



# OS-CIT

**Odisha State-Certificate in  
Information Technology**

**Introduction to Information Technology**

Timothy J.O'Leary | Linda I.O'Leary

# To Learn English Language, Communication and Soft Skills

Research conducted by Harvard University, the Carnegie Foundation and Stanford Research Center has concluded that 85% of job success comes from having well-developed soft skills and people skills, and only 15% of job success comes from technical skills and knowledge (Hard Skills). For a fulfilling and Successful career, students and professionals need Computer Skills, Domain Knowledge and English language, Communication and Soft Skills!

The only course that makes you Job Ready through scientific method for attaining mastery over these skills with lots of practice.

## ENGLISH

### Communication Skills



Hearing Skills



Qualitative Conversation



Non-verbal conversation



Presentation



Interview



Writing



Mass Communication

### English Language Skills



Grammar



Sentence Structure



Reading



Pronunciation



Conversation

### Soft Skills



Self Management



Work Management



Positive Attitude



Cooperation



Time Management



Customer Orientated Behavior

English Language, Conversation and Soft Skills



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Environment cost of this book includes: 6.6 Kg of Wood, 21.39 Lt. of Water, 0.52 Kwh, of Energy, 1.89 Kg of CO<sub>2</sub>. We owe these things to nature.

# Introduction to Information Technology

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