

Name: Komal

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Branch: ECE-2(T2)

Activity-1 Listening Skills

Objective: To analyse listening skills.

Dos for Listening Skills:

- Limit your talking
- Focus on the speaker
- Ask questions
- Manage your emotions
- Listen with your eyes and ears
- Listen for ideas and opportunities
- Remain open to the conversation
- Confirm understanding, paraphrase
- Give nonverbal messages that you are listening (nod, smile)
- Ignore distractions
- Maintain eye contact

Don'ts for Listening Skills:

- Interrupt
- Show signs of impatience
- Judge or argue mentally
- Multitask during a conversation
- Project your ideas
- Think about what to say next
- Have expectations or preconceived ideas
- Become defensive or assume you are being attacked
- Use condescending, aggressive, or closed body language
- Listen with biases or closed to new ideas

Conclusion: I analysed my listening skills.

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Activity-2 Reading Skills

Objective: To neutralize variations in accent.

Dos for Reading Skills:

- Read with full concentration
- Skimming and scanning: use quick survey of the text to get main idea
- Speak properly in a louder voice with a slow speed so that audience/listener can bear it properly
- Be interactive with audience
- Be confident while reading

Don'ts for Reading Skills:

- Don't move your lips or read aloud
- Don't read in speed due to which we mix different words and our pronunciation will also be affected
- Don't panic while reading
- Don't try to use different accent as it can look very weird

Conclusion: I can analyse the variation in my accent.

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Activity-3 Group Discussion

Objective: To learn dynamics of Group Discussion.

Dos for Group Discussion Skills:

- Speak pleasantly & politely to the Group
- Respect and recognize contribution of every member
- Agree and acknowledge whatever you find interesting
- Disagree politely and be firm
- Do a mental revision of what you are going to say
- Follow Group Discussion etiquettes

Don'ts for Group Discussion Skills:

- Lose your temper
- Gestures like finger pointing & table thumping
- Draw too much on personal experience.
- Dominate the discussion
- Interrupting when someone else is speaking

Content:

Is online education better than offline education

Online learning has been on the rise in recent years, and it's really not hard to see why. On the one hand, eLearning courses have become hugely popular by the simple virtue of being so much more convenient than traditional face to face courses.

Students can fit them around their existing responsibilities and commitments, and can engage with multimedia content and learning materials at whatever time is most convenient to them. Even better: they don't have to travel anywhere to study, they can simply log in to the virtual campus from the comfort of their own home or office.

There's a second reason why online learning has become so popular: it's cheaper. Cost can often be a prohibitive factor in why individual students don't enrol in courses they're interested in. This is also an issue for corporations who wish to encourage their employees to undergo further training but don't have much of a budget for conferences and training courses. **Online courses** are easily accessible on much smaller budgets.

In addition to the convenience and the cost, a large number of students are turning to online learning courses because they have become a better way to learn. Those students who are serious about improving their understanding, learning new skills and gaining valuable qualifications are keen to enrol in the type of course that will be the most effective.

Conclusion: I learnt about the dynamics of Group Discussion.

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Activity-4 Giving a Speech

Objective: To analyse your Speech Giving skills.

Basics of Speech:

A Speech is a formal talk that a person delivers to his audience. It must have the capacity to hold the attention of the audience with a proper choice of words, expressions and examples. At the same time care should be taken not to deviate from the main subject. You must keep in mind that it is a speech and you need to begin the draft with addressing the audience and conclusion should be with a sentence thanking the audience.

Points to remember:

- WHO you are writing the speech for (i.e., who your audience is?)
- WHAT your speech is going to be about (its topic) and the main points in order of importance

Content:

The more freedom we enjoy, the greater the responsibility we bear, towards others as well as ourselves.

A very good morning to everyone. Today, I, Komal am going to express my views on the topic Freedom and Responsibility of Press in India.

In India, freedom of the press has been treated as part of the freedom of speech and expression guaranteed by Article 19(1)(a) of the Constitution.

The importance of the freedom of the press lies in the fact that media is the means by which people receive free flow of information and ideas, which is essential to intelligent self-governance, that is, democracy.

For a proper functioning of democracy, it is essential that citizens are kept informed about news from various parts of the country and even abroad, because only then can they form rational opinions. Hence, the media play an important role in a democracy and serve as an agency of the people to gather news for them.

In India, the media have played a historical role in providing information to the people about social and economic evils. The media have informed the people about the tremendous poverty in the country, the suicide of farmers in various States, corruption, and so on.

However, the media have a great responsibility also to see that the news they present is accurate and serve the interest of the people. If the media convey false news that may harm the reputation of a person or a section of society, it may do great damage since reputation is a valuable asset for a person. Hence, the media should take care to carefully investigate any news item before reporting it.

Also, often the media place too much emphasis on frivolous news such as those concerning the activities of film stars, models and so on, while giving very little prominence to much more important issues that are basically socio-economic in nature.

Witness the past two to three months where Indian TV channels have developed an obsession for one single piece of news: the death of Bollywood actor Sushant Singh Rajput.

Over thousands of hours of broadcast, there is no angle that has been left uncovered. The iron grip of Bollywood's family-run businesses, women as gold diggers, recreational drug use – no matter how small or absurd, the Indian news media has left no stone unturned while reporting on Rajput's death.

But, of course, this obsession means real issues affecting India including Chinese intrusion in Ladakh, and the soaring COVID-19 cases are being ignored by powerful sections of the media. This would be terrible at any time – but it is particularly glaring now given that India is facing conditions that are the worst in decades, if not since Independence.

Two months back, the Centre refused to honour a key part of the initial GST deal making: compensation to states. This means states will now be on a warpath with the Centre which would entail that GST would be scrapped or its highly complicated tax structure with multiple slabs would continue for maybe decades. Either way, chaos in the country's tax structure would grievously hit growth and harass citizens at a time of economic distress.

But for the Indian media, this is less important than gossip around the sort of parties film stars go to.

Is it not a cruel irony and an affront to our poor people that so much time and resources are spent on such things? What have the Indian masses, who are facing terrible economic problems, to do with such things?

While all countries have been hit economically by the coronavirus pandemic, India's fall is sharper. For 2020, The Economist predicts that India will be the 35th fastest growing economy in the world. A precipitous fall from just a few years back when India was always within the top five.

This economic destruction has meant Indians have lost jobs at an unprecedented rate. During the pandemic, as many as 18.9 million salaried jobs have been lost.

Yet, inexplicably, India's media houses think the viewers should rather watch news centred around Bollywood than jobs.

To my mind, in underdeveloped countries like India the media have a great responsibility to fight backward ideas such as casteism and communalism, and help the people in their struggle against poverty and other social evils. Since a large section of the people is backward and ignorant, it is all the more necessary that modern ideas are brought to them and their backwardness removed so that they become part of enlightened India. It is for this reason that freedom of the press has been emphasised in all democratic countries and hence, should be exercised correctly.

The media should avoid giving any slant to news, and avoid sensationalism and yellow journalism. Only then will they gain the respect of the people and fulfil their true role in a democracy.

Thank You

Conclusion: I analysed my speech giving skills.

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Activity-5 Role Play

Objective: To analyse creative and genuine self.

Dos for Role Play:

- Do give your character one or more interesting flows weakness
- Do use customised emotes for role play
- Do try out an accent or speech pattern or catchphrase on your character
- Do communicate in private/tells or chat with people you are playing with
- Do try out a comic character
- Do use good spelling and grammar

Don'ts for Role Play:

- Don't be intimidated by role play
- Don't think that to make your character interesting you must have a dead parent, be seeking revenge, etc.
- Don't think that you must have something to say
- Don't make mistake of thinking

Content:

Formal Role Play:

Palvika: Good morning sir. This is Srishti speaking from sky route restaurant. How can I help you?

Komal: Good morning. It's Aditya. Could I speak to Mr. Singh please?

Palvika: He is unavailable at the moment. He will be here by 5 pm.

Komal: Okay no problem, I would like to make a reservation for 2 people for 9:00 pm tonight.

Palvika: Could you hold on a moment sir I am checking for the availability.

Komal: Yeah, sure I'll hold.

Palvika: Sir, your booking is done. Any specific service you need?

Komal: No thank you, that would be all.

Palvika: Thank you so much sir. Have a nice day.

Komal: Thank you very much.

Informal Role Play:

Palvika: Hey Komal!

Komal: Hey Palvika! How are you?

Palvika: I am good. What about you?

Komal: I am good too. So, what's up with you these days?

Palvika: Nothing much. Just busy taking college classes.

Komal: Yeah! Me too. In fact, I am taking one right now.

Palvika: My first lecture is cancelled for today! Lucky me.

Komal: You sure are lucky. Ok I got to go I am in middle of a class right now.

Palvika: Sure, we will talk later. Bye.

Komal: Bye.

Conclusion: We learnt about the basics of Role Play.

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Activity-6 Informal Presentation

Objective: To learn the dynamics of informal presentation.

Dos for Presentation:

- Always begin presentation by explaining how your product or services addresses the audience path point
- Minimize the word count
- Relate to audience
- Relax before presentation
- Be sure to follow up with all the individuals you met before and after presentation

Don'ts for Presentation:

- Showing personality on stage
- Reading your slides
- Wasting time by talking about irrelevant information
- Forget to prepare for question

Content for Informal Presentation-

Life on mars

Human Brain is always greedy. We have our planet earth which provides us all the things we need for a happy life but we are not satisfied. We need that there is some another planet to live so that we go there for vacation. Isn't it??

How will life on Mars be? If there was life on Mars, would it be possible for humans to live on it? These questions have aroused the curiosity of many. Therefore, it would only be proper to understand what Mars is all about.

Mars is the fourth planet from the sun and the second smallest after Mercury in the solar system. It is popularly referred to as the red planet. Let us now consider the intricate details of this planet.

There have been confirmations of water and magnetic fields previously protecting the planet. Other scientists believe that water stills exist on Mars but because of its topography and atmosphere it would be salty. As a result, it is believed that the planet Mars has the environmental conditions necessary to support life.

The atmosphere of air on Mars is mostly carbon dioxide. Also, air on the planet is a hundred times thinner than that on planet earth. Hence, it would be difficult for humans to breathe on Mars without a spacesuit filled with oxygen. Plants and animals can't seem to survive on Mars due to the planet's gravity which is 38% of Earth.

In spite of all our curiosities, no one has actually been able to venture into the planet. In the early '70s, for the first time, mechanical objects were sent on an explorative mission to check for life on Mars. Two robots, known as Viking 1 and Viking 2 were sent to the planet to observe and gather intelligence. They lasted for 6 and 4 years respectively. Robots expeditions have continued till recent times and have grown to include orbiters, landers, and rovers.

The possibility of life on Mars, till date, has continually captured the attention and interests of both scientists and non-scientists. Whether fantasy or not, it is the wish of many that one day man will be able to step on Mars comfortably.

Conclusion: Learnt about the dynamics of informal presentation.

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Activity-7 Formal Presentation

Objective: To learn the dynamics of formal presentation.

Dos for Presentation:

- Always begin presentation by explaining how your product or services addresses the audience path point
- Minimize the word count
- Relate to audience
- Relax before presentation
- Be sure to follow up with all the individuals you met before and after presentation

Don'ts for Presentation:

- Read word by word from your script.
- Read out loud from text bullets in your slides.
- Use complete sentences in your slides.
- Speak with a too low or monotonous voice.
- Talk too fast and try to cram a 45-minute presentation into a 30-minute

time slot by speaking at a machine-gun pace.

Content for Formal Presentation-

Importance of technical education

The main aim of the technical education is that, it makes the students skilled and technically fit for the industries. The technical education schemes are having very good opportunities for career and employment. It imparts the knowledge strongly from the basics to advanced and modern technologies for the budding technical aspirants. The education which provides special practical knowledge of technologies and skills is known as technical education. It is different from general education. As far as concern the technical education promotes independent and self-learning, tunes the student effectively and increases the potential of the students. The technical education is not about studying and passing of the examinations, but it imparted a technical bias to the electrifying today's students.

Technical Education offers good opportunities for employments and it would be helpful to make successful career. If we talk about the technical education, it contributes a major share to the overall education system and plays an important role in the social and economic development of

our nation. In India, technical education is imparted at various levels such as: industrial training institute, diploma, and degree, post-graduate and research in specialized technical fields, accommodating to various aspects of technological development and economic progress.

Conclusion: Learnt about the dynamics of formal presentation.

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Activity-8 Interview

Objective: To learn the technicalities of an interview and role of body language in it.

Dos for Interview:

- Dress smartly, look bright and attentive and speaks clearly and confidently
- Set their informal
- Prepare answer for main questions
- Make about 3-4 points in each answer
- Turn off your mobile phone
- Treat interviews with respect and give them undivided attention
- Keep your answers focussed on what you can do for employer

Don'ts for Interview:

- Don't be late
- Don't slouch in your seats
- Don't lie
- Don't be arrogant as you have got the job
- Don't argue with the interviewer

Basic questions of Interview-

1. What do you know about the company?
2. Why do you want this job?
3. What are your greatest strengths?
4. Where do you see yourself in next five years?
5. What is your dream job?
6. What are your qualifications?
7. What are your hobbies?

8. From where you have heard about our company?

9. Why should we hire you?

Conclusion: I learnt about the technicalities for a Job Interview.