

## DAILY ASSESSMENT FORMAT

<b>Date:</b>	<b>18/05/2020</b>	<b>Name:</b>	<b>Sachin Krishna Moger</b>
<b>Course:</b>	<b>TCS ION Career Edge - Knockdown the Lockdown</b>	<b>USN:</b>	<b>4AL17EC103</b>
<b>Topic:</b>	<b>1. Communicate to express 2.Deliver presentation with impact 3.Develop soft skills for workplace</b>	<b>Semester &amp; Section:</b>	<b>6-B</b>
<b>Github Repository:</b>	<b>Sachin-Courses</b>		

### FORENOON SESSION DETAILS

#### Image of session

#### 1. Communicate to express

Sachin Kris...

Assessment Summary

Windows Only

Section Name	No. of Questions	Answered	Not Answered	Marked for Review	Answered & Marked for Review (will not be considered for evaluation)	Not Visited
Introduction to SoftSkills 1	10	10	0	0	0	0

#### 2.Deliver presentation with impact

Section Name	No. of Questions	Answered	Not Answered	Marked for Review	Answered & Marked for Review (will not be considered for evaluation)	Not Visited
Introduction to SoftSkills 1	10	10	0	0	0	0

#### 3.Develop soft skills for workplace

Section Name	No. of Questions	Answered	Not Answered	Marked for Review	Answered & Marked for Review (will not be considered for evaluation)	Not Visited
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## Report :

### Day1

#### The importance of presentation skills

It is very sad that so many influential, bright-minded presenters with a deep expertise in their fields lose their audiences due to inadequate presentation skills. It is also about respect for the people in the audience, their time should not be wasted. Both event organizers and presenters need to do everything they can to add value to the audience.

Do and Don't during presentation:

#### Do:

- Keep an eye contact with the audience and move around the stage.
- Slow down, speak slower than usual and add pauses for emphasis
- Be visual, use pictures and videos that illustrate your points.

#### Don't:

- **Don't read** word by word from your script.
- **Don't use complete sentences in your slides.** Your voice shall tell the story, and the slides shall only support it.
- **Don't use too many slides**

#### Soft skill:

A soft skill is a personal attribute that supports situational awareness and enhances an individual's ability to get a job done. The term **soft skills** is often used as a synonym for people skills or emotional intelligence

1. Communication – oral speaking capability, written, presenting, listening, clear speech & writing.
2. Courtesy – manners, etiquette, business etiquette, gracious, says please and thank you, respectful.

3. Flexibility – adaptability, willing to change, lifelong learner, accepts new things, adjusts, teachable.
4. Integrity – honest, ethical, high morals, has personal values, does what’s right.
5. Interpersonal skills – nice, personable, sense of humor, friendly, nurturing, empathetic, has self-control, patient, sociability, warmth, social skills.
6. Positive attitude – optimistic, enthusiastic, encouraging, happy, confident.
7. Professionalism – businesslike, well-dressed, appearance, poised.
8. Responsibility – accountable, reliable, gets the job done, resourceful, self-disciplined, wants to do well, conscientious, common sense.
9. Teamwork – cooperative, gets along with others, agreeable, supportive, helpful, collaborative.
10. Work ethic – hard working, willing to work, loyal, initiative, self-motivated, on time, good attendance.
