**DAILY ASSESSMENT FORMAT**

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| **Date:** | **18-5-2020** | **Name:** | **Gaganashree P** |
| **Course:** | **TCS** | **USN:** | **4AL15EC024** |
| **Topic:** | **Communication to impress.**  **Presentation.**  **Develop soft skills for the work.** | **Semester & Section:** | **8th sem ‘A’ sec** |
| **Github Repository:** | **Gaganashree-P** |  |  |

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| **FORENOON SESSION DETAILS** |
| **Image of session** |
| **COMMUNICATE TO IMPRESS**   * Importance of communication, process of communication, barriers of communication ,verbal and nonverbal communication. * What is communication?, why should we communicate? * Communication can be verbal, nonverbal, visual, written. * Interacting with people from other countries: Greeting, Stereotyping, Behavior, gestures * Barriers to communication- Phychologica barriers   + Retention capability   + Inattentiveness   + Status   + Closed mind   + Source of communication * Nonverbal communication   + facial expression   + paralanguage   + gestures   + Posture   + Eye content   + Appearance * Effective communication: DO   + Maintain eye contact   + Dress for occasion   + Speak with clarity   + Correct posture   + Positive Gestures * Effective communication: Avoid   + Checking your phone while conversing   + Dressing shabbily   **PRESENTATION**   * Design effective PPTs, Make an effective presentation, Dos and don’ts in presentation skills * 5W’s   + What   + Who   + Why   + Where   + When * A few image per slides * One thought per slide * Effective use of quotations * Readable fonts * Avoid upper cases * Attractive slides * Use images to simplify content * Background to be simple * Use visual aids * Formally dressed * Knowledge transfer * Team meeting * Brain storming   **DEVELOP FOR SOFTWARE SKILLS FOR THE WORK**   * Importance of soft skills, Distinguish hard and soft skills * Lack of soft skills * Need for soft skills * Recognizing the need for soft skills * Importance of soft skills * Difference between soft and hard skill |

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| |  |  |  |  | | --- | --- | --- | --- | | **Date:** | **18-5-2020** | **Name:** | **Gaganashree P** | | **Course:** | **Python programming** | **USN:** | **4AL15EC024** | | **Topic:** | **COMMUNICATION** | **Semester & Section:** | **8th A** | | **Github Repository:** | **Gaganashree-P** |  |  | |
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| **AFTERNOON SESSION DETAILS** | |
| **Image of session**  **C:\Users\Murali Mohan\Downloads\20200519_105523.jpg** | |
| **Report – Report can be typed or hand written for up to two pages.** | |