

## A WORKSHOP ON EFFECTIVE PLACEMENT TRAINING

Resource Persons: Dr. Roweena B D'couth (AP/Dept of English)  
Mrs. Sree Ranjini (AP/Dept of English) Soft Skills and  
Language Trainers.

### **CONTENTS FOR THE WORKSHOP (Day 1 & Day 2)**

#### **Day 1 (20.02.2017)**

##### **Session 1**

##### **10:00 to 11:00**

Introduction to Soft Skills

Basics of Communication Skills

- self introduction
- Greetings
- Know yourself
- Area of Interest
- expressing Strengths and weakness
- being able to express your academic performances

##### **11:00 to 12:00**

Interactive session will reflect on the above session of Self introduction

- Know your peer group
- moving from your comfort zone to a unfamiliar zone
- Drawing inferences from the peer group...and
- Writing your self- introduction in a formal manner

##### **Lunch: 12:00 to 1:00**

##### **Session 2**

##### **1:00 to 2:00**

Basics of communication

Basics of Grammar (Introduction of Parts of Speech)

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-Prepositions

-Tenses

-Direct and indirect speech

-Articles

-Nouns

-Active &Passive voice

-conjunctions

-interjections

Post Lunch

### **Session 3**

**2:00 -3:00**

Continuation of Grammar

Grammar Handouts in the form of Worksheets

**3:00 to 3:15 break**

### **Session 4**

**3:15 to 4:00**

Developing an effective speaking skill through proper pronunciation

-No of videos - 2

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### **Day 2 (21.02.2017)**

#### **Session 1**

**10:00 to 12:00 (Including Break)**

#### **Art of Presentation and Public Speaking Skills**

##### **Types of Presentation**

- Attending on campus competitions like Impromptu talks,
- Elocutions, anchoring, speeches

Hints to make a standing out presentation

Selecting the right topic of their interest

Preparing in advance

How to handle spot on topics

##### **Techniques of Effective speaking**

- Structure of reaching out to the audience

##### **Paper Presentation**

- Discussion on the Salient features of paper presentation
- Style and Formats

##### **Power Point Presentation**

How to prepare an appreciative presentation

Short video on different formats of a presentation

Not being a copy-cat

##### **Public Speaking Skills**

Highlights on Public Speaking

A short toast master video

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**Lunch: 12:00 to 1:00**

**Session 2**

**1.00 – 3.00**

**Interview Skills**

- Differentiating between a Bio-data and a CV
- Writing a CV
- Components of CV

**Types of Interviews**

- Criteria for recruitment
- Practice Session Video

**3:00 to 3:15 break**

**3:15 to 4:00 Feedback & Queries**