SOFT SKILL DEVELOPMENT



Bhavana Singh Subhashini Naikar Minu Paul

Himalaya Publishing House

ABOUT THE AUTHORS



Prof. Bhavana Singh has 6 years of full time academic and 7 years of corporate experience. Her expertise lies in Communication and Media subjects. She has done her B.Ed. and Masters in English Literature. She is a Coordinator of Bachelors of Mass Media for 3 years. She is a professional educator with diverse experience and

strong track record fostering student creativity.



Prof. Subhashini Naikar is Vice-principal, Self-financed Courses and Assistant Professor with a demonstrated history of working in the education and training industry. She has a wide experience of 12 years in teaching field. She is also a Corporate Soft Skill Trainer, Skilled in Advertising, Educational Technology, Instructional Design,

Curriculum Development, Event Management, and Market Research. Strong education professional with a MBA focused from Welingkars.



Prof. Minu Paul is a dedicated, resourceful and goal driven professional educator with an experience of 2 years in teaching and 3 years in designing field. She has done her Masters in Communication and Journalism and Diploma in Animation. She is teaches Communication and Advertising subjects. She is an

enthusiastic and dedicated educator who wants all the students to be successful learner.

www.himpub.com



ISBN: 978-93-5367-633-9

PCE 0211

₹ 120/-

Soft Skill Development

(As Per the New Syllabus 2016-17 of Mumbai University for Computer Science, Semester I)

Ms. Bhavana Singh

M.A. in English Literature, B.Ed. BMM Coordinator, Prahladrai Dalmia Lion's College of Commerce and Economics, Malad (West), Mumbai.

Prof. Subhashini Naikar

M.Com., DBM, ADBA, DHRM, PGDHRM, SET Vice Principal (Self-financed Courses), Assistant Professor, Prahladrai Dalmia Lion's College of Commerce and Economics, Malad (West), Mumbai.

Minu Paul

BMM, M.A. in Communication and Journalism, BMM Faculty, BMM Department, Prahladrai Dalmia Lion's College of Commerce and Economics, Malad (West), Mumbai.



Himalaya Publishing House

ISO 9001:2015 CERTIFIED

© Authors

Authors No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form of any means, electronic, mechanical, photocopying, recording and/or otherwise without the prior written perm, any means, electronic, mechanical, photocopying, recording and/or otherwise without the prior written perm, of the authors and the publisher

First Edition : 2019

Published by	: Mrs. Meena Pandey for Himalaya Publishing House Pvt. Ltd., "Ramdoot", Dr. Bhalerao Marg, Girgaon, Mumbai - 400 004. Phone: 022-23860170, 23863863; Fax: 022-23877178 E-mail: himpub@bharatmail.co.in; Website: www.himpub.com
Branch Offices	
New Delhi	: "Pooja Apartments", 4-B, Murari Lal Street, Ansari Road, Darya Ganj, New Delhi - 110 002. Phone: 011-23270392, 23278631; Fax: 011-23256286
Nagpur	: Kundanlal Chandak Industrial Estate, Ghat Road, Nagpur - 440 018. Phone: 0712-2721215, 3296733; Telefax: 0712-2721216
Bengaluru	: Plot No. 91-33, 2nd Main Road, Seshadripuram, Behind Nataraja Theatre, Bengaluru - 560 020. Phone: 080-41138821; Mobile: 09379847017, 0937984700
Hyderabad	: No. 3-4-184, Lingampally, Besides Raghavendra Swamy Matham, Kachiguda, Hyderabad - 500 027. Phone: 040-27560041, 27550139
Chennai	 New No. 48/2, Old No. 28/2, Ground Floor, Sarangapani Street, T. Nagar, Chennai - 600 017. Mobile: 09380460419
Pune	 "Laksha" Apartment, First Floor, No. 527, Mehunpura, Shaniwarpeth (Near Prabhat Theatre), Pune - 411 030. Phone: 020-24496323, 24496333; Mobile: 09370579333
Lucknow	 House No. 731, Shekhupura Colony, Near B.D. Convent School, Aliganj. Lucknow - 226 022. Phone: 0522-4012353; Mobile: 09307501549 114, "SHAIL" 1et FL
Ahmedabad	: 114, "SHAIL" 1st Floor o
Ernakulam	39/176 (New No. 60/05.1)
Cuttack	New LIC Colony, P. 14
Kolkata	 New LIC Colony, Behind Kamala Mandap, Badambadi, Cuttack - 753 012, Odisha. Mobile: 09338746007 108/4, Beliaphata Main
DTP by	 108/4, Beliaghata Main Road, Near ID Hospital, Opp. SBI Bank, Kolkata - 700 010. Phone: 033-32449649; Mobile: 07439040301 Prerana Enterprises, Mumbai
Printed at	 Prerana Enterprises, Mumbai. Rose Fine Art, Mumbai. On behalf of HPH.