**DAILY ASSESSMENT FORMAT**

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| **Date:** | **18-05-2020** | **Name:** | **Kiran N** |
| **Course:** | **TCS ion** | **USN:** | **4al16ec031** |
| **Topic:** | **Communicate to impress**  **Deliver ppt with impact**  **Develop soft skills for workplace** | **Semester & Section:** | **8th and A** |
| **Github Repository:** |  |  |  |

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| **FORENOON SESSION DETAILS** |
| **C:\Users\Kiran\Pictures\Screenshots\Screenshot (7).png**  **Image of session**  **C:\Users\Kiran\Pictures\Screenshots\Screenshot (8).png**  **C:\Users\Kiran\Pictures\Screenshots\Screenshot (9).png** |
| **COMMUNICATE TO IMPRESS**     * Communication is an act of sending information from one person to another. * Why should we communicate? – To give information, to persuade, to express need. * Communication can be verbal, non-verbal, visual, written. * Interacting with people from other countries: Greetings, Stereotyping, Behavior, Gestures. * Barriers to communication – psychological barriers  1. Retention capability 2. Inattentiveness 3. Status 4. Closed mind 5. Source of communication  * Non-verbal communication  1. Facial expression 2. Paralanguage 3. Gestures 4. Postures 5. Eye contact 6. Appearance  * Effective communication: Do’s  1. Maintain eye contact 2. Dress for occasion 3. Speak with clarity 4. Correct postures 5. Positive gestures  * Effective communication: Don’ts  1. Checking your phone while conversing 2. Dressing shabbily     **Deliver presentation with impact**     * Design effective PPTs, make an effective presentation. * 5Ws  1. What 2. Who 3. Why 4. Where 5. When  * A few image per slides * One thought per slide * Effective use of quotations * Readable fonts * Avoid upper cases * Attractive slides * Use image to simplify content * Background to be simple * Use visual aids * Formally dressed * Knowledge transfer * Team meeting * Brain storming     **Develop soft skills for the workplace**     * 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 skills |

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