approaches, conflicting personalityes, lack of trust or respect among team member

* **Share a timetable of your daily sedule and how you plan day and time?**

**Morning:** wake up ,exercise, breakfast,lunch,

commute to work

**Midday:** class, work tasks, having lunch

**Afternoon:** continue work tasks, planning for the next day

**Evening:** dinner, relax, spend time with family and hobbies

* **Talk about the personality traits from our any role model in family, friends or social media which you like to implement**

I’m self motived person. I’m the role model of my life

* **What is the best activity for yourself to release stress?**

Yoga ,meditation, reading book

* **How would you manage your career, work amd personal life?**

Setting clear boundaries between work and personal life

Prioritizing tasks and realistic goals

Delegating responsibilities when possible

Taking breaks and vacation to recharge

Building a strong support network

.

* **Share a problem you solved subject related or non subject relatedand how u managed to solve it**

A technical issues with a program that prevented a team from completing a project

Solution: researched the problem online and consulted with technical support.

**ASSIGMENT**

Its depened on test if test is easy so solve in few minute.

Other wise test is hard so its take limited time.