**DAILY ASSESSMENT FORMAT**

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| **Date:** | **18/06/2020** | **Name:** | **Prashanth naik** |
| **Course:** | **TCS ION Soft Skill** | **USN:** | **4al17ec074** |
| **Topic:** | **1.Communicate to express**  **2.Deliver presentation with impact**  **3.Develop soft skills for workplace** | **Semester & Section:** | **6th & ‘B’** |
| **GitHub Repository:** | **Prashanth\_course** |  |  |

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| **SESSION DETAILS** |
| **Image of session:** |
| **Report:**  **1.Communicate to express:**   * **Introduction to communication:**   Communication involves intonation, actions, body language, facial expression and non-verbal communication devices.   * **Lesson:**   Communication is an art of sending information from one person to another. We communicate to give information about any person or object and to persuade, to express need, greeting and to share feelings.   * **Process of communication:**   The process of communication involves sender, encoder, channel, decoder, receiver and feedback from the receiver.   * **Types of barrier to communication**   There are many barriers to communication namely physical, cultural, gender, psychological, language and perceptual.     * **Effective communication:**   For effective communication we have to maintain eye contact, dress for the occasion, speak with clarity, right tone of voice, correct posture, positive facial expression and positive gesture.  **Conclusion:**  Use verbal and non-verbal communication strategies for effective communication  **2.Deliver presentation with impact:**  **Objectives:**   * Design effective PPT’S * Make an effective presentation * Follow the Do’s and Don’ts s in presentation skills      * **Design effective presentation:**   There are 5 W’s need to be followed before creating a presentation:   * What * Who * Why * Where * When * **Make an effective presentation:**   Some of the preparations need to done before the presentation namely make note about the flow of presentation, rehearse the presentation, gather all the materials which are require during presentation, one must take the feedback after his presentation.  Methodology can be followed based on the occasions like formal conference, knowledge transfer, team meeting and brain storming   * **Do’s and Don’ts s in presentation skills:**   There are some Do’s and Don’ts which are need be followed before and after the presentation for effective presentation.  **Conclusion:**  Plan, prepare and practice for effective presentation.   * Hard skills are tangible where soft skills are intangible * Hard skills are not common to all the sectors where soft skills can be applied to all sectors of work * Hard skills can be identified by certification degree where as soft skills can be identified by how conduct yourself. |