

DEPARTMENT OF COMPUTER ENGINEERING  
SECOND YEAR

COURSE CODE: 210249

COURSE NAME: BUSINESS COMMUNICATION

## LABORATORY WORKBOOK

Name of the student: Kaustubh Shhrikant Kabra

Class: SE COMP -1

Roll No. : 20

Batch : S 1

S.No.	Date of Assignment	Description of the Assignment	Sign of the Faculty
1.		Introducing Oneself	
2.		S W O T Analysis	
3.		Verbal & Non-Verbal Communication	
4.		Group Discussion	
5.		Extempore Speech	
6.		Listening & Reading	
7.		Essay Writing / Creative Writing	
8.		Team Building Activities	
9.		Mock Interview	
10.		Technical Presentation	

### CERTIFICATE OF COMPLETION

This is to certify that Master Kaustubh Shrikant Kabra.

Roll No. 20 from S.E. of the Department of Computer Engineering has participated in the above mentioned practical during the said semester.

Signature

Faculty In Charge

Signature

Head of Department

## LAB 1 : INTRODUCING ONESELF

**Preface:** How you introduce yourself really matters. It is one of the initial impressions that people make of you and it is important that you present yourself in an impressive manner. Most people begin forming an opinion of you within 3 seconds and these judgments can be difficult to modify. Our first impression can be the difference between starting a successful business relationship or finishing with a one-off meeting.

Here are some of the steps/tips that can help you introduce yourself professionally or socially.

*Good Morning*

### ***Personal Information***

*Name: I am Kaustubh Kabra*

*Where you hail from: I was born in city called Beed, I was brought up in Erandol, Jalgaon.*

*Academic background: I completed my schooling at St. Josephs Convent Senior Secondary School, Jalgaon. and my High School at Dhanaji Nana Chaudhari Vidhya Prabodhinis Arts and Science College, Jalgaon.*

*Present academic status : Presently, I am pursuing my COMPUTER ENGINEERING in AISSMS IOIT.*

### ***Family-related Information***

*There are 6 members in my family.*

*My father is Manager in Chemical Industry.*\_\_\_\_\_

*My Mother is a housewife .*

*My sister is a CA aspirant and a great Artist.*

### ***Future***

*After my B.E., I plan to go for higher education .*

*because I like to learn new things and explore new areas of interest .*

## LAB 2 : S W O C ANALYSIS

**Preface** - SWOC Analysis is a simple but useful framework for analyzing one's strengths and weaknesses, and the opportunities and challenges that one could face. It helps focus on one's strengths, minimize challenges, and take the greatest possible advantage of opportunities available.

		POSITIVES	NEGATIVES
INTERNAL		<b>STRENGTHS</b> <i>Functional</i> <i>Diligent</i> <i>Organized</i> <i>Patience</i>  <i>Fast learner</i>	<b>WEAKNESSES</b> <i>Public addressing</i>
EXTERNAL		<b>OPPORTUNITIES</b> <i>Cyber security</i> <i>Artificial intelligent</i> <i>Data science</i>	<b>CHALLENGES</b> <i>Getting better in my programming skills and also learning a new programming language</i>

## **LAB 3 : VERBAL AND NON-VERBAL COMMUNICATION**

Preface – Based on the activities done in class, please answer the following questions –  
VERBAL COMMUNICATION

1. What according to you is communication?

Communication is simply the act of transferring information from one place, person or group to another. Communication is the act of giving, receiving, and sharing information in other words, talking or writing, and listening or reading. Good communicators listen carefully, speak or write clearly, and respect different opinions.

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2. What are the basic yet important elements of the communication cycle?

Communication may be defined as a process concerning exchange of facts or ideas between persons holding different positions in an organization to achieve mutual harmony. The communication process is dynamic in nature rather than a static phenomenon.

Communication processes as such must be considered a continuous and dynamic inter-action, both affecting and being affected by many variables.

Seven major elements of the communication process are:

(1) sender

(2) ideas

(3) encoding

(4) communication channel

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(5) receiver

(6) decoding and

(7) feedback.

3. In the first round why were your teammates and you not able to achieve the goal of drawing the image?

The main reason for us to fail to achieve the goal of drawing the image is that we all fail to get in proper communication with each other. Even though everyone was working hard to draw the image .

4. Who is ultimately responsible for the right message?

We are only responsible for the right message in the end .

As we should follow these things while conveying right message:

- 1) Keep the message simple, but deep in meaning
- 2) Use the discipline of a framework.
- 3) Make the necessary investment.
- 4) Tell Facts and figures .

5. Name five different barriers in communication

==>There are many barriers to communication and these may occur at any stage in the communication process. Barriers may lead to your message becoming distorted and you therefore risk wasting both time and/or money by causing confusion and misunderstanding.

Effective communication involves overcoming these barriers and conveying a clear and concise message.

The five different barriers in communication are as follows :

- Physical Separation Barrier
- Status Differences
- Gender Differences
- Language
- Cultural Diversity

## NON-VERBAL COMMUNICATION

1. What according to you is the difference between verbal / non-verbal communication? Which one is stronger and why?

VERBAL COMMUNICATION:

## Verbal

communication involves the use of words or speech or auditory language to express emotions or thoughts or exchange information.

Communication Type: Formal as well as Informal

Impact of the Message: Very impactful as it is documented.

Communicates: Precise information.

Conveyed Through: Emails, letters, notes, reports, i.e. Anything in written and oral format where words are used.

Transparency Status: Clear and Concise.

## NON-VERBAL COMMUNICATION:

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Non-verbal communication involves the use of visual or non-verbal cues such as facial expressions, eye or body movements, gestures, and many more without speaking.

Communication Type: Informal

Impact of the Message: Very comprehensive as it shows the actual emotions of the person

Communicates: Required and at times more information.

Conveyed Through: Through Body posture, gestures, eye contacts, face expressions i.e. any form of expression.

Transparency Status: Complex and sometimes confusing.



*Verbal*

and *Non-verbal communication* is a way to convey messages or pass information with diluting the facts.

Both, *Verbal* and *Non-verbal communications* hold great importance as at times certain things can't be passed using the structured methods of verbal communication and need to use non-verbal communication methods.

Also, at times a person needs to restrict themselves to structured methods of verbal communication.

Thus, both offer different values in different scenarios. Hence one must understand the difference between Verbal and Non-verbal Communication to converse well.

## 2. What are the elements of non-verbal communication?

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Nonverbal communication includes a number of elements are as follows:

- 1. Eye contact.** The effective nonverbal instructor tried to make eye contact with each student throughout the presentation; the poor nonverbal instructor looked at the PowerPoint and minimally glanced at the students.
- 2. Voice fluctuation.** The effective nonverbal instructor varied his vocal pattern throughout the presentation; the poor nonverbal instructor kept a moderately monotonous vocal range.
- 3. Position in the room.** The effective nonverbal instructor used a PowerPoint clicker and walked around the front of the room; the poor nonverbal instructor stood behind a podium and used the desktop computer mouse to navigate the PowerPoint.
- 4. Facial expressions.** The effective nonverbal instructor used a variety of enthusiastic facial expressions; the poor nonverbal instructor kept a moderately flat expression.

5. **Hand gestures.** The effective nonverbal instructor continually showed the palms of his hands during gestures; the poor nonverbal instructor kept his hands on the surface of the podium.

3. Are there any benefits of non-verbal communication?

The benefits of non-verbal communication are as follows

1. **Complementary:** Non-verbal cues complement a verbal message by adding to its meaning. You can pat someone you offended at the back as you say sorry to him or her.
2. **Easy presentation:** Information can be easily presented in non-verbal communication through using visual, audio-visual and silent means of non-verbal communication.
3. **Substituting:** Non-verbal messages may substitute for the verbal message especially if it is blocked by noise, interruption, long-distance, etc. for example; gestures-finger to lips to indicate need for quiet, facial expressions- a nod instead of a yes.
4. **Accenting:** Often used to accent a verbal message. Verbal tone indicates the actual meaning of the specific words.
5. **Attractive presentation:** Non-verbal communication is based on visual, picture, graph, sign, etc. that can be seen very much attractive.
6. **Reducing wastage of time:** The message of non-verbal communication reached the receiver very fast. For this reason, it reduces the wastage of valuable time of the communicator.
7. **Quick expression of message:** Non-verbal cues of communication like sign and symbol can also communicate some messages very quickly than written or oral messages.

4. Observe your own body language and write three aspects that you need to improve on

Referring my body language there are many aspects that I feel that I could do better to improve my communication skills .

- 1) EYE CONTACT
- 2) HAND GESTURES
- 3) FACIAL EXPRESSION

5. Eye-contact is important during oral communication – what is your interpretation of this statement?

The old saying that “eyes are a reflection of your inner self” holds true in most cases. There are a lot of meanings to eye contact. Our eyes also reflect our sincerity, integrity and comfort when communicating with another person. Eye contact is a form of body language which is important during communication. Practicing good eye contact is an essential skill for effective communication.

The skill of eye contact is indispensable but goes mostly unnoticed, which makes it a perfect skill to hone. Practicing eye contact is one of the best investments you will ever make .

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## LAB 4 – GROUP DISCUSSION

**Preface** - Group discussion (GD), by virtue of the term, means exchange of views by participants on a given subject. The whole idea is to bring together a set of people on a common platform to share their ideas, thereby giving an opportunity to exhibit not only their knowledge, but also to understand and enhance their learning by absorbing the thoughts of other people.

### Advantages of Group Discussions

*Better understanding of the subject*

*Solve problems*

*Improve listening skills and*

*Enhance communication and interpersonal*

*Team building*

Some of the Recent Topics that you need to prepare yourself

1. NYAY – Can it eliminate poverty?
2. Black or Grey – Abstract GD Topic
3. Is India ready for 5G?
4. Open economy – Role of MNCs in India
5. Challenges in the IT industry
6. Innovation vs Invention – What is more important?
7. Impact of Technology on jobs
8. Industrial Revolution 4.0
9. Blockchain Technology – Pros & Cons

## ROUGH WORK FOR GROUP DISCUSSION

Write down the points that were discussed about the topic given in the session.

### **Is India ready for 5G?**

#### **Theme :-**

At present the whole world is using 4G cellular communication technologies, and a good number of users are still using 2G & 3G services. Now, the world is looking towards implementing 5th generation cellular communication technology, which will have approximately 10 to 20 times faster internet speeds than the present 4G technology.

And it will also have low latency, which means if a sender sends a message, the receiver will receive it in less than a millisecond. At present with 4G, it takes 30-70 milliseconds for the transmission from sender to receiver. 5G has a lot of benefits... for example with such faster internet speeds and low latency, doctors can remotely perform surgeries, and also helps in developing advanced applications in various sectors.

US, China, Japan & South Korea are already testing 5G services in their countries and especially US & China are in a race to become the first country to fully implement 5G services. India is also planning to roll out 5G services by 2020.

#### **Yes :-**

In 2017, Indian government has set up Rs. 500 crores fund for Research & Development of 5G Technology and thereby to roll out 5G by 2020, and it is also planning to auction 5G spectrum by January 2020.

Indian government is ready for this transition. Internet users and hence the data consumption is increasing at a rapid rate in India. So, telecom companies can safely invest in 5G technology & can expect returns.

Chairman of Reliance Industries Limited, Mukesh Ambani has already said that Jio's network is fully 5G ready & so, it is planning to roll out 5G services in India by 2020 .

## **No :-**

Not all telecom companies are ready for 5G yet. Vodafone, one of the biggest telecom service providers in India is not in favor of auctioning 5G spectrum in 2020. They are in the opinion that India does not need 5G services yet. Airtel is not happy with the current prices of 5G spectrum auction.

The main reason behind all these things is that Indian telecom sector is in a huge debt of approximately 8 lakh crore rupees as of 2019. So, telecom companies do not afford to invest in the 5G technology. They did not get returns on the investment they put on 4G, telecom companies faced this situation with 3G too. They could not reap the benefits of the investment they put on 3G. Till Sep 2016, many people were using 2G services because 3G services were expensive at that time.

But when Jio launched cheap 4G services in September 2016, many users started buying 4G mobile to use 4G services. Though the main reason is the cheap prices of 4G, another important reason for this is... there is a lot of difference between 3G & 4G. With 4G, video calls services and the internet browsing speeds have improved a lot. So, people made the switch. But now many people may not invest in buying 5G handsets, because the present internet speeds are already enough for many people

And definitely 5G services will be expensive considering the investment telecom service providers are going to invest. People may not be interested in spending more. So, there is a fear in telecom service providers that whether they will get returns or not. And as per the studies on 5G technology, it has security loopholes, because it is still in the starting stages.

It is better to wait till the ecosystem is fully developed. India's 4G internet speed is very low when compared with other countries. So, launching 5G services will face the same issue. So, we cannot say that India is ready without upgrading the infrastructure first.

## **Conclusion:-**

India is ready to implement 5G at par with the global launch, but we cannot expect full transition soon. It may take a few more years for the full transition to take place.

## LAB 5 – EXTEMPORE SPEECH

Preface - An extempore speech is an impromptu speech which the candidate is required to make on a topic given there and then. Extempore speech is spoken without preparation. It is also known as spontaneous speaking or impromptu speech. The topic is given on the spot at the time of speech. That's why people become nervous when it comes to situation speaking (extempore speech). Unlike the prepared speech you won't get a lot of time to write down and practice the speech. You will be on the stage and have to deliver without any prior preparation. The importance of the extempore speech is it helps you think and develop presence of mind and it directly helps your brain to react fast.

What are the things that are evaluated in an extempore speech?

*The main objective of extempore speech is to evaluate or check the knowledge of a candidate about a specific topic and how he/she reacts at the time while speaking.*

*Presence of Mind: Judges/crowd will evaluate how quickly your brain processes.*

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*Beginning/opening and ending: How you begin and and how you end will create an impression on the audience.*

*Thoughts: It describes the clarity of your thoughts.*

*Last but not least "confidence": An extempore speech is the best way to measure your tone at the time of speaking, facial expressions and movement of your hands.*

### Some of the recent topics for Extempore Speech

Demonetization Getting real on

climate IT: Boon or Bane

The most needed reform in India Cheap Labor  
in India

Women make better managers than men Objectives of  
business

Time Management Higher education in  
India

Marketing: What do you like  
about it? Inflation or growth

Education and  
wisdom

Climate is  
changing

Education

Reforms Indo-

Pak relations

Fiscal cliff

Chetan Bhagat and literature

Freedom of expression

## ROUGH WORK EXTEMPORE SPEECH

Write down the points that you used in your speech.

### **Speech on Importance of Education of Students and Children**

Education is a procedure of learning where knowledge, skills, and habits move from one generation to the other. Moreover, education is essential for the overall development of a human being. For instance, their personal, social as well as the economic development of the country. If we talk about the importance of education in our daily life, we have to admit that it improves our personal lives and helps in running the societies smoothly by protecting everyone including ourselves from the harmful and unexpected events.

#### **Modes of Education**

The major types of education system are as follows:

##### **Formal Education:**

Formal education is basically a practice of learning where a human learns basic, academic or some trade skills for his living. Formal education or formal learning initiates at the basic level. Further, it continues till the college or university level where people study bachelor and master courses. It comes under a certain combination of rules and regulations and it may provide a formal degree after the completion of the course.

##### **Informal Education:**

Informal education is the type of education where people are not studying in a specific school or a college. They do not use any specific learning method or technique. When a father teaches his son how to ride a bicycle or a mother teaches her daughter how to cook food, then this learning fall under the category of Informal Education. A person can get informal education by reading some books from any library or any educational website on the internet.

#### **Importance of Education in Our Life**

Education is very important for personal development as well as for the socio-economic development of our country. Education is important for living life happily. Moreover, it empowers and motivates our mind to conceive good thoughts and ideas and grow our knowledge day by day. Moreover, education helps us in acquiring new skills and techniques. Thus, it becomes effortless for us to do our daily life activities in the best possible ways with maximum output and excellence. Education is necessary to raise a person's standard of living. As it gives us all the necessary goods and awareness about how we can increase our earnings with the use of our brains and knowledge.

#### **Importance of Education in the Life of a Student**



Education is one of the most important and mandatory elements in the life of a student. It helps the students to do analysis while making important decisions in life. Education is essential for a student because after being educated enough, a student will be able to select a good career option for them. So that they can succeed in life with the help of education. A good career provides the students financial freedom and support along with mental satisfaction. The Education of the students helps them in improving their communication skills. For instance, their speech, body language, and many other elements present in the communication system. Education helps the students in using the technology in a better way in this era of rapid technological development and transformation.

## **Conclusion**

As we all know that education is the key element of everyone's life today. Education has the value that helps in making people valuable and full of knowledge. Education is necessary for the growth of life for everyone. It has the same value for everyone equally. Everyone is having the right to learn.

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## LAB 6 – LISTENING

Preface – Listening is an integral part of communication. Some of the best communicators are always known to be excellent listeners. There are two kinds of listening – Active Listening and Passive Listening. Active Listening is when you are able to comprehend the language, interpret it and derive the right answer that is put to you. In this activity, you will listen to 4 distinct audios and answer the questions as the audio progresses.

*Audio 1 | Audio 2 | Audio 3 | Audio 4*

Please give your perspectives about the Listening Activity

1. What according to you is the difference between Listening and Hearing?

⇒

The definition of hearing has more to do with the physiological act of hearing sounds than it does with making sense and connecting with the person who's talking to you.

Hearing as the “process, function, or power of perceiving sound; specifically: the special sense by which noises and tones are received as stimuli.”

Listening, on the other hand, means “to pay attention to sound; to hear something with thoughtful attention; and to give consideration.”

Hearing is like collecting data. The act of hearing is rather simple and basic. Listening, on the other hand, is three-dimensional. People that excel at work, or any other place are ones that have honed their ability to listen.

2. Why is listening so important?

Listening skills are essential to many business roles and functions, including:

- managing, coaching, mentoring, facilitation

- sales, negotiation, arbitration, market research
- appraisal, interviewing, training, consultancy

Good listening is also a vital part of these activities:

- making decisions
- reaching agreements
- selling and influencing
- dealing with customer complaints
- getting and giving information (such as policy, instructions, feedback, marketing information).

Listening is essential to your effectiveness as a speaker.

To be an effective speaker you have to take feedback from the audience (listen to them, in other words) and adjust your presentations according to what works most effectively for them. So listening is important.

3. On a scale of 0 to 10 (where 0 is the no listening skills and 10 is excellent listening skills) how would you rate yourself. Give an example where you feel, listening to the other person paid off with good results.

I would rate my listening skills 9 out of 10 . I always prefer to give equal time and respect to the person I am speaking to and also listen their thoughts on a particular topic .

There are many times paying attention and listening to other people pay off.

During the lectures I always paid attention in class and had a good idea about which topic taught by teachers are important and will help me to score extra marks in my

examinations.

4. Why is listening so difficult?

Speaking is easy; listening is difficult. Experts say that the average person actually remembers a fraction of what is said to them. In the course of a lifetime, so much time is spent mastering nuts and bolts career skills, but little time is spent polishing essential interpersonal skills. Listening is one of them.

For decades, recruiters, HR people and organizational heads have complained about job candidates lacking strong communication skills. This is a common complaint from recruiters in all industries. IT candidates, particularly, are singled out for lacking rudimentary communication skills.

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## LAB 6 – READING

Preface - The purpose of reading is to connect the ideas on the page to what you already know. If you don't know anything about a subject, then pouring words of text into your mind is like pouring water into your hand. Improving Comprehension

Reading comprehension requires motivation, mental frameworks for holding ideas, concentration and good study techniques.

Here are some suggestions.

- Develop a broad background.
- Know the structure of paragraphs.
- Identify the type of reasoning.
- Anticipate and predict.
- Look for the method of organization.
- Create motivation and interest.
- Pay attention to supporting cues.
- Highlight, summarize and review
- Build a good vocabulary.
- Concentrate on roots, prefixes and endings
- Monitor effectiveness

## Share your viewpoint about the Reading Comprehension Activity

### 1. What did you find tough about the reading activity? Why?

I always prefer to read something whenever I have time . I face no difficulties in reading activities when ever conducted .Reading can make you a better writer and speaker. Reading skills can take you a step ahead and help you achieve your objectives by customizing the way you read.

### 2. How do you think you can improve upon your reading skills?

Here are some way I can improve my reading skills:

- Annotate and highlight text
- Personalize the content
- Practice problem solving skills
- Incorporate more senses
- Understand common themes
- Set reading goals
- Read in portions

### 3. Do you think it is important to have good reading skills? Why? How will it help professionally?

Reading can make you a better writer and speaker. Reading skills can take you a step ahead and help you achieve your objectives by customizing the way you read. If you choose the appropriate reading skill, it will enhance the reading process and help you achieve your goal.

No matter how much stress you have at work or in life, it all just slips away when you lose yourself in a great story. A well-written novel can transport you to other realms, while an engaging article will distract you and keep you in the present moment, letting tensions drain away and allowing you to relax.

If you work in a job that requires you to write a good amount, reading more can certainly help you in this regard.This goes hand-in-hand with the expansion of your vocabulary: exposure to published, well-written work has a noted effect on one's own writing. Being able to observe the cadence, fluidity, and writing styles of other authors will undoubtedly influence your own work.

## **LAB 7 – ESSAY WRITING**

Weddings are becoming more and more expensive. What do you think are the causes? Is this a positive or negative development for the nation?

Tying two people in a relationship for lifelong is a costly affair in several nations, these days. This essay will discuss both the positive and negative aspects of this evolution of society and the economy.

Indeed, people in developed countries have more money and fewer children as compared to the previous time. Therefore, expenditure on limited children is much better than more. Hence, a hefty amount is spent on weddings to flaunt wealth and gain respect in the society. However, it has some negative implications as well, such as less affluent individuals feel the social pressure of throwing big fat weddings, but sometimes, they go beyond their limits and take the loans from the banks or break their assets, which they might have kept for contingencies. For instance, a recent survey reported that middle-class people, in a country like India spend 70% more than their actual budget on weddings.

On the contrary, the benefits of expensive ceremonies cannot be overlooked. Firstly, in today's globalized world, people are influenced by the well-known star's lavish parties and imitate them to create the memories of their big day in the same way they do. Consequently, the wedding industry has gained popularity, and it uses persuasive marketing techniques to inspire the would-be grooms and bride grooms to spend a fortune on their special day. For example, since the last decade, event managers have accounted for around \$72 billion in national income per year in an average economy.

In conclusion, the phenomenon of occasions is mutating. Despite the negative development of extravagant marriages, people want to share their happiness with their friends and families. These celebrations are deemed as a positive development of a country and its local businesses.

## LAB 7 – CREATIVE WRITING

**The Rocket-ship:** Write about a rocket-ship on its way to the moon or a distant galaxy far, far, away.

*Forget everything you think you know about the world...you've been lied to...*

Those words had echoed in this mind daily for the last six months, and sitting here now, strapped into the seat of a shuttle based on his design... they couldn't be more true.

Not too long ago, the technology that he was using today had felt like a distant dream, but now it was his reality. Surrounded by screens full of numbers and equations, he felt oddly at home, which was strange because he couldn't be further from Earth, he wasn't even in his native Solar System.

Redd suddenly appeared beside him, he still couldn't get over how quietly she moved. 'Professor, I fixed the connector pipes you were worried about. It's not ideal, but they'll hold until we reach the landing spot.'

He watched as she turned and struggled into the seat next to him, her tail not fitting comfortably underneath her. He still had to remind himself not to stare.

'Professor?'

He looked up to see the questioning expression on her face... he'd been staring.

'Sorry Redd, I...uh...was lost in my thoughts.' He cleared his throat, hoping he hadn't been obvious. 'Great work on the pipe, when we land, we'll take them apart and take a look.'

She seemed satisfied as she smiled and turned her attention to her screens and the ship's diagnostics system.

A sarcastic voice crackled in over the comms system 'Buckle up guys and gals, this is your Captain speaking...'



‘Shut up Slick, you ain’t no Captain of mine!’ Another voice interrupted quickly.

‘Well I sure ain’t having some thief tell me who or what I am...’

‘Grrr...’ A growl echoed loudly over the comms ‘I’ve warned you both, if you don’t cut it out, you’ll be banned from talking.’

The comms were cut and replaced by the sound of Howler slowly making his way down the ship, claws on metal, the sound vibrating around the walls. The muffled sounds of Slick and Bandit bickering still drifted through from the Flight Deck.

‘They won’t learn you know’ he told Howler as he entered the Hold. At 7ft tall, Howler struck the most imposing figure he had ever seen, he wasn’t scared to admit he was still petrified of him, even after their time together. ‘They’re natural born enemies, they’ll never see eye to eye.’

‘I don’t have time to babysit them and their childish ways’ Howler’s voice was deep and gravelly. ‘Besides, Redd here is my natural prey according to your planet...and look how well we get along!’ He grinned and let out a low chuckle, it was meant to be friendly, unnerving as the rows of teeth were. ‘Now, enough talking, prepare for launch.’

Fixing the buckles on his harness, those words popped into his head again...

*Forget everything you think you know about the world...you’ve been lied to...*

## COVID – 19 Impact on life

COVID-19 (Coronavirus) has affected day to day life and is slowing down the global economy. This pandemic has affected thousands of peoples, who are either sick or are being killed due to the spread of this disease. The most common symptoms of this viral infection are fever, cold, cough, bone pain and breathing problems, and ultimately leading to pneumonia. This, being a new viral disease affecting humans for the first time, vaccines are not yet available. Thus, the emphasis is on taking extensive precautions such as extensive hygiene protocol (e.g., regularly washing of hands, avoidance of face to face interaction etc.), social distancing, and wearing of masks, and so on. This virus is spreading exponentially region wise. Countries are banning gatherings of people to spread and break the exponential curve. Many countries are locking their population and enforcing strict quarantine to control the spread of the havoc of this highly communicable disease.

COVID-19 has rapidly affected our day to day life, businesses, disrupted the world trade and movements. Identification of the disease at an early stage is vital to control the spread of the virus because it very rapidly spreads from person to person. Most of the countries have slowed down their manufacturing of the products. The various industries and sectors are affected by the cause of this disease; these include the pharmaceuticals industry, solar power sector, tourism, Information and electronics industry. This virus creates significant knock-on effects on the daily life of citizens, as well as about the global economy.

Presently the impacts of COVID-19 in daily life are extensive and have far reaching consequences. These can be divided into various categories:

A)

### *Healthcare*

- Challenges in the diagnosis, quarantine and treatment of suspected or confirmed cases
- High burden of the functioning of the existing medical system
- Patients with other disease and health problems are getting neglected
- Overload on doctors and other healthcare professionals, who are at a very high risk
- Overloading of medical shops
- Requirement for high protection
- Disruption of medical supply chain

B)

### *Economic*

- Slowing of the manufacturing of essential goods
- Disrupt the supply chain of products
- Losses in national and international business
- Poor cash flow in the market
- Significant slowing down in the revenue growth

*Social*

- Service sector is not being able to provide their proper service
- Cancellation or postponement of large-scale sports and tournaments
- Avoiding the national and international travelling and cancellation of services
- Disruption of celebration of cultural, religious and festive events
- Undue stress among the population
- Social distancing with our peers and family members
- Closure of the hotels, restaurants and religious places
- Closure of places for entertainment such as movies and play theatres, sports clubs, gymnasiums, swimming pools, and so on.
- Postponement of examinations

This COVID-19 has affected the sources of supply and affects the global economy. There are restrictions of travelling from one country to another country. During travelling, numbers of cases are identified positive when tested, especially when they are taking international visits.<sup>5</sup> All governments, health organisations and other authorities are continuously focussing on identifying the cases affected by the COVID-19. Healthcare professional face lot of difficulties in maintaining the quality of healthcare these days.

## **LAB 8 – TEAM BUILDING ACTIVITY ( MINI Project)**

Preface – Every organization is made up of teams. And the success of that organization has a direct correlation to the effectiveness of its teams. The better the coordination among the teams, better would be the organization's benefits. Team building and specially planned activities not only boost morale of employees, but it can also increase the success of your business. Here are a few reasons why team building is important in the workplace:

1. Facilitates better communication
2. Motivates employees
3. Promotes
4. Develops problem-solving
5. Breaks the barrier

Overall, team building in the workplace enables better communication, better relationships and ultimately increases productivity.

Based on the team building activity done in the session, please write down your thoughts.

1. What was the name of the activity that you were part of?  
Me and my team have been part of a mini project , which was assigned by the college to us.
2. How many team members were there in your team?  
We have a total of 4 members in the team .
3. Describe in short what the goal of the activity given to you was.

The end goal was to achieve a complete working circuit simulator with some additional functionalities included in it .

4. Were you as a team able to achieve the goal in the stipulated time?

Yes we have successfully achieved the goal that the team stated at the start of the project and also added some other features with it .

5. How would you rate the performance of your team? (Scale 0 – 10; where 0 is extremely poor performance and 10 excellent performance)

We would rate the performance at 9 . There were any problems faced during that time interval like lack of interest from the fellow team members , not achieving the proper result after many attempts and so on .

6. Write down the names of your team members and write 2 qualities that you admire/appreciate about that person and 2 qualities that you feel that that person needs to work on.

Team members

1. Akash
2. Harsh
3. Onasvee

Qualities

Fast learner , good writer  
hard worker , good programmer  
good programmer , Time management

7. Do you think you would have performed better had you done this assignment alone?

NO , the team have been supportive through out and I could not achieve the working alone on that project.

8. What skills do you think are important for a team to succeed?

Skills important for team to succeed:

- Communication
- Time management
- Problem-solving
- Listening
- Critical thinking
- Collaboration
- Leadership

## LAB 9 – INTERVIEW

Preface – As budding professionals, you will have to face a number of interviews and it is imperative that you be prepared to answer questions and present yourself with confidence, knowledge and sincerity.

Here are some of the questions that you would be expected to answer.

1. Tell us something about yourself.

I am a student from the AISSMS IOIT student for computer engineering, but my passion for numbers goes back much further than that. Even as a kid, my parents used to think it was funny, and it definitely didn't endear me to other fifth graders. When I was 11, my mom let me do her all fixing thing work, and I just can't describe the satisfaction I felt when I saved her money by fixing the things at home. She used the money from her refund to buy me books on space science. For as long as I can remember, I've dreamt of working at NASA, and this internship opportunity is that dream come true.

2. Where do you see yourself 5 years from now? (i.e. 5 years after graduation)

I would like to see myself work at good company.

3. If you could correct any one of your qualities what would it be and why?

Public Speaking : I get into problem when i need to address crowd and i would like to be changed

4. What / Who motivates you?

My parents motivate me a lot. As they have always been there to help me in any condition and always correct me whenever I am wrong and appreciate my efforts when I achieve something.

5. Give an example of your creativity

Creativity is the act of generating new, imaginative ideas. It is often beneficial for solving problems and communicating with others in the workplace. Creativity can involve identifying patterns, making connections between things that are normally not related and thinking of new ideas.

"Creativity" the term is purely subjective in nature. It has got much wider sense than the term itself. One can't define I'm being creative. Being creative means it must be entirely unique. I guess there's nothing called creativity. Since a thing can't be entirely unique it's invoked from the individual thoughts, Socio-cultural ideas, previously known facts. 'I'm creative enough to know that there's nothing called creativity'. As far as my knowledge goes, creativity isn't about improving things. It's called "Modification".

6. What is the difference between 'hard work' and 'smart work'? Which do you prefer and why?

The difference between these two is based on how you approach the task. Hard work means spending long hours to complete the task without any shortcuts. It gives us the desired results, but the process is long and stressful. Whereas smart work will give the same result by planning and prioritization of tasks. Given below is the helpful answer by a college student.

In college, I used to study hard for the exam and obtained above-average scores. But after the first semester, I found that the trend of examination questions was repetitive. Since then, I used to prepare smartly only for previous year question papers and scored better marks at the same time I have worked hard throughout the year to improve my subject knowledge.

I think that the combination of both smart work and hard work together does wonders. Considering any of the smart people who have invented a shortcut for any activity have involved a long period of hard work. You should never hesitate to work hard, but if there is any possibility which will effectively give the same result, then you prefer doing it. The planning and prioritizing is required before starting with the task.

8. What makes you angry?

People not keeping their word or not completing work that was assigned to them .

9.If you found out that your friend is cheating in a project assigned to him/her what would you do – would you report to the authorities / would you keep quiet and let it pass – he is your friend after all / get angry yet keep quiet / anything else?

I would give him a warning , even after that if he doesn't correct himself I will report the authorities as fast as possible .



## LAB 10 – PRESENTATION

Presenting ideas / technical information / pitching to a client are all integral parts of the corporate and professional life. Making a presentation is not about just using fancy animation / images on the slides. It is about reinforcing your ideas using a PPT. The key to a successful presentation is not the slides / contents of the slides – it is YOU.

Based on your presentation please answer the following questions

1. What is the topic that you chose for the presentation? Why did you choose this topic

The topic I chose for the presentation was “TYPES OF STAR IN UNIVERSE”.

The reason I selected this topic was , I have an interest in space science and technology .

2. How many slides did you use to explain your idea?

It took me nearly 10 slides to explain the topic .

3. How many team members were there? What are their names?

There were total 3 team member

Harsh , Onasvee and myself .

4. Write down each person’s contribution to the presentation

Team Member

Contribution

Harsh

PPt

Onasvee

collecting information

Me

Collecting information and all other material required

5. Give a critical view of your presentation. Write down two good aspects of your presentation and presenters and 2 areas of improvement (for each team member)

Critical view:

some people were not interested to know about the universe

Team Member	Good Aspect	Improvement require
Harsh	designing	Time management
Onasvee	time management	reading skills
Me	time management	presentation

6. How did your team members and you handle the questions?

The team did a great job and the questions were handled very carefully and answered .

7. What do you think you would have done differently if you had more time?

We could have added more animation in the ppt so that the we would be able to grab attention of the people

8. List down the headings of each of your slides (use capital letters only)

Headings are :

1. INTRODUCTION
2. STARTING OF UNIVERSE
3. FORMATION OF STARS
4. TYPE OF STARS
5. STAR COMPOSITION AND LIFE CYCLE
6. END OF STARS

