

INTRODUCTION

Professional skills refer to essential behavioural and interpersonal abilities that support workplace success beyond technical or academic knowledge. These include:

- Communication
- Collaboration
- Problem-solving
- Flexibility & adaptability
- Leadership
- Ethical behaviour

These skills connect academic learning with real-world professional expectations. They help students build confidence, work effectively in teams, manage responsibilities, and grow into capable future professionals.

1. Understanding the Johari Window

The Johari Window is a self-awareness tool that explains how we understand ourselves and how others perceive us. It has four areas:

1. Open Area (Known to self and others)

- Communication skills
- Teamwork
- Positive attitude
- Reliability

2. Blind Area (Known to others, not self)

- Leadership potential
- Calmness under pressure
- Approachability
- Discipline

3. Hidden Area (Known to self, not others)

- Fear of public speaking
- Being self-critical
- Hesitation to lead
- Personal goals

4. Unknown Area (Unknown to both self and others)

- Hidden talents
- Untested leadership
- Creativity in new situations
- Strengths discovered under challenge

2. Johari Window Activity Reflection

From the activity, **I learned:**

- Self-awareness is essential for identifying strengths and weaknesses.
- Feedback reveals blind spots, helping me understand how others see me.
- Sharing more builds trust and teamwork by reducing the Hidden Area.
- New experiences reveal hidden abilities in the Unknown Area.
- Johari Window and professional skills are connected, especially in communication, emotional intelligence, and leadership.

3. What I Gained

- Better understanding of my personal strengths and development areas
- More confidence in communication and collaboration
- Awareness of how others perceive my behavior
- Improved emotional intelligence
- Ability to use feedback positively
- Better preparation for future workplace challenges

CV & Cover Letter Writing

As a part of our Professional Skills Module, we learned how to write a proper CV (Curriculum Vitae) and cover letter. This was a very useful session because a CV and cover letter are essential when applying for jobs. They help employers understand our skills, qualifications and experience.

CV Writing

During the session, I showed my CV to our lecturer, Mrs. Ishara and received feedback. She pointed out the areas where I could improve and highlighting my strengths more effectively. This feedback was very helpful because it gave me a better understanding of how to make my CV more professional and attractive. The session made me more aware of how small details can make a big difference in a job application.

What I learned

In this session, we learned:

- The purpose of a CV is a formal document summarizing a person's education, work experience, skills, and achievements to help employers assess their suitability for a job.
- The structure of a CV, which includes:
 - Personal Information (Name, Contact Details)
 - Professional Summary (A brief career objective)
 - Work Experience (Previous jobs and responsibilities)
 - Education (Degrees, Certifications)
 - Skills (Technical and soft skills)
 - Achievements & Awards (Recognitions, Certifications)
 - References (People who can vouch for your abilities)
- The purpose of a cover letter, which is to introduce yourself to an employer, highlight your qualifications, and explain why you are a good fit for the job.
- The structure of a cover letter, which includes:
 - An introduction stating the job you are applying for.
 - A paragraph highlighting your skills and experience.
 - A conclusion requesting an interview.

Cover Letter Writing

In this session, I learned how to write an effective and professional cover letter that matches a job application. A cover letter is a formal document that is sent along with a CV to introduce myself to the employer and explain why I am a suitable candidate for the job.

What I learned

- A cover letter should be clear, short, and customized for the job.
- It must include:
 - A greeting (Dear Sir/Madam or the hiring manager's name)
 - An introduction explaining why I am writing
 - A middle paragraph highlighting my skills, qualifications, or experience related to the job
 - A closing paragraph thanking the employer and mentioning that my CV is attached
 - A proper sign-off (e.g., Yours faithfully or Yours sincerely)

Conclusion

This session was very beneficial for my future career. I now understand how to create a strong CV and cover letter, which will help me when applying for jobs. The feedback from my lecturer allowed me to improve my CV, making it more professional and suitable for job applications. And also this helped me feel more confident about applying for jobs and presenting myself to future employers in a formal and positive way.

Portfolio Management

In Week 3, we learned about Portfolio Management.

A portfolio is a collection of work, achievements, and evidence of skills. It can include academics, projects, certificates, and professional experiences.

Types of Portfolios

- Personal Portfolio – Showcases creativity and personal achievements.
- Career/Dossier Portfolio – Contains CVs, reference letters, job-related documents.
- Employment Portfolio – Includes work-related evidence and certifications.
- Assessment Portfolio – Tracks learning and skill development over time.

Uses of Portfolios

- Job Applications
- Career Advancement
- Creative Industry Showcasing
- Educational Assessments
- Networking & Personal Branding

What I Learned

- How important it is to organize achievements in one place.
- Different types of portfolios serve different purposes.
- Portfolios help in job applications, higher studies, and personal branding.
- How to use online platforms to create a digital portfolio.

Professional, Telephone & Dining Etiquette

Good etiquette helps create a positive first impression, build trust, and maintain healthy relationships in academic and professional settings.

Professional Etiquette

- Maintain a neat and professional appearance.
- Make a strong first impression through body language and communication.
- Demonstrate respect, active listening, and professionalism

Telephone Etiquette

- Answer within 2–3 rings.
- Speak clearly and politely.
- Ask before placing someone on hold or transferring calls.

- Record accurate messages.

Dining Etiquette

- Sit straight and keep elbows off the table.
- Place napkin on lap.
- Wait for the host before eating.
- Use utensils correctly (outside → in).
- Chew with mouth closed and avoid speaking while eating.

Activity

During the session, our madam conducted an online in-class quiz. I was able to secure 3rd place, and she rewarded us with chocolates as gifts for our achievement.

Emotional Intelligence vs AI

This session was done by Ms. Hubika Joshi focused on Emotional Intelligence (EI) and its essential role in both personal and professional success. The lecturer introduced us to the concept of EI, emphasizing how managing our emotions and understanding others' emotions can improve relationships, decision-making, communication, and leadership. The session included both theoretical understanding and practical approaches to building emotional intelligence.

What is Emotional Intelligence?

Emotional Intelligence is the ability to monitor and understand our own emotions and the emotions of others, and to use this emotional awareness to guide thinking and behavior. It includes the capacity to motivate oneself, manage emotions effectively, and handle interpersonal relationships judiciously and empathetically.

AI Vs Emotional Intelligence

AI	E1
Ability of machines to think, learn, and make decisions using data	Ability to understand, manage, and use emotions effectively
Speed, accuracy, data processing, automation	Empathy, communication, self-awareness, relationship-building
Calculations, predictions, repetitive tasks, analyzing large datasets	Leadership, teamwork, conflict resolution, motivation

Components of Emotional Intelligence

- Self-Awareness – Knowing how you're feeling and why.
- Self-Regulation – Managing your emotions so you don't act on impulse.
- Motivation – Being driven by your goals and staying positive even when things get tough.
- Empathy – Being able to understand how others feel and seeing things from their perspective.
- Social Skills – Communicating well, working as a team, and resolving conflicts in a healthy way.

What I Learned

This session gave me a completely new understanding of emotions and how they influence both personal and professional life. Before this lesson, I believed emotions were just automatic reactions—things that simply happened in the moment. But now I understand that emotions are actually messages. They reflect what we feel inside and what we may need at that moment. By recognizing these emotional signals, I can respond to situations more calmly rather than reacting impulsively in ways I might regret.

I also realized that emotional intelligence is not only about understanding my own emotions but also about recognizing and respecting how others feel. Being able to “read the room,” support people, and respond with empathy helps build stronger and healthier relationships. Whether I’m working with classmates, spending time with friends, or communicating with my family, emotional intelligence helps create more meaningful and positive connections.

This session helped me see the clear difference between Emotional Intelligence (EI) and Artificial Intelligence (AI). While AI can analyze data, follow rules, and make logical decisions, it cannot understand human emotions, compassion, or empathy. EI, on the other hand, allows us to connect with people, solve conflicts peacefully, and become better leaders.

Overall, this was one of the most eye-opening and valuable lessons I have experienced. It made me more aware of how I act, how I feel, and how I treat others. Most importantly, I learned that emotional intelligence is not something you are simply born with—it is a skill that can be developed and strengthened over time. Moving forward, I hope to continue improving my emotional awareness, empathy, and communication to become a more understanding and effective individual.

Class Activity

As part of the session, we were divided into groups and asked to come up with a real problem and apply emotional intelligence to handle it.

Then ma'am asked to write the best and the worst emotion of us

English Day Stall Group Project

“The Arrival of English in Sri Lanka”

This lecture included a complete group project experience, where we designed and implemented an educational and interactive stall for English Day 2025. Our theme was “The Arrival of English in Sri Lanka”, highlighting the historical significance of English during the colonial period.

Executive Summary

Our project included planning, designing, and running an interactive stall with four engaging activities:

- Spin the Wheel
- Wordle Challenge
- Bottle Ordering Challenge
- Spot the Difference

We attracted a high number of visitors, stayed within our budget of LKR 14,550, and successfully educated students about how English entered Sri Lanka during the British era.

Stall Design & Decoration

- The stall followed an 1800s British colonial aesthetic with:
- Sepia tones and vintage-themed visuals
- A large antique-style map of Ceylon
- Historical timelines
- Posters describing administrative, educational, and cultural impacts
- Zones included:

- Information zone
- Spin the Wheel
- Wordle station
- Bottle challenge
- Spot the difference
- Prize table

Activity Stations

- 1. Spin the Wheel – “Test Your Luck”
- An online spinner with options for prizes like pens and bookmarks.
- 2. Wordle Challenge – “Master the Language”
- Participants guessed themed 5-letter English words under 3 minutes.
- 3. Bottle Ordering Challenge – “Sequence the Arrival”
- A memory-based sequencing game using coloured bottles.
- 4. Spot the Difference
- Participants identified differences in themed pictures within 3 minutes.

Challenges & Solutions

- Internet issues: Prepared mobile data backup
- Time management: Implemented rotation for team roles
- Budget limitations: Optimized costs and used creative materials
- Coordination difficulties: Improved communication channels

Outcomes & Achievements

- Educated a large number of visitors
- High engagement in all activities
- Successfully maintained the historical theme
- Strengthened teamwork and leadership skills
- Completed the project within budget
- Earned strong positive feedback
- Won “Best Stall Award” at English Day

Lessons Learned

- Early planning is essential
- Backup plans are necessary for technical parts
- Clear role assignment improves teamwork
- Interactive activities attract more visitors
- Effective communication prevents confusion

