

Best

Practices

* 2018 - 2019 *

Title of the practices:-

Seminars on soft skills for Business.

Objectives of the practice:-

Some of the main objectives are highlighted as given below:-

- * TO improve verbal and non-verbal communication skills of students.
- * TO differentiate between formal and informal communication.
- * Use of appropriate body language.
- * TO learn and practice good social and business etiquette.

Content that required initiation of the practice:-

Soft skills include human ability to use intelligence, knowledge and emotions to build healthy relationships with people and get on well with peers and associates. The ability to speak and write persuasively and win the goodwill of others is the need of the hour.

The actual practice:-

Students were assigned a wide variety of topics which included features of spoken language like pronunciation, word linking, stress, intonation, accent, pace, volume, pitch, pauses, etc. Business and social etiquette dealt with greetings

apologizing, introductions, meetings, Etiquette, telephone Etiquette, e-mail Etiquette, table manners, etc.

public speaking had various aspects such as making effective speeches, preparing the text, delivery of the speech, etc. different kinds of speeches such as welcome, introductions, inaugural speeches, vote of thanks, farewell, send-off and condolence were taken up.

Business presentations consisted of several sub topics like visual aids, making a powerpoint presentation, handling questions from the (showed) audience, etc.

Obstacles faced :-

A few students did not meet the expected standards and showed lack of enthusiasm.

Strategies adopted to overcome them :-

Students should be made to realize the importance of gaining proficiency in English communication skills.

Contact person :-

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