



GENERAL PROFICIENCY-I (HS1074)

FY- SEM I- 2024-2025

End Semester Review

Name of Student: Piyush Atmaram Mali

Roll No: 59

Branch: Computer Engineering

Division: G

Batch : 3



ASSIGNMENT IV:

Professional etiquettes: meaning and significance, organizational ethics, Telephonic etiquettes, table manners, professional etiquettes, hygiene and clothing manners

- **Objective:** To be able to conduct the behaviour professionally during study (Institute) and after graduation (Workplace)
- **Outcome:** Demonstrate professional etiquettes at a workplace
- **Students Learning through writing and presentation:**
 1. **Understanding Professional Etiquettes** – Learned the importance of behavior, communication, and appearance in professional settings..
 2. **Telephonic and Table Manners** – Practiced formal communication for Volunteering club activities, group meetings, and professional interactions.
 3. **Hygiene and Clothing Manners** – Understood the importance of dressing appropriately and maintaining good hygiene in academic and professional environments.



Assignment V: **Communication skills: Meaning and types, barriers in communication, Importance of non-verbal Communication**

- **Objective:** To be able to communicate during study (Institute) and after graduation (Workplace) effectively.
- **Outcome:** : Apply appropriate communication skills to be an effective communicator
- **Students Learning through writing and presentation:**
 1. **Understanding Communication Skills** – Learned the meaning, types, and significance of communication in academic and professional life.
 2. **Overcoming Barriers** – Identified and practiced strategies to remove obstacles in communication,.
 3. **Non-Verbal Communication** – Understood the role of body language, facial expressions, gestures, and eye contact in effective communication.



ASSIGNMENT VI: **Writing Skills: Application writing, email, BLOG writing, article writing**

- **Objective:** To be able to write official communication during study (Institute) and after graduation (Workplace) **effectively**.
- **Outcome:** Write precise briefs / reports / technical documents/e-mail/blog/vlog
- **Students Learning through writing/ presentation/ skit:**
 1. **Blog Writing Skills :** Learned how to structure and write engaging blog posts with clarity and purpose.
 2. **Professional Email Writing :** Practiced composing formal emails for academic and workplace communication..
 3. **Effective Written Communication :** Developed skills in writing concise and impactful content for different formats.

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Thank You