**DAILY ASSESSMENT FORMAT**

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| **Date:** | **18/05/2020** | **Name:** | **GAURAV N R** |
| **Course:** | **TCS ION** | **USN:** | **4AL15EC025** |
| **Topic:** | **Communicate to impress, Deliver presentations with impact, Soft skills** | **Semester & Section:** | **8th sem ‘A’ sec** |
| **Github Repository:** | **gaurav** |  |  |

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| **MORNING SESSION DETAILS** |
| **Image of session** |
| **Report –**  **In this session we have learnt about how we can communicate to speak and why is the communication important. How action is importants in communication .The following are the qualities of the good communication:**     * A hand-written thank you note after a good interview. ... * Use good posture and smile when talking on the phone. ... * Make sure your personal phone is job search/office ready. ... * Turn your personal phone off whenever you are in interviews, meetings, or other professional settings.   **In the second session we learnt about how to deliver presentation with impact. The following are some of the qualities which is required for good presentation.**   * Know the targeted audience. * Know the topic. * Don’t fumble. * Be confidents in your talk. * A fact or a statistic that relates to the topic of the presentation * Tell a story that is thought-provoking * Ask a question that gets the audience thinking, and then gradually move onto the presentation   **In the third session we have learnt about develop soft skill in work space.**   * Develop a learning mindset. * Encourage self-reflection. * Expand knowledge and understanding. * Leverage powerful LMS software. * Provide opportunities for practice. * Offer feedback, often |