**DAILY ASSESSMENT FORMAT**

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| **Date:** | **18 may 2020** | **Name:** | **Veronica Gudagur** |
| **Course:** | **TCS-ION** | **USN:** | **4al16ec091** |
| **Topic:** | **1.communicate to express**  **2.Deliver presentation with impact**  **3.Develop soft skills for workplace** | **Semester & Section:** | **8-B** |
| **Github Repository:** | **veronica-g** |  |  |

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| **FORENOON SESSION DETAILS** |
| **Image of session**  C:\Users\Nelson\Desktop\day 1s.PNG  C:\Users\Nelson\Desktop\day 2s.PNG  C:\Users\Nelson\Desktop\day 3s.PNG |
| **Communicate to impress**   * Importance of communication, process of communication, barriers of communication ,verbal and nonverbal communication. * What is communication?, why should we communicate? * Communication can be verbal, nonverbal, visual, written. * Interacting with people from other countries: Greeting, Stereotyping, Behavior, gestures * Barriers to communication- Psychological barriers * Retention capability * Inattentiveness * Status * Closed mind * Source of communication * Nonverbal communication * facial expression * paralanguage * gestures * Posture * Eye content * Appearance * Effective communication: DO * Maintain eye contact * Dress for occasion * Speak with clarity * Correct posture * Positive Gestures * Effective communication: Avoid   + Checking your phone while conversing   + Dressing shabbily   **Deliver presentation with impact**   * Design effective PPTs, Make an effective presentation, Dos and don’ts in presentation skills * 5W’s   + What   + Who   + Why   + Where   + When * A few image per slides * One thought per slide * Effective use of quotations * Readable fonts * Avoid upper cases * Attractive slides * Use images 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 skill |

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