

Modern Education Society's College of Engineering Pune-01

Department of Computer Engineering

Name of Student:	Class:
Semester/Year:	Roll No:
Date of Performance:	Date of Submission:
Examined By:	Activity No: 1

Business Communication Skills

ACTIVITY NO: 01

AIM: To Introduce the concept of SWOT Analysis

OBJECTIVES: Make students aware about their, strengths, weaknesses, and attitude and do a SWOT Analysis for themselves.

METHOD: Students will do retrospection and identify their strengths, weaknesses, the opportunities available and the challenges that they might face in order to improve some aspects of their weaknesses. Students will document these details in a table.

OUTCOME – Awareness of ones strengths and weaknesses. Students would get some insight into how they can overcome their weaknesses and cash on their strong points.

CONCLUSION:

The importance of self-analysis which would help students improve was well explained and understood.

QUESTIONS:

1. What is SWOT analysis?
2. What are the key considerations to performing a SWOT analysis ?
3. Why is SWOT analysis important ?
4. Do a SWOT analysis of any one thing you would like to achieve .

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Business Communication Skills

ACTIVITY NO: 02

AIM: To impress upon students the importance of goal setting

OBJECTIVES: To understand the importance of goal setting, different types of goals, long term and short term goals.

METHOD:

A power point presentation on different types of goals, long term and short term goals. And how goals can be set is explained to the students. Each student is asked to set goals targeting different aspects of an individual such as his/her career, family, health, personal, spiritual etc.

OUTCOME – Encourage students to set short term and long term goals on different facets of their life's and encourage the holistic growth of students

CONCLUSION: With the help of the presentation, the students were able to understand the importance of goal setting.

QUESTIONS:

1. Why is it important to set Goals?
2. How would you distinguish between long term goals and short term goals?
3. What are SMART goals?
4. Set a minimum of two long term goals and short term goals regarding your career and health.

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Business Communication Skills

ACTIVITY NO: 03

AIM: Explain to students the importance of public speaking and the different forms of public speaking

OBJECTIVES: To make students understand the important aspects of speaking clearly and correctly in a public gathering.

METHOD: Any one of the following activities may be conducted:

1. Prepared speech (Topics are given in advance, students get 10 minutes to prepare the speech and 5 minutes to deliver.) 2. Extempore speech (Students deliver speeches spontaneously for 5 minutes each on a given topic) 3. Story telling (Each student narrates a fictional or real life story for 5 minutes each) 4. Oral review (Each student orally presents a review on a story or a book read by them)

OUTCOME – students learn to express effectively through verbal/oral communication and improve their listening skills

CONCLUSION: With the help of Prepared speech /Extempore speech/ Story telling / Oral review students learn to express their views and speak in public confidently.

QUESTIONS:

1. What are the 4 factors to consider in public speaking?

2. What is body language and how is it important in public speaking?
3. What is voice modulation and why is it important in public speaking?
4. What are the five C's of effective communication ?

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Business Communication Skills

ACTIVITY NO: 04

AIM: Preparing effective powerpoint presentations for dissemination of information

OBJECTIVES: To set standards that are expected to be followed while making powerpoint presentations for dissemination of information.

METHOD: Students should make a presentation on any informative topic of their choice. The topic may be technical or non-technical. The teacher should guide them on effective presentation skills. Each student should make a presentation for at least 10 minutes

OUTCOME – Prepare **students** for group discussion / meetings / interviews and presentations

CONCLUSION: With the help of the powerpoint presentations the students learn effectively dissemination of information using ICT tools.

QUESTIONS:

1. What are the guidelines while making a powerpoint presentation ?
2. What are the principles of making an effective powerpoint presentation?
3. What are the common mistakes to avoid when making a presentation?
4. Make a powerpoint presentation on a topic of your choice.

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Business Communication Skills

ACTIVITY NO: 05

AIM: Resume writing- Guide students and instruct them to write resume.

OBJECTIVES: To explain to students the importance of writing good resume.

METHOD: Students were explained the important information to be highlighted in their resume via a presentation of sample resume's. Guidelines are given to students regarding writing of impressive resumes.

OUTCOME – Make students aware of preparing a good resume in order for the resume to be shortlisted for interviews.

CONCLUSION: With the help of case studies, the students were able to understand the skills required in writing precise resumes.

QUESTIONS:

1. What are the key elements to be put in a resume ?
2. Explain the difference between a curriculum vita and a resume?
3. What are the skills to put in a resume?
4. Write a resume for yourself.

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Business Communication Skills

ACTIVITY NO: 06

AIM: writing a review for a book or an article. Book Review : Students would read an article or a book of their choice and write a review of the same .

OBJECTIVES: To provide basic familiarity about book reviews and to develop the ability of effectively expressing one's opinion about an article or a book.

METHOD: Each student is asked to read a motivational book or an article over a period of two weeks. After completion of reading students are asked to write their opinions about the book/article. Students are asked to summarize what they have read, to write about what they liked about the article, what was not to their liking and what are their recommendations about article. The teacher asks the students to read their reviews in the class.

OUTCOME: Students form the habit of reading ,paying attention and giving a thought to what they have read. They learn how to express their opinions about different issues.

CONCLUSION: With the help of this activity students are encouraged to apply their minds and express their opinions.

QUESTIONS:

1. What are the three main elements of a book review ?

2. What are the things to be considered before writing a book review ?
3. Write a review for an Article or a book you have read.

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Business Communication Skills

ACTIVITY NO: 07

AIM: conduct a group discussion among groups of students.

OBJECTIVES: To provide basic knowledge about group discussions ,To develop the ability of effective communication through individual and group activities.

METHOD: Students should be explained the important points to be considered during a group discussion. Group discussions could be done for groups of 5-8 students at a time. Two rounds of a GD for each group should be conducted and the teacher should give them feedback.

OUTCOME: students learn to operate effectively in multi-disciplinary and heterogeneous teams through the knowledge of teamwork, Interpersonal relationships, conflict management and leadership qualities

CONCLUSION: With the help of the group discussion activity students have learnt to communicate their ideas effectively. Students have learnt the importance of teamwork.

QUESTIONS:

1. What are the four skills required for a group discussion?
2. What are the key points that one should keep in mind while participating in a group discussion?
3. How would you clarify your point in a group discussion ?