

Five-Day FDP on “Communication and Soft Skills for Academicians”

Title of the Programme – Five-Day FDP “Communication and Soft Skills for Academicians”

Organised by: The Department of English

Date and year – 13th-17th March, 2023

Number of participants – 24

Resource Person – Mr. Ravi Ghai

Workshop Methodology – Offline

Venue: Golden Jubilee Seminar Hall

Brief Summary –

On the first day of FDP, Mr. Ghai focused on grammar and vocabulary building in the first session and the second session was on pronunciation through activity based learning. The participants were asked to read out a few words displayed on the screen to correct their pronunciation and stress on syllables according to parts of speech. The usage of correct grammar in a sentence was taught. Later he gave them an activity to use words with different meanings but sound similar. This made them realise how similar-sounding words have different meanings. And at the end of the session, participants were able to pronounce the words stressing correct syllables and were able to learn new words and their meanings.

On the second day of FDP, the resource person highlighted the importance of sentence formation and types of sentences. The first session started with discussion on figure-of-speech, where the participants were asked to point out the actual meaning of the idioms, phrases and metaphorical expressions. Further participants were encouraged to learn and use different types of clauses and phrases in a sentence and how linkers could be used to connect different ideas. In the second session, participants were asked to write a white paper using different types of clauses and phrases addressing the Commissioner of Traffic on Traffic congestion in Bangalore. At the end of this activity, participants were successfully able to

understand the concept of white paper and draft white paper with suitable solutions to overcome the traffic congestion in Bangalore.

On day three of the FDP, the resource person concentrated on listening skills and speaking skills. At first, the participants were given certain activities to enhance their listening skills. In the first activity, a short story was read out twice and the participants were instructed to summarise the short story in 50 words followed by an activity where the participants were asked to summarise a speech that was screened. After tea break, public speaking activities were conducted wherein Dr. Pradeep Kaushik and Prof. Phalguni Bhat gave speeches on topics Sleep and Natyashastra respectively. This was followed by the resource person's inputs on effective public speaking techniques. At the end, the different topics for the PPT presentations were discussed.

The fourth day of FDP commenced with an activity which involved expunging the dependent clauses in order to simplify or summarise content. It also involved revision of concepts pertaining to complex and compound-complex sentences. The activity was followed by an introduction to group discussion etiquette. Mr. Ravi Ghai had allotted a wide range of topics to the participants for the group discussion. The first topic of discussion was over the necessity of social media in the current age, followed by the effectiveness of the NEP education system and veganism as a sustainable and eco-friendly lifestyle. The group discussion helped the participants to understand how to initiate and moderate the discussion: keep the discussion flowing by giving chance to every member and also to conclude a group discussion amicably.

The final day of FDP kicked off with a presentation on letter-writing tips and email etiquette. Mr. Ravi Ghai provided an individual assignment on composing an email to a given situation. He provided the context and also the key elements to be included in the email. The last segment of the program was a group presentation by four groups on topics pertaining to Dopamine, Self-Fulfilling Prophecy, Short-Selling Stocks and Dopamine pathway. The presentations were conducted by Dr. Pradeep and group, Ms. Amrutha S and Ms. Thanushree, Ms. Yashaswini and Ms. Priyanka, Ms. Phalguni Bhat respectively. The facilitator provided insightful feedback to all the presenters regarding structure of the PPT, pronunciations and grammatical mistakes. He also highlighted how the concept of Dopamine and Self-fulfilling

Prophecy can be incorporated in academics for better performance of the students. This marked the end of the FDP programme.

To draw the curtains for the 5 day FDP a valedictory program was organised by the Department of English on 17th March, 2023 at 1:00 P.M in the Golden Jubilee Seminar Hall. The event was presided over by the Principal, Dr. Nagalaxmi B N; Finance Officer, Mr. Jnana Shekhar; Academic Coordinator, Dr. Jolitha; IQAC Coordinator, Dr. Aruna and Prof. Sowmya, HoD, English. The master of ceremony for the event was Mr. Abhinandan K Y who began the program by inviting Ms. Anitha Shyamsundar to welcome the gathering. Later the Principal expressed her gratitude to Mr. Jairaj, Managing Trustee and in his absentia conveyed his best wishes to all the participants. She also congratulated Prof. Sowmya and the entire Department of English for organising the FDP. Mr. Ravi Ghai shared his experience and thanked the Principal and the HoD, English for the opportunity. Additionally, a few participants shared their take on the Five-Day FDP. Finally, the vote of thanks was presented by Ms. Ashwini Reddy, Department of English and the event culminated with a photo session followed by lunch.

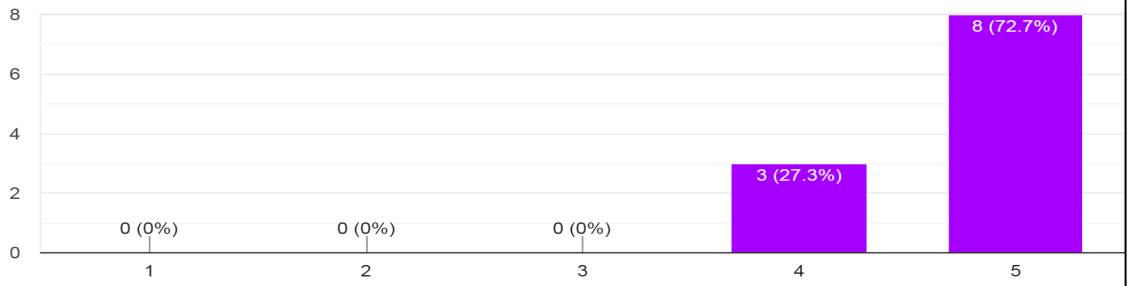
Feedback analysis:

Day-wise feedback form links were shared with the participants via WhatsApp. Following are the observations of the feedback:

- Their Overall experience of the FDP was excellent.
- The content delivered by the resource person was productive and practical.
- The subject knowledge of the resource person was scholarly, his presentation of content was lucid and ample activities were conducted to make the participants understand the concepts as well as the dynamics of team-work, leadership, time management etc.
- The participants have also expressed their willingness to attend many more such FDPs in future.

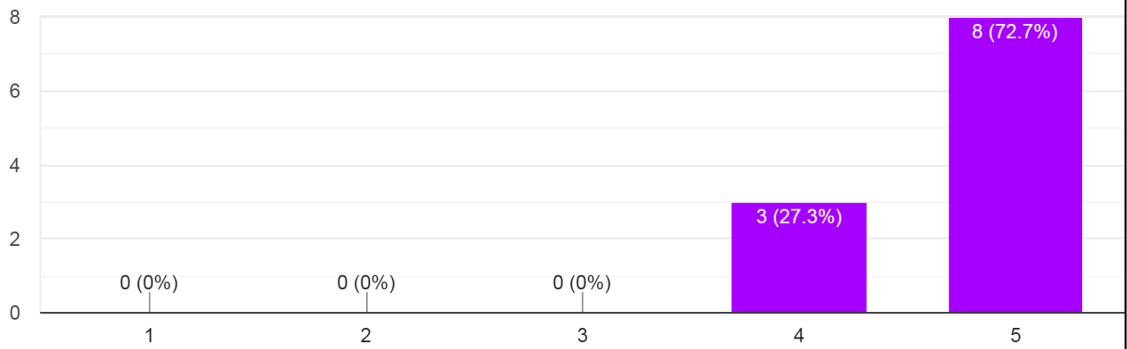
Rate the session on a scale of 1-5.

11 responses



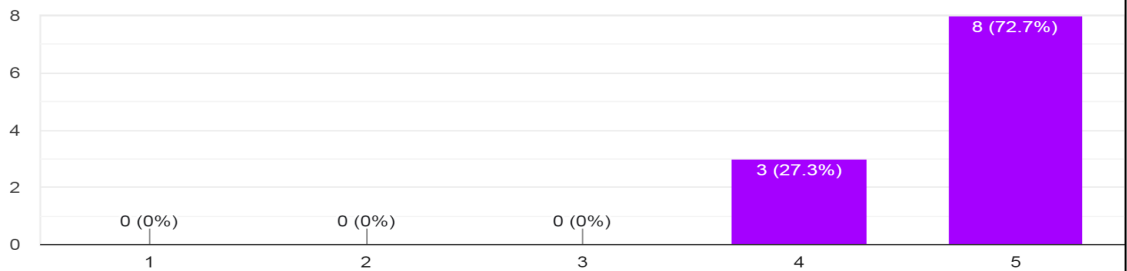
How would you rate your overall experience of the FDP?

11 responses



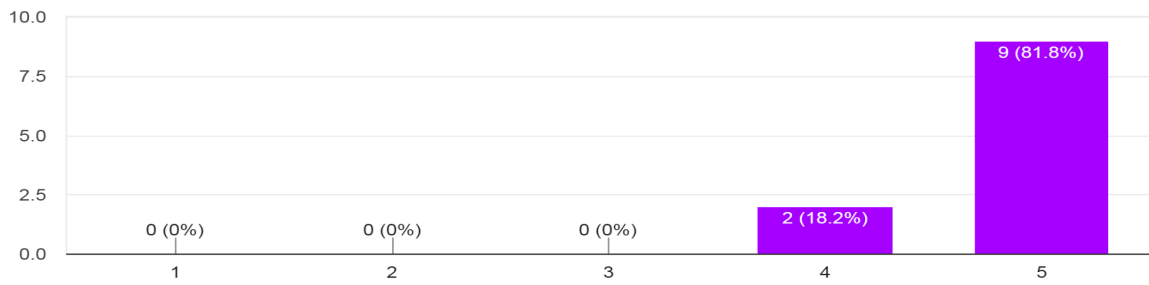
Rate the overall content of the FDP.

11 responses



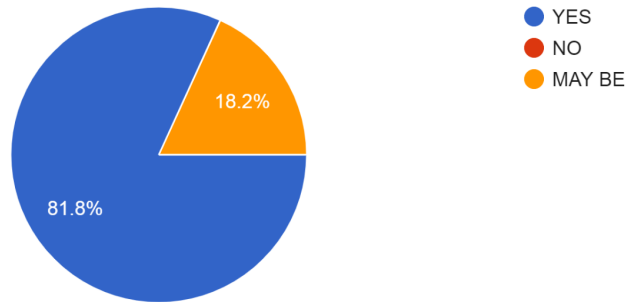
Please rate your trainer in terms of his knowledge.

11 responses



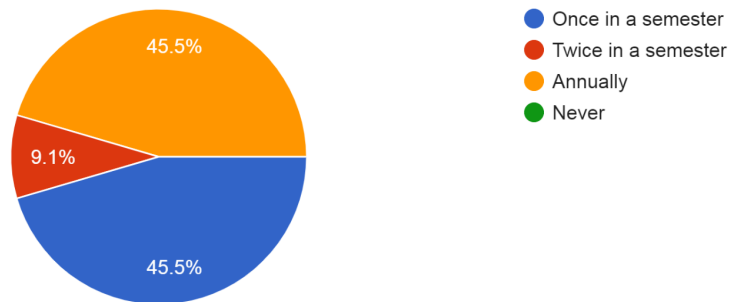
Would you like to attend more of such FDPs?

11 responses



How often do you want to attend such FDPs?

11 responses



Attachments:

i. Registration Data

FDP: Communication And Soft Skills

Registration

PAGE: XII
DATE: / /

Name	Contact No.
1) Dr. B Ravindra Naik (Hindi)	9533758980
2) Demita S - Zoology	9035634987
3) KAVYA B - Botany	9620718249
4) SHYLAJA G - (Maths)	8867122566
5) Raksha A - History	9620796884
6) Dr. Pradeep S. Kaushik - Bio Chemistry	8277211369
7) Archana Preetha R - Bio Technology	9513003159
8) Usha T - Commerce	7259958867
9) Dr. Purbopalatra M.S. Kannada	9620235583
10) N.S. Thalguni Bhat Microbiology	8277489259
11) Dr. Shamma Kumar K. Chemistry	9886342373
12) Akshay S. Physics	8217045112
13) Thanavshree VL - Psychology	7899361296
14) Shreethi M.G. - Computer Sci	9886522479
15) SMITHA N. - Zoology	8123012300
16) Dr. Anita Patil - Computer Sci	9591130527
17) Paraswati H. Alak - Sociology	9620240554
18) Anurupa S. - Psychology	7760052893
19) YESHASWINI B.N. - Commerce	9035789126
20) Dr. Sudhakara H. - Kannada	9886808240
21) Parvina N. - Physical Education Sports	8904313178
22) Divya B.N. - Chemistry	9731149603
23) Dr. Dakshina. B.K. - Chemistry	7353590932
24) Priyanka M. BBA	7019107795
25)	

ii. Invitation:

mLAC MAHARANI LAKSHMI AMMANI COLLEGE FOR WOMEN, AUTONOMOUS
Affiliated to Bengaluru City University
Accredited by NAAC (IV Cycle) with "A" grade
Recognised by UGC under Section 2(f) and 12(b) of the UGC Act 1956
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DEPARTMENT OF ENGLISH
Cordially invites you all to

**5 DAY FDP
ON
COMMUNICATION AND SOFT SKILLS FOR ACADEMICIANS**

13th March - 17th March 2023

Presided by: Dr. Nagalaxmi B. N.
Principal
mLAC

Organised by: Prof. Sowmya P.
HOD, English
mLAC

Resource person: Mr. Ravi Ghai
Corporate Language Trainer

Schedule of events

Day 1 13th March (9:30 A.M. - 1:00 P.M.) Topic: Grammar, Vocabulary & Pronunciation	Day 2 14th March (9:30 A.M. - 1:00 P.M.) Topic: Email & Telephone Etiquette
Day 3 15th March (9:30 A.M.- 1:00 P.M.) Topic: Listening & Speaking Skills	
Day 4 16th March (9:30 A.M. - 1:00 P.M.) Topic: Comprehension, Paraphrasing & Report Writing	Day 5 17th March (9:30 A.M. - 1:00 P.M.) Topic: Power point Presentations (Team Projects)

Venue: Golden Jubilee Seminar Hall



**Maharani Lakshmi Ammanni
College for Women- Autonomous**



**VALEDICTORY PROGRAMME
OF
FIVE-DAY FDP
"COMMUNICATION AND
SOFT SKILLS FOR ACADEMICIANS"**

**Chief-Guest
Mr. Jairaj K
Managing Trustee**

**Presided by
Dr. Nagalaxmi B.N
Principal**

**Organizer
Prof. Sowmya P
HOD, English**

**Coordinator
Prof. Ashwini Reddy
Dept. of English**

Venue: Golden Jubilee Seminar Hall

**MARCH
FRI 17 01:00 PM
2023**

iv. Participants Feedback:

DAY 1: <https://forms.gle/F6VhA64VMpgmGmbEA>

DAY 2: <https://forms.gle/65sc75NawAsj2AMX8>

DAY 3: <https://forms.gle/RgXpBRARAWYz5pCu5>

DAY 4: <https://forms.gle/4s3QHVeWgN3jZkMv6>

DAY 5: <https://forms.gle/Nk4XKDZK5yyKWkrw9>

v. Geotagged Photographs:













GPS Map Camera

Bengaluru, Karnataka, India

2H69+HFW, Margosa Rd, Malleshwaram, Bengaluru, Karnataka
560012, India

Lat 13.011297°

Long 77.56899°

16/03/23 12:06 PM GMT +05:30

Google



GPS Map Camera

Bengaluru, Karnataka, India

2H69+HFW, Margosa Rd, Malleshwaram, Bengaluru, Karnataka
560012, India

Lat 13.011288°

Long 77.569003°

13/03/23 09:53 AM GMT +05:30

Google



GPS Map Camera

Bengaluru, Karnataka, India

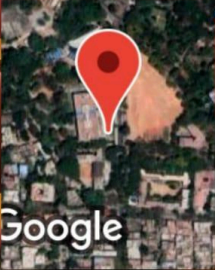
#5/4, PipeLineRoad, Near Lenovo ShowRoom, Margosa Road, 18th

Cross, Malleshwaram, Malleshwaram, Bengaluru, Karnataka 560055, India

Lat 13.00993°

Long 77.568927°

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