**DAILY ASSESSMENT FORMAT**

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| **Date:** | **19/5/2020** | **Name:** | **Divyashree lv** |
| **Course:** | **TCS ION** | **USN:** | **4AL17EC030** |
| **Topic:** | **1. Deliver presentations and Impact**  **2. Develop soft skills for the Workspace**  **3. Gain Guidance from Career Gurus**  **4. Write a Winning Resume and Cover Letter**  **5. Stay Ahead in Group Discussions** | **Semester & Section:** | **6th-‘A’** |
| **Github Repository:** | **div..** | **E-mail:** | [**divyagowdalv@gmail.com**](mailto:divyagowdalv@gmail.com) |

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| **FORENOON SESSION DETAILS** |
| **Image of session** |
| **Report –**  **Deliver Presentation with Impact:**  **● Create a Attractive Presentation**  **● Engage the Audience**  **● Handling Questions**  **Effective Presentation**  **● Formal Conference**  **● Knowledge Transfer**  **● Team Meeting**  **● Brain Storming**    **Formal Conference :**  **● Decide weather to us the podium or not**  **● If it is large audience Microphone Will be needed**  **● Check the Working of the Microphone**  **● Use Remote to Navigate Slides**  **●Make sure Formally Dressed**  **Develop Soft Skills for the Workplace:**  **● Explain the Importance of the Soft Skills**  **● Distinguish between Hard and Soft Skills** | |