

SOFTSKILLS ACTIVITIES

Activity - 1

Day - 1 :-

one situation where I spoke today:- I visited the office for some work and spoke with my manager about my assigned tasks and project progress.

What Fear I Felt:- I felt nervous and worried that I might miss some important points while explaining my work.

What I did anyway:- I explained my work status clearly, listened to the manager's feedback, and noted the points discussed.

Day - 2 :-

Spoke:- I spoke with my teammates Ganesh N, Ganesh B and Nikitha, and helped them complete the required software installations.

Felt:- I felt nervous while speaking with and guiding the new teammate, Nikitha.

What I did:- I spoke clearly while explaining the installation steps, supported the team, and answered their questions.

Day - 3 :-

Spoke:- In presentation session, I presented my work to the group.

Felt:- I felt nervous and confused during my turn, and I accidentally opened a different document instead of my prepared one ☹.

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What I did:- I stayed calm and explained the content from the document that was open, continuing the presentation.

Day-4:-

Spoke:- since it was Christmas, I spent time with my friends and family and actively participated in conversations.

Felt:- I did not feel any fear today, as the environment was comfortable and positive.

What I did:- I spoke openly, shared my thoughts, and enjoyed meaningful conversations.

Day-5:-

Spoke:- I spoke with shivani during the stand-up call and explained my work status.

Felt:- I did not feel any fear while speaking.

What I did:- I confidently explained my progress and updates.

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ACTIVITY-2

Feedback to Kavitha: Kavitha actively participated throughout the week.

- On Day 1, She asked SQL and Installations questions and shared useful ideas.
- On Day 2, she spoke confidently during the meeting and communicated her points clearly.
- On Day 3, Her self-introduction was clear and confidently.
- Overall, I really liked your explanation. You explained your ideas clearly and confidently during the team meeting. Your self-introduction was well done, and your overall clarity was very good.
- During this activity, I felt more confident each day. Speaking in meetings and sharing my ideas helped me overcome my hesitation. Overall, it was a good learning experience and helped improve my communication skills.

ACTIVITY-3

- **Strength:** Kavitha can effectively manage any situation and handle tasks with confidence.
- **Positive body-language habit:** She maintains good eye contact and has a calm, confident posture while communicating.