

Academic Year 2019-20 ODD

Introduction skills: Introducing self and others while presenting as a group and as individuals. Practice was given to overcome stage fear and gain confidence. This was a practical session where the students learnt by applying the skills immediately as they learnt and practised. Various ways to introduce oneself and others on stage was also practised and learnt.	2019-20	05-08-2019 to 10-08-2019
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Induction program for 1st year Be Students 2019 Batch The Centre for Life Skills and Lifelong Learning undertook a session with the new batch of BE 1 st years. Trainers showcased snapshots of the role of the department in shaping successful careers, from English skills, Life Skills training, pre-placement training and guided career counselling.	2019-2020	07-08-2019
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Conversation skills: Social graces and meeting someone for the first time and listening to show interest and strike a conversation. Role-plays were given and students gained confidence and feedback was given.

2019-20

26-08-2019 to
31-08-2019



Speaking skills: The session covered social graces and phrases to use while meeting someone for the first time. It also dealt with listening, to show interest and strike a conversation. Role -plays were given and students gained confidence and feedback was given.

2019-20

16-09-2019 to
21-09-2019



Importance of English Grammar-Relevance of English in the Present corporate scenario: This session made the students write, speak and identify common errors in English while writing and speaking. For example: 'Myself ..name' is replaced with the correct forms. The practice made them realise the common errors and correct themselves.

2019-20

07-10-2019 to
12-10-2019



Expansion of Ideas: Articulation after planning the ideas was learnt and practised. The tips on expanding the proverbs and topics were shared and demonstrated by the students.

2019-20

14-10-2019 to
19-10-2019



Importance of Professionalism in workplace: Meetings, product presentations need a formal outlook and language. The session took the students through the same and made them practice for meetings, group discussions and presentations which included grooming and relevant behaviour and body language.

2019-20

21-10-2019 to
26-10-2019



Vocabulary building: This session introduced the students to new words by guessing the meaning while reading – vocabulary in context and use techniques to learn vocabulary – synonyms, antonyms, prefix, suffix methods were used. Students were encouraged to share the learning through new techniques like mind map for vocabulary learning and retention.

2019-20

11-11-2019 to
16-11-2019



Professionalism in communication: The etiquettes of presenting, participating in the meetings and social graces, greetings and polite phrases were practised by the students.

2019-20

02-12-2019 to
07-12-2019



Public Speaking Skills & Oral communication: Preparation, organisation and practice of delivery of speech was learnt in this session. The students also got a glimpse of their performance and feedback to improve was also given in this session.

2019-20

23-12-2019 to
28-12-2019



Business Letters, Email Writing, Paragraph Writing
: The session introduced the students to plan, organise, write and proof-read letters/emails. Writing a relevant subject line, salutation, body of the email, complementary close and importance of signature were learnt. Paragraph writing skills like introduction of the topic, supporting ideas and concluding sentence structures were also learnt.

2019-20

31-12-2019 to
05-01-2020

