

## Academic Year 2017-18 EVEN

<b>Listening Skills</b> Listening to understand with relevant body language like eye-contact and nodding. Paraphrasing to make listening complete in a conversation. The session also dealt with listening sub skills, types, and barriers to listening.	2017-18	22-01-2018 to 27-01-2018
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<b>Introduction skills</b> 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.	2017-18	22-01-2018 to 27-01-2018
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**Writing skills**

The session introduced the students to plan, organise, write and proof read their essays/articles. They also learnt to plan as per audience who read it and brainstorm/refer points in sync with the audience and write . Paragraph writing skills like topic sentence, supporting ideas and concluding sentence structures were also learnt.

2017-18

12-02-2018 to  
17-02-2018**Building confidence to communicate through role play :**

The students were given situations based on which they created scripts as a means of Team-based Learning, and put up their performances. Each team was given a different theme, thereby covering salient learning aspects.

2017-18

07-02-2018



**Conversation skills:** Social graces and meeting someone for the first time and listening to show interest and strike a conversation. Roleplays were given and students gained confidence and feedback was given. This session made the students confident to strike a conversation gracefully.

2017-18

12-02-2018 to  
17-02-2018



**Non-verbal communication (Body Language) .**

This session enabled the practice of non- verbal communication like gestures, postures, eye-contact, expressions, and intonation to polish the presentation skills of the students. They presented it as a group work and individual feedback was given for appreciation and improvement of skills.

2017-18

12-03-2018 to  
17-03-2018



**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.

2017-18

12-03-2018 to  
17-03-2018



**Building Interpersonal skills through Group discussion (preparing the students for placement.)** The 360-degree value of Group Discussion to display one's communication skills and industry-readiness was briefed. Students were put through rounds of practice, which also incorporated micro-mentoring as a means of collaborative learning.

2017-18

15-03 2018



**Presentation Skills:** This session helped students to learn presentation skills. They presented it as a group work and individual feedback was given for appreciation and improvement of skills. Non-verbal communication and confidence was assessed.

2017-18

19-03-2018 to  
24-03-2018



**Speaking Skills through Single Point Debates:**  
Communicative skills and language ability practice based on debates and phrases used therein. The students learn the debating skills to sharpen the communicative ability.

2017-18

30-10-2017 to  
04-11-2017



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

2017-18

19-03-2018 to  
24-03-2018



**Clubbing kinesthetic intelligence for creative thinking and communication skills through street play :**  
Amalgamation of kinesthetic intelligence for creative thinking and linguistic abilities. The purpose: developing confidence through varied means of expression.

2017-18

11-04-2018



**Expansion of Ideas**

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.

2017-18

16-04-2018 to  
21-04-2018

**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.

2017-18

16-04-2018 to 21-04-  
2018

