

Academic Year 2017-18 ODD

Listening Skills 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	11-09- 2017 to 16-09-2017
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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.	2017-18	11-09- 2017 to 16-09-2017
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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

25-09- 2017 to
30-09-2017



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. The session included demonstration of skills learnt in a role-play by students.

2017-18

02-10-2017 to
07-10-2017



Non-verbal communication (Body Language) .This session enabled the practice of nonverbal 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

09-10-2017 to
14-10-2017



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

16-10-2017 to
21-10-2017



Speaking skills: Communicative skills and language ability practice based on conversations and phrases used therein. The students learn how to greet and meet strangers both in the business and social context and demonstrate use of phrases in social graces.

2017-18

23-10-2017 to
28-10-2017



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.

2017-18

23-10-2017 to
28-10-2017





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

2017-18

30-10-2017 to
04-11-2017



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

30-10-2017 to
04-11-2017



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

06-11-2017 to
11-11-2017



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 tools like mind map method for vocabulary learning and retention.

2017-18

13-11-2017 to
18-11-2017



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 and last lines and sign off were learnt. Paragraph writing skills like topic sentence, supporting ideas and concluding sentence structures were also learnt.

2017-18

13-11-2017 to
16-11-2017



Public Speaking Skills & Oral communication : Preparation, organisation and practice of deliver of a 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.

2017-18

27-11-2017 to
02-12-2017



Email writing, CV writing & Report 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 and last lines and sign off were learnt. CV and report formats were also discussed .

2017-18

04-12-2017 to 09-12-2017

