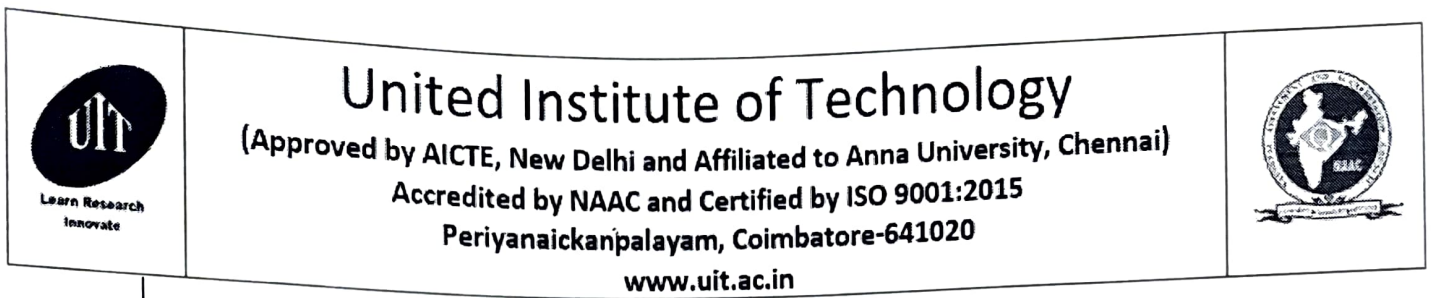


OBJECTIVES OF SOFT SKILLS

- To equip the students with the skills to effectively communicate in English.
- To teach the students practically, how to apply in everyday communication in English through innovative teaching methods.
- To train the students in interview skills, group discussions and presentation skills.
- To expose the students to other important skills such as presentation, image management, public speaking, goal setting, networking, etiquettes, etc.,
- To motivate the students to develop confidence.
- To inculcate skills in students which are required for their career.
- To enhance the students' interpersonal skills.
- To improve the students' writing skills.
- To inculcate positive attitude in students.
- To enrich the vocabulary of the students by various techniques.
- To enhance employability skills in students.



Report on Soft Skill Development

Activity Report

Communication skills for 1st year students.

Soft Skills are vital for a successful career. Being able to communicate effectively is one of the most important skills. Communication is defined as transferring information to produce greater understanding. It can be done vocally (through verbal exchanges), through written media (books, websites and magazines), visually (using graphs, charts) or non-verbally (body language, gestures, pitch of voice, and tone).

The students were taught about the different types of communications such as Verbal, Non-verbal, Listening, Written, and Visual to be practiced effectively for their career development and the communication barriers and also how to overcome the barriers with some interaction sessions

All means of communication are essential. Interpersonal skills are the skills required to effectively communicate, interact, and work with individuals and groups. Those with good interpersonal skills are strong verbal and non-verbal communicators and are often considered to be “good with people”.

Having strong communication skills aids in all aspects of life – from professional life to personal life. From a professional standpoint, all transactions result from communication. Good communication skills are essential to allow others and yourself to understand information more accurately and quickly.

Poor communication skills lead to frequent misunderstanding and frustration. By keeping this in mind the classes were conducted to students to have good communication skill to attend interviews and also to deepen relations and improve themselves better in personal life or professional life.



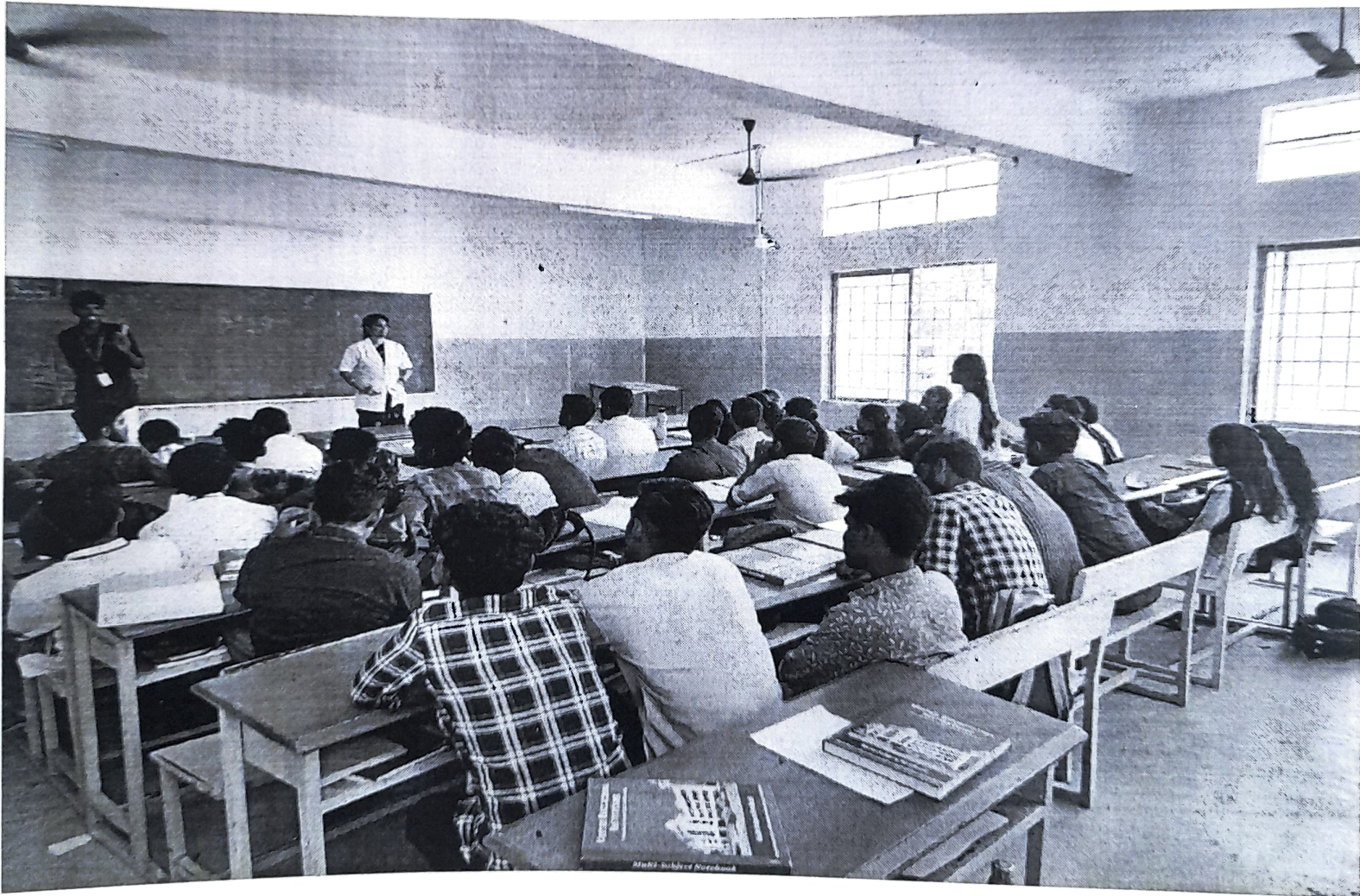
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Students' interaction with Soft Skill trainer

Workshop on “Presentation Skills”

This session was taken for students to make them understand the importance of Presentation Skills. Presentation skills help create innovative ideas when students come up with creative and interesting slides to illustrate their talk.

A good presentation can be a very powerful way to communicate an idea or message. Becoming a skillful presenter will raise the profile and enhance one’s personal brand.

The main objective was to develop confidence in students and improve their communication skills. The session also included interview skills and techniques while giving an interview.

The students were satisfied and asked queries regarding the same. Thus the program was successful.



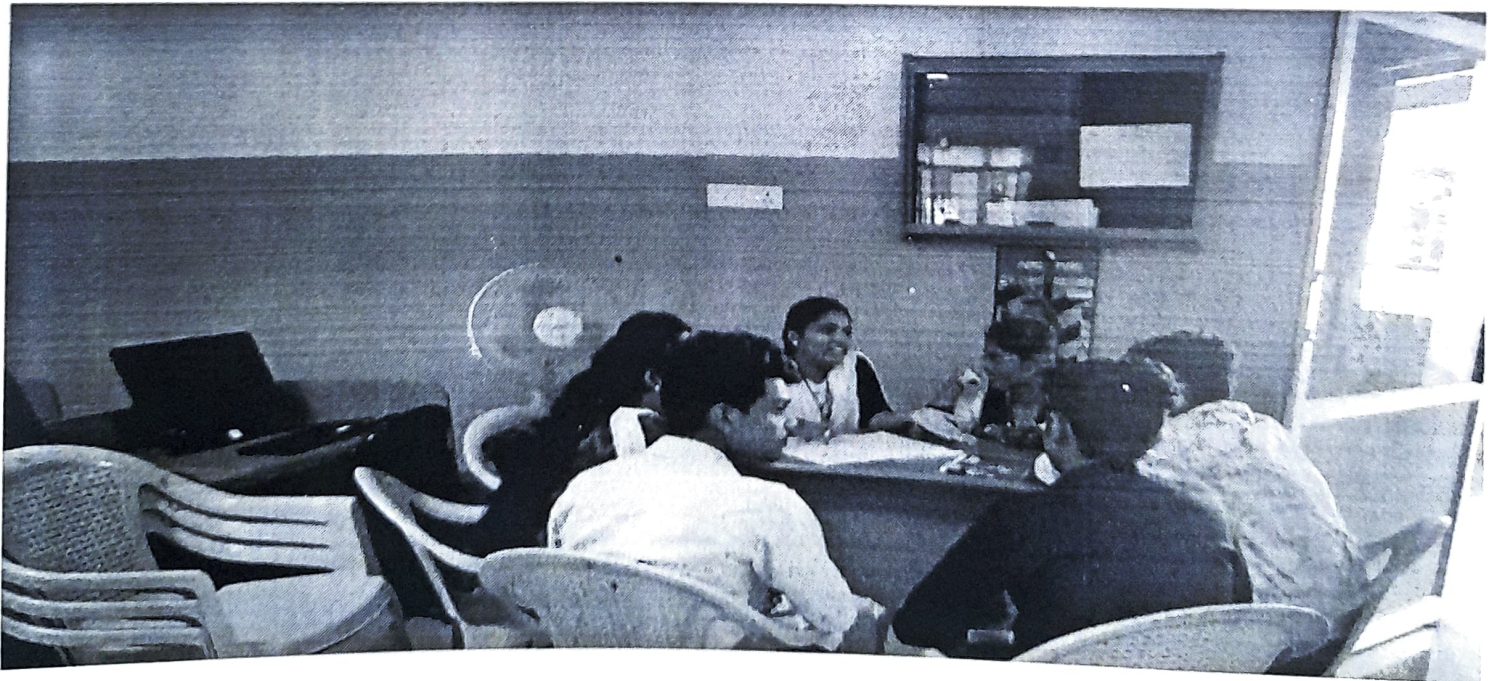
Ms. Bharathi Bothraj – Soft Skill Trainer

Dialogue - Activities

Dialogue is focused conversation, engaged in intentionally with the goal of increasing understanding, addressing problems, and questioning thoughts and actions.

The purpose of Dialogue is narrative conveyed through speech by two or more characters. Effective dialogue should do many things at once. Convey Information, set the scene, advance action, give insight into each character, and foreshadow future dramatic action.

Students were made to form into teams and given Dialogue activities which are useful for a number of reasons: Dialogues provide models on which students can base their own conversations. Dialogues force students to focus on language production in a way that helps them practice correct usage. Student-created dialogues can be used to encourage creativity.



Students as a team involved in dialogue activities.



Public Speaking Activity

This session was taken for students to make them understand the importance of Public Speaking and develop stage daring as well. They were taught soft skills by giving them a situation. They were given tips on how to develop confidence and improve communication skills. They were also taught about the five concepts of speech.

