**DAILY ASSESSMENT FORMAT**

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| **Date:** | **18/05/2020** | **Name:** | **Navya R** |
| **Course:** | **TCS ion** | **USN:** | **4AL16EC041** |
| **Topic:** | **Communicate to impress**  **Deliver presentations with impact**  **Deliver presentations with impact** | **Semester & Section:** | **8 A** |
| **Github Repository:** | **Navya -R** |  |  |

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| **FORENOON SESSION DETAILS** |
| **Image of session** |
| **Report**  **Session 1**  **Communicate to impress**   * Communication is an art of sending and receiving information. * Communication can be classified as verbal and non-verbal. * Non verbal communication involves eye contact, paralanguage, facial expression, gestures, postures and appearance. * Verbal communication includes face to face written and telephone communication * Effective communication happens when there is harmony between verbal and non-verbal communication. * Facial expressions play an important role in conveying messages.   **Session 2**  **Deliver presentations with impact**   * Jargon and slang should be avoided during presenting. * The language should be simple and understandable by all. * Plan based on audience, purpose, time frame and content. * Prepare- presentation and proof read , prompt cards, visual aids. * Practice- do a dry run, check time. * Present- speak clearly and involve the audience.   **Session 3**  **Deliver presentations with impact**   * Soft skills are important in maintaining healthy personal and professional relationship. * A combination of hard and soft skills lead to career growth. * Soft skills can be acquired by learning, practicing, and observing. |