

*This is to certify that*

**Amar Michael Sequeira**

*has successfully completed*

**Presentation Skills**

*online course offered by TCS iON*

Start Date: 26 Apr 2020 | End Date: 27 Apr 2020

**Topics:**

- What is a Presentation? ■ The 5 Ws for a Presentation ■ How to Prepare Effective Slides? ■ Do's and Don'ts of Creating a Presentation
- Do's and Don'ts of Presenting a Presentation ■ Handling Questions ■ Quiz



Cert. ID.: 66756-7197806-1016  
Dated: 27 Apr 2020

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*has successfully completed*

**Group Discussion**

*online course offered by TCS iON*

Start Date: 26 Apr 2020 | End Date: 27 Apr 2020

**Topics:**

- Introduction to Group Discussion
- Format of a Group Discussion
- Do's and Don'ts
- Mock Group Discussion
- Case Study of The Mock Group Discussion
- Quiz
- Summary



Cert. ID.: 66787-7197806-1016  
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**Telephone Etiquette**

*online course offered by TCS iON*

SHUf h8 UHY: "26 Apr 2020" p"9 bX'8 UHY." 28 Apr 2020

**Topics:**

- Objectives ■ First Impression ■ Guidelines for Telephone Etiquette ■ Do's and Don'ts of Telephone Etiquette
- Phrases for Making and Receiving Phone Calls ■ Taking Messages ■ Placing a Call on Hold ■ Voice Mail Etiquette



Cert. ID.: 66788-7197806-1016  
Dated: 28 Apr 2020

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*has successfully completed*

**Business Etiquette**

*online course offered by TCS iON*

Start Date: 26 Apr 2020 End Date: 27 Apr 2020

**Topics:**

- What is Etiquette? ■ Basic Rules of Business Etiquette ■ Dressing in Business ■ Cubicle Etiquette
- Internet Etiquette ■ Meeting Etiquette ■ Courtesies at the Door and Elevator



Cert. ID.: 66794-7197806-1016  
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