# A REPORT ON LEARNING INSIGHTS FROM SKILL ADVANCED COURSE(SOFT SKILLS)
## (To be prepared by the student after completion of experiential learning)

**Name of the Student:** _____SHAIK SADIYA_____

**Roll No. :** _____22BQ1A42E2_____

**Department :**
_____CSE(AI&ML)_____

**Third year B. Tech** _____2_____ **Semester**

**Name of the Faculty :** _____M.Krishna M.A.(Ph.D)_____

**Date of Submission :** _____

# DECLARATION

I, _____SHAIK      SADIYA_____,      bearing    Reg.    No.

__22BQ1A42E2_____              from           department           of

_____Computer         Science        Engineering(AIML)

_____, VVIT do hereby declare that I have completed the Skill

Advanced Course –I (Soft Skills) during Third Year B. Tech__2_____Semester under the

guidance of Dr./Mr./Mrs./Ms._____M.Krishna M.A.()____

Signature of the Student: _____

Date:        _____

*Endorsements*

Faculty Guide          : _____

Head of the Department: _____

## Executive Summary

Soft skills are needed for effective and efficient communication and form an essential element of academic learning. As a part of this crucial skill acquisition our curriculum focuses on development of verbal skills at an advanced level in order to master writing skills. The focus is on concise, efficient and brevity in structuring conversations as well as written tasks. This would enhance interpersonal relationships in academic as well as in professional career. These are developed through activities like mock verbal tests, writing e-mails, project surveys and essays.

Brainstorming method would enhance a student's ability to discuss, express their opinion and help find best solutions. Teamwork is one of the most valuable skills to be developed so as to create a productive work environment. Peer evaluations make the student understand the importance of taking different opinions into context when they need to be assertive and take decisions. In order to enhance these skills psychometric tests and a discussion in understanding the personality types is done through tests and role-play activities.

Professional ethics, being able to stick to the deadlines and taking responsibility are the core of any well-rounded personality. As such these need to be enhanced through various activities like building of different behavioral competencies through pair and group work peer evaluations.

The willingness to learn and being able to adapt to a situation are highly valued in industry as well as studies. Being industry ready is to inculcate a host of competencies in the student to excel in the academic as well as work environment. These requirements are fulfilled through this curriculum.

## MODULE-WISE ACTIVITY LOG

| MODULE | BRIEF DESCRIPTION OF THE ACTIVITY | LEARNING OUTCOME |
|---|---|---|
| **Module 1**<br><br>Effective Communication Skills | ⇨ Listening & Comprehension Skills – Lessons from the Corporate Training Videos / Scenes in films.<br><br>⇨ Role play – story telling & anchoring<br><br>⇨ Extempore – students' experience with college/program. | Master advanced nuances of both written and oral communication skills that are imperative for any professional to succeed coupled with being emphatic. |
| **Module 2**<br><br>Advanced Verbal Ability concepts – Practice and Professional Writing Skills | ⇨ Story paraphrasing, peer introduction and monologue.<br><br>⇨Book/Movie Review<br><br>⇨Assignment on short essay and blog building/digital profile creation. | Confidently ace different competitive exams and develop writing skills. |
| **Module 3**<br><br>Industry Sneak and Résumé / CV Building Strategies | ⇨ Overview & analysis of a Job Description (JD) and its reflection in Résumé / Self-Introduction<br><br>⇨ Crafting of resumes by mapping skills & competences to different profiles offered for engineering graduates<br><br>⇨ An act on "One day in the life of an HR Manager" / "Project Leader" etc. | Gain awareness of the industry expectations and craft CV / Résumé in lieu with desired job profiles. |
| **Module 4**<br><br>Behavioural Competency Building – Part II and Psychometric Test (HR Round Preparation) | ⇨ Case scenarios – to identify behavioral competencies and personality traits through actionable feedback.<br><br>⇨ Increase self-awareness and improve interactions with others.<br><br>⇨ Self reflection on industrial expectation of skills cluster. | Crack behavioural (HR) interview confidently and exhibit professional persona. |
| **Module 5**<br><br>Presentation Skills & | ⇨ Exhibiting leadership qualities while participating in Group Discussions.<br><br>⇨ Pair and Group work – debating / | Make presentations effective and develop interview strategies while get rid of |

| Mock Interviews | demonstration of product promotion, etc.  ⇨ Peer evaluations (mock interviews by peers and facilitator) that utilize multisource feedback to allow students to obtain different perspectives of their current skill proficiency. | interview phobia. |
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| 03 | **MODULE – 3**  Industry Sneak and Résumé / CV Building Strategies  ✓ Career Statement & Wish list with JD  ✓ Winning Resume | |
| 04 | **MODULE – 4**  Behavioural Competency Building – Part II and Psychometric Test (HR Round Preparation)  ✓ Industry expectation of skill set - Self reflection | |
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# STORY TELLING

### The Easier Way May Actually Be the Tougher Way

Once upon a time, in a lush green forest, there lived a cheerful little lark. Every morning, it would perch on the tallest tree and sing the sweetest melodies, filling the forest with joy. The lark was swift and agile, flitting from branch to branch in search of food.

One day, as the lark was searching for worms, it noticed a farmer passing by with a small wooden box. Curious, the lark flew down and stopped the farmer. "What do you have in that box, and where are you going?" the lark chirped.

The farmer smiled and replied, "I have some worms in this box. I am going to the market to trade them for feathers."

The lark thought for a moment and said, "I have plenty of feathers. Instead of searching for food, I will pluck one and give it to you in exchange for some worms. That way, I won't have to work hard for my meal."

The farmer agreed, and the exchange took place. The lark happily ate the worms and went about its day. The next morning, the same thing happened. The lark met the farmer, exchanged a feather for worms, and avoided the effort of hunting for food. Day after day, this continued.

At first, the lark felt pleased with its cleverness. It no longer had to wake up early or spend time searching for food. However, as days turned into weeks, the lark started to notice a change. It had lost many feathers, and its once-beautiful wings looked thin and ragged. Flying became difficult, and soon, it could barely lift itself off the ground.

One morning, the farmer walked by as usual, but this time, the lark had no feathers left to give. It tried to flap its wings, but it was too weak. With no way to fly and hunt for worms, the lark grew weaker and weaker. It stopped singing, and its once vibrant spirit faded away. Eventually, the lark died, regretting the choices it had made.

**Moral of the Story**: What seemed like an easy way to get food turned out to be the toughest path in the end. In life, we often seek shortcuts to avoid effort, but these shortcuts can lead to greater hardships. True success comes from hard work and perseverance.

# GROUP DISCUSSION

Our group discussion on technology and privacy concerns revolved around how digital innovation has revolutionized industries, but also introduced major risks to personal privacy. The conversation began with an analysis of how companies, social media platforms, and even governments track, store, and utilize personal data. The group acknowledged that while data collection can enhance user experience, it also poses risks such as identity theft, unauthorized access, and privacy violations.

One major area of concern was the security of personal information in an era where cyber threats are evolving rapidly. Some participants emphasized the need for stronger data protection laws, such as GDPR, to ensure that companies follow ethical data practices. Others pointed out that legal regulations alone may not be enough, as hackers continue to find new ways to breach security systems. This led to a discussion on the importance of cybersecurity awareness, with suggestions that individuals should use encrypted communication, avoid sharing excessive personal details online, and regularly update their security settings.

Another point of debate was the growing influence of AI and machine learning in data analysis. While these technologies bring efficiency and accuracy, they also raise concerns about privacy violations and biases in automated decision-making. The discussion concluded that striking a balance between innovation and privacy is essential. Governments, businesses, and individuals must work together to create a safer digital environment by implementing stricter regulations, adopting secure practices, and ensuring ethical use of technology

# EMAIL WRITING

# ESSAY WRITING/ BLOG/BOOK REVIEW

# CAREER STATEMENT & WISH LIST WITH JD
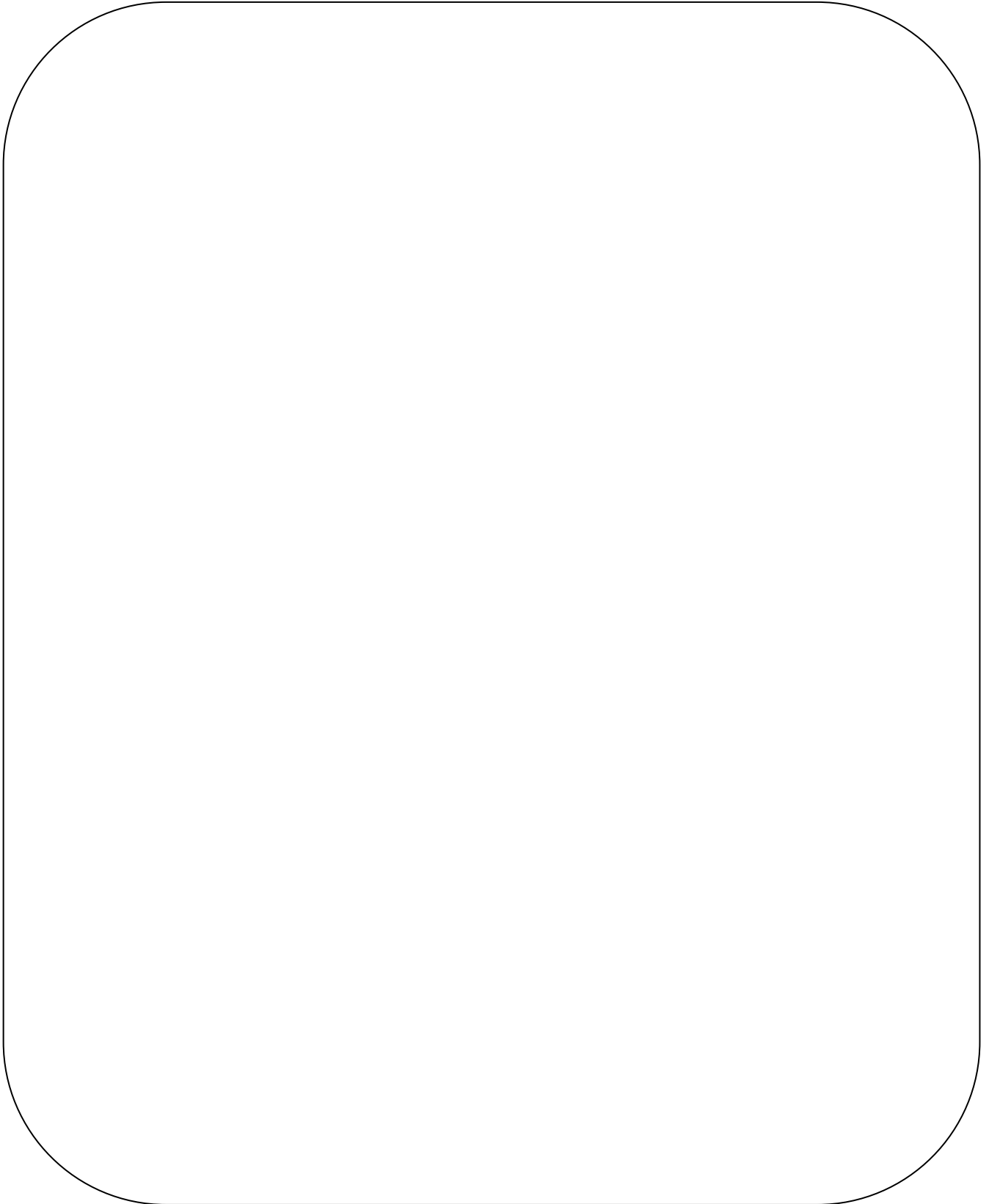
# WINNING RESUME

# INDUSTRY EXPECTATION OF SKILL SET -SELF REFLECTION

# PROJECT/CERTIFICATION PRESENTATION

In this course, I have learnt how to communicate with people effectively and strategies to respond logically and learnt some tips and techniques to persuade the interviewer in an efficient manner during interviews. Learnt how to get dressed for an interview and also gained some knowledge on group discussions and debates. I have greatly got exposed to the industry expectations and crafted my action learning plan in order to expertise them. I have been trained crafting career planning and preparing my Wish list in tailoring my career aspirations.

I have successfully mastered the art of essay writing (short) which is one of the elements of freshets' recruitment process adopted by several companies. I have also grabbed an opportunity of experiencing the purpose of Psychometric test and its relevance in the process of selection.

I gained some of the characteristics to respond questions related to my personal credentials and about my projects and internships at the time of interviews. I acquired the expected knowledge to design my resume suiting to different profiles and got trained on the ways to present my responses for resume based questions at interview. Our facilitator has made his best efforts and showered his exposure to his best extent.

As a part of suggestions, I feel that this course should be made compulsory as part of training and it should be given time it requires.

Finally, I am pleased to say that that this course has made me to be more confident, courageous, a better communicator and also groomed me to ace interviews confidently.