TABLE OF CONTENTS	
Sl. No	Title
1	Description about Seminar and Presentation
2	Topics allotted
3	Marks allotted
4	Sample Power point Presentation

SEMINAR AND PRESENTATION

A **seminar** is a formal academic or professional event where individuals gather to discuss, present, and exchange information on a specific topic. Seminars are often organized by educational institutions, research organizations, or professional associations.

The primary purpose of a seminar is to provide a platform for in-depth discussion and analysis of a particular subject. It allows participants to share their expertise, research findings, or insights with an audience.

Seminars can take various formats, including single presentations, panel discussions, or a series of talks. They often involve a combination of lectures, interactive discussions, and question-and-answer sessions.

Interaction is a key component of seminars. Participants have the opportunity to engage with presenters, ask questions, and contribute to discussions. This interactive element distinguishes seminars from traditional lectures.

Seminars can range in duration, from a few hours to multiple days, depending on the depth and breadth of the topic and the number of presenters involved.

A **presentation**, in a general sense, refers to the act of delivering information to an audience. Presentations can take various forms, including lectures, speeches, or multimedia demonstrations.

The purpose of a presentation is to communicate information, ideas, or findings to an audience. Presentations are common in academic, professional, and informal settings.

Presentations can be delivered using various formats, such as slideshows, speeches, live demonstrations, or a combination of these. The format often depends on the context and the goals of the presentation.

The audience for a presentation can vary widely and may include colleagues, clients, students, or the general public. The content and style of the presentation are often tailored to the specific audience.

The duration of a presentation can vary widely, ranging from a few minutes to several hours. The length is influenced by the content complexity and the expectations of the audience.

Presentations may be documented through handouts, digital materials, or video recordings. Documentation allows the audience to review the information presented and can serve as a reference for future use.

Name	
PRN No.	
Signature	

VIMAL JYOTHI
ENGINEERING COLLEGE
JYOTHI NAGAR, CHEMPERI – 670632, KANNUR D.T., KERALA
An ISO 9001 : 2015 Certified Institution

Series Test	1		Year/Semester	1st Year-Semester 2
Subject	HUN102-PROFESSIONAL COMMUNICATION		Branch	EE
Date of Exam	28 May 2021		Duration	
Starting time			Max. Marks	10

Instructions to Students :

Roll No. 1 to Roll No. 10= Question Number 1
Roll No.11 to Roll No. 20= Question Number 2
Roll No. 21 to Roll No. 30 = Question Number 3
Roll No. 31 to Roll No. 40 = Question Number 4
Roll No. 41 to Roll No. 50 = Question Number 5
Roll No. 51 to Roll No. 61 = Question Number 6

Answer 1 out of 6question(s)

Q.No			Marks	CO	Level
1	**Create a PPT of the following topics and present it to the audience.**		10	CO2	L6

SL No	Topics
1	Reading
2	Comprehension
3	Summarizing: Reading Styles
4	Speed
5	Valuation
6	Critical Reading
7	Reading and Comprehending Shorter and Longer Technical Articles from Journals and Newspapers
8	Identifying the Various Transitions in Text
9	SQ3R Method
10	PQRST Method
11	Speed Reading. Comprehension: Techniques, Understanding Textbooks,Marking And Underlining
12	Note-Taking: Recognizing Non-Verbal Cues

2	Create a PPT of the following topics and present it to the audience.	10	CO3	L6
	<table><tr><td>SL No</td><td>Topics</td></tr><tr><td>1</td><td>Oral Presentation: Voice Modulation,Tone, Describing A Process</td></tr><tr><td>2</td><td>Presentation Skills: Oral Presentation And Public Speaking Skills</td></tr><tr><td>3</td><td>Business Presentations</td></tr><tr><td>4</td><td>Preparation: Organizing The Material</td></tr><tr><td>5</td><td>Self-Introduction</td></tr><tr><td>6</td><td>Introducing The Topic</td></tr><tr><td>7</td><td>Answering Questions</td></tr><tr><td>8</td><td>Individual Presentation Practice</td></tr><tr><td>9</td><td>Presenting Visuals Effectively</td></tr><tr><td>10</td><td>Introduction to Group Discussion (GD)</td></tr></table>			

3	Create a PPT of the following topics and present it to the audience.	10	CO4,CO5	L6
	<table><tr><td>SL No</td><td>Topics</td></tr><tr><td>1</td><td>Differences Between Group discussion (GD) and Debate; Participating GD</td></tr><tr><td>2</td><td>Understanding GD</td></tr><tr><td>3</td><td>Brainstorming The Topic</td></tr><tr><td>4</td><td>Questioning and Clarifying</td></tr><tr><td>5</td><td>GD Strategies</td></tr><tr><td>6</td><td>Activities To Improve GD Skills</td></tr><tr><td>7</td><td>Listening and Interview Skills Listening: Active And Passive Listening</td></tr><tr><td>8</td><td>Listening: For general content, to fill up the information, intensive listening for specific information, to answer and to understand developing effective listening information</td></tr><tr><td>9</td><td>Barriers to Effective Listening</td></tr></table>			

4	Create a PPT of the following topics and present it to the audience. 	SL No	Topics
1	Listening to Longer Technical Talks
2	Listening to Classroom Lectures
3	Talks on Engineering /Technology
4	Listening To Documentaries And Making Notes
5	TED Talks
6	Interview Skills: Types Of Interviews
7	Successful Interviews
8	Interview Etiquette
9	Dress Code
10	Body Language
11	Telephone/Online (Skype) Interviews
12	One-to-One Interview & Panel Interview
13	FAQs Related to Job Interviews		10	CO5	L6
---	---	---	---	---
5	Create a PPT of the following topics and present it to the audience. 	SL No	Topics
1	Formal Writing: Technical Writing
2	Differences Between Technical And Literary Style
3	Letter Writing (Formal Informal And Semi-Formal)
4	Job Applications
5	Minute Preparation
6	CV (Curriculum Vitae) Preparation
7	Differences Between Bio-Data ,CV and Resume
8	Reports
9	Elements of style, Common Errors in Writing
10	Describing a process		10	CO6	L6

6	Create a PPT of the following topics and present it to the audience.			10	CO6	L6
		SL No	Topics			
		1	Use of Sequence Words			
		2	Statements of Purpose			
		3	Instructions			
		4	Checklists			
		5	Analytical and Issue-Based Essays and Report Writing			
		6	Basics of Report Writing; Referencing Style (IEEE Format)			
		7	Structure of a Report			
		8	Types of Reports			
		9	References			
		10	Bibliography			

CO2 :   Analyze, interpret and effectively summarize a variety of textual content
CO3 :   Create effective technical presentations
CO4 :   Discuss a given technical/non-technical topic in a group setting and arrive at generalizations/consensus
CO5 :   Identify drawbacks in listening patterns and apply listening techniques for specific needs
CO6 :   Create professional and technical documents that are clear and adhering to all the necessary conventions

*Level: Knowledge level based on Blooms Taxonomy
[L6. Creating]

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Progress Report

Academic Year : 2020-21
Degree : B.Tech
Department : Applied Electronics and Instrumentation Engineering
Semester : 2
Scheme : Scheme 2019
Section : A
Course Name : PROFESSIONAL COMMUNICATION [HUN102]

Student Usn	Student Name	PRESENTATION-1 Max (10)	Aggregate Max (7)
VML20AE001	Adil K	Ab	0
VML20AE002	Ajay Kp	10	7.5
VML20AE003	Akhil M A	10	7.5
VML20AE004	Akshar Mohan	10	7.5
VML20AE005	Akshay M	10	7.5
VML20AE006	Alan Sunny	10	7.5
VML20AE007	Alen Joe Prince	10	7.5
VML20AE008	Anargh K	10	7.5
VML20AE009	Aswin T S	10	7.5
VML20AE010	Aswin Vinod C	10	7.5
VML20AE011	Ayana Pv	10	7.5
VML20AE012	Dipuraj M	10	7.5
VML20AE013	Hirandeep T	10	7.5
VML20AE014	Joyal Saji	10	7.5
VML20AE015	Jude Jomon George	10	7.5
VML20AE016	Kevin Saji	10	7.5
VML20AE017	Kiran K V	10	7.5
VML20AE018	Mrinal C Pradeep	10	7.5
VML20AE019	Muhammed Sahl Mtc	10	7.5
VML20AE020	Revanth Pvk	10	7.5
VML20AE021	Tom Jessan	10	7.5
VML20AE022	Vyshnav K	10	7.5

PROFFESSIONAL COMMUNICATION

STRUCTURE OF A REPORT
AND
TYPES OF REPORTS

PRESENTED BY

VARADA ANIL

S2 EEE

32

GUIDED BY

Ms. ANUSHA CHACKO

ASST.PROFFESSOR

EEE department

DEPARTMENT OF ELECTRICAL AND ELECTRONIC ENGINEERING

VIMAL JYOTHI ENGINEERING COLLEGE

overview

- Introduction
- Structure of report
- Types of report
- Conclusion
- Reference

INTRODUCTION

REPORT WRITING IS AN INEVITABLE PART IN A PROFFESIONAL LIFE. IT CONVAY INFORMATIONS COMPILED AS A RESULT OF RESEARCH AND ANALYSIS OF DATA AND ISSUES. REPORTS CAN COVER A WIDE RANGE OF TOPICS. THERE IS A SPECIFIC STRUCTURE AND DIFFERENT CATEGORIES FOR REPORT WRITING.

STRUCTURE OF REPORT

- ❏ Title
- ❏ Executive summary
- ❏ Introduction
- ❏ Method/methodology
- ❏ Results/findings
- ❏ Discussion
- ❏ Conclusion
- ❏ Recommendation
- ❏ Appendices/annexes
- ❏ Glossary
- ❏ Bibliography

TITLE

Title page should contain details like
- ❑ Full title of the report
- ❑ Name of author
- ❑ Purpose of report
- ❑ Name of institution for which report is being prepared
- ❑ Month and year of report

EXECUTIVE SUMMARY
- Summary of whole report in logical order.
- Must highlight purpose, research method, findings, conclusion and recommendation.
- Always in past tens.
- No longer than 1 page.

INDRODUCTION
- Must introduce topic and purpose of report and outline your approach.

METHOD OR METHODOLOGY
- Explain methods used in research and experimental procedure.

RESULTS/FINDINGS
- Present the findings.
- For this you can use data using visual method like tables, graphs etc..

DISCUSSION
- Explain the meaning of your research.
- Analyze, interpret, and evaluate the data.
- Note trends and compare results with theory.
- Its referred to as the most important part of a report.

CONCLUSION

- Brief summary of findings.
- Must be a reduced form of the findings.

RECOMMENDATIONS

- Suitable changes and solutions can be provided.

APPENDICES/ ANNEXES

- Detailed information which was not included in the main chapter must be provided.

GLOSSARY(NOT ALWAYS NECESSARY)
- Explain any of the specialist terms.

BIBLIOGRAPHY
- Reference to books journals can be quoted or used for background readings.
- It can be arranged in alphabetic order of author's name.
- Reference should include date of publications, title, edition, place of publication, publisher etc...

TYPES OF REPORT

❑ Academic report

❑ Professional report

❑ Formal report

❑ Technical and special report

❑ Feasibility report

ACADEMIC REPORT

- They are of high content and procedure and the readers are of same level or a bit different.
- Prepared for academic purpose.

PROFESSIONAL REPORT

- They are reports to inform something to people as well as initiating changes.
- They may be detailed depending on targeted audience and taste of sponsor.
- In most of the cases they have mixed audience.

FORMAL REPORT

- Collects and interprets data and report information.
- This is a formal type report and may even produced In bound book volumes.
- Its often written account of major project.

TECHNICAL AND SPECIAL REPORTS

- It's a category of report rather than a type.
- Many industries and disciplines need specialized reports.
- In police and insurance industries there ia a need of accidents and incidents reports.

FEASIBILITY REPORTS

- It defines about the need proposed idea, then analyses, compares and recommend a course of action when organization is considering a new location, expansion or purchase of new equipment.

Conclusion

Report writing is a significant exercise in many ways of professional life. It's a whole bunch of accurate information and details of various topics. It's always used for future reference and for solving present crisis as well as in analyzing new things.

References

1. PENTEX PUBLICATIONS

2. google
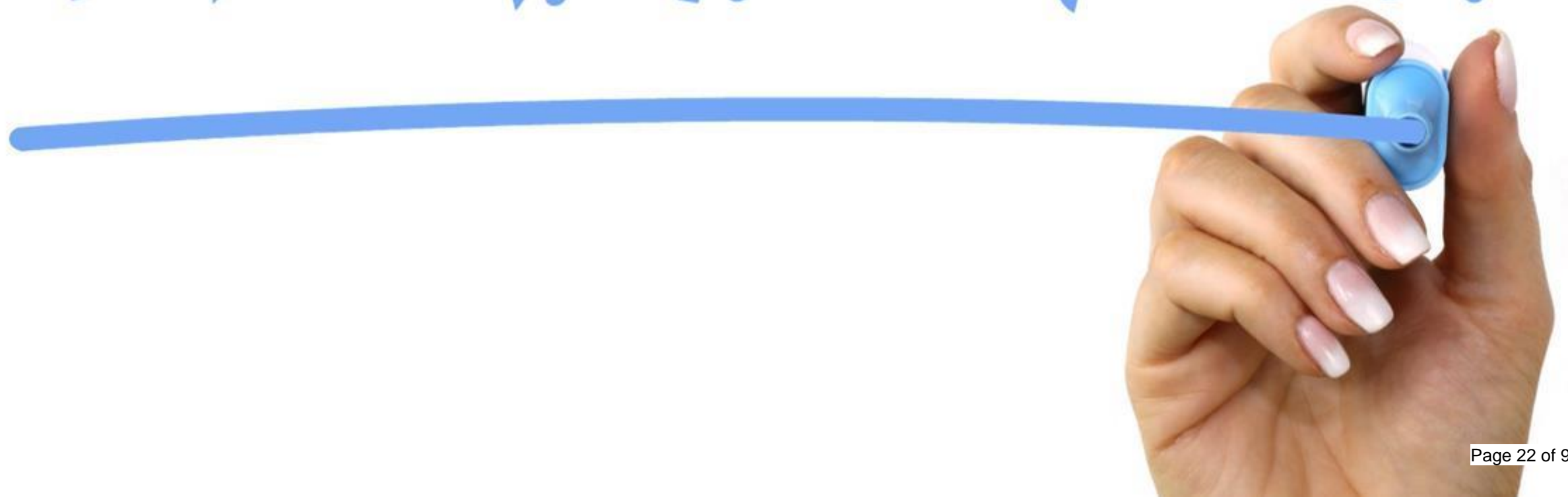
Name	
PRN No.	
Signature	

VIMAL JYOTHI ENGINEERING COLLEGE
JYOTHI NAGAR, CHEMPERI – 670632, KANNUR D.T., KERALA
An ISO 9001 : 2015 Certified Institution

Series Test	1		Year/Semester	**1st Year-Semester 2**
Subject	**HUN102-PROFESSIONAL COMMUNICATION**		Branch	**AEI**
Date of Exam	**29 Apr 2022**		Duration	
Starting time			Max. Marks	**10**

Instructions to Students :

Create a PPT of the following topics and present it to the audience.
 VML21AE001 to VML21AE012 = Question Number 1
VML21AE013 to VML21AE015 = Question Number 2

Answer 1 out of 2question(s)				
Q.No			Marks	CO	Level

	SL NO.	TOPICS				
1	1	Reading and Reading styles		10	CO2	L6
	2	Reading Speed and Evaluation				
	3	Critical reading				
	4	Reading And Comprehending Shorter And Longer Technical Articles From Journals and Newspapers				
	5	Identifying the various transions in a text				
	6	Sq3R Method				
	7	Pqrst Method				
	8	Comprehension: Techniques				
	9	Understanding Textbooks.Marking and Underlining				
	10	Note-Taking: Recognizing Non-Verbal Cues				
	[P1 10.1.1					

SL NO.	TOPICS			
1	Oral Presentation: Voice Modulation,Tone, Describing A Process			
2	Presentation Skills: Oral Presentation And Public Speaking Skills			
3	Business Presentations			
4	Preparation: Organizing The Material			
5	Self-Introduction	10	CO3,CO4	L6
6	Introducing The Topic,Answering Questions			
7	Individual Presentation Practice			
8	Presenting Visuals Effectively			
9	Introduction to Group Discussion (GD)			
10	Differences Between Group discussion (GD) and Debate; Participating GD			
[PI 10.2.1, 10.2.2]				

(Row label for the above block: **2**)

CO2 :   Analyze, interpret and effectively summarize a variety of textual content

CO3 :   Create effective technical presentations

CO4 :   Discuss a given technical/non-technical topic in a group setting and arrive at generalizations/consensus

*Level: Knowledge level based on Blooms Taxonomy

[L6. Creating]

HUN102 PROFESSIONAL COMMUNICATION
PRESENTATION
ANSWER SCHEME

Total Marks: **10**

Slides – **5 Marks**

Slide Style – 2 Marks

Contents of his / her Presentation – 3 Marks

Presentation – **5 Marks**

Knowledge of Topic demonstrated – 2 Mark

Level of Preparation:

       Excellent – 1 Marks

       Very Good – 0.5 Mark

       Good – 0.5 Mark

       Poor – 0.5 Mark

       Very Poor – 0.5 Mark

COMMUNICATION PROFESSIONAL

Merin saji

AEI

Roll no: 09

Reading and Reading styles

There are three different styles of reading academic texts:

- *skimming*
- *scanning*
- *in-depth reading*

Critical reading

Critical reading means that a reader applies certain processes, models, questions, and theories that result in enhanced clarity and comprehension.

Identifying the various transions in a text

Transition words commonly appear at the start of a new sentence or clause (followed by a comma), serving to express how this clause relates to the previous one.

Sq3R Method

SQ3R is a reading comprehension method named for its five steps: survey, question, read, recite, and review.

How effective is the SQ3R method?

1. Survey. Before you begin a new chapter, skim the material and get a feel for the main topics and ideas in the text. ...
2. Question. Use questions to guide your reading. ...
3. Read. As you read look for answers to the questions you created. ...
4. Recite. ...
5. Review..

Pqrst Method

This is a method of reading a textbook so that the information you read really does enter your long term memory

The diagram below illustrates the method:

Preview — Start chapter

Question → Read → Self-recite — For each section

Test — End chapter
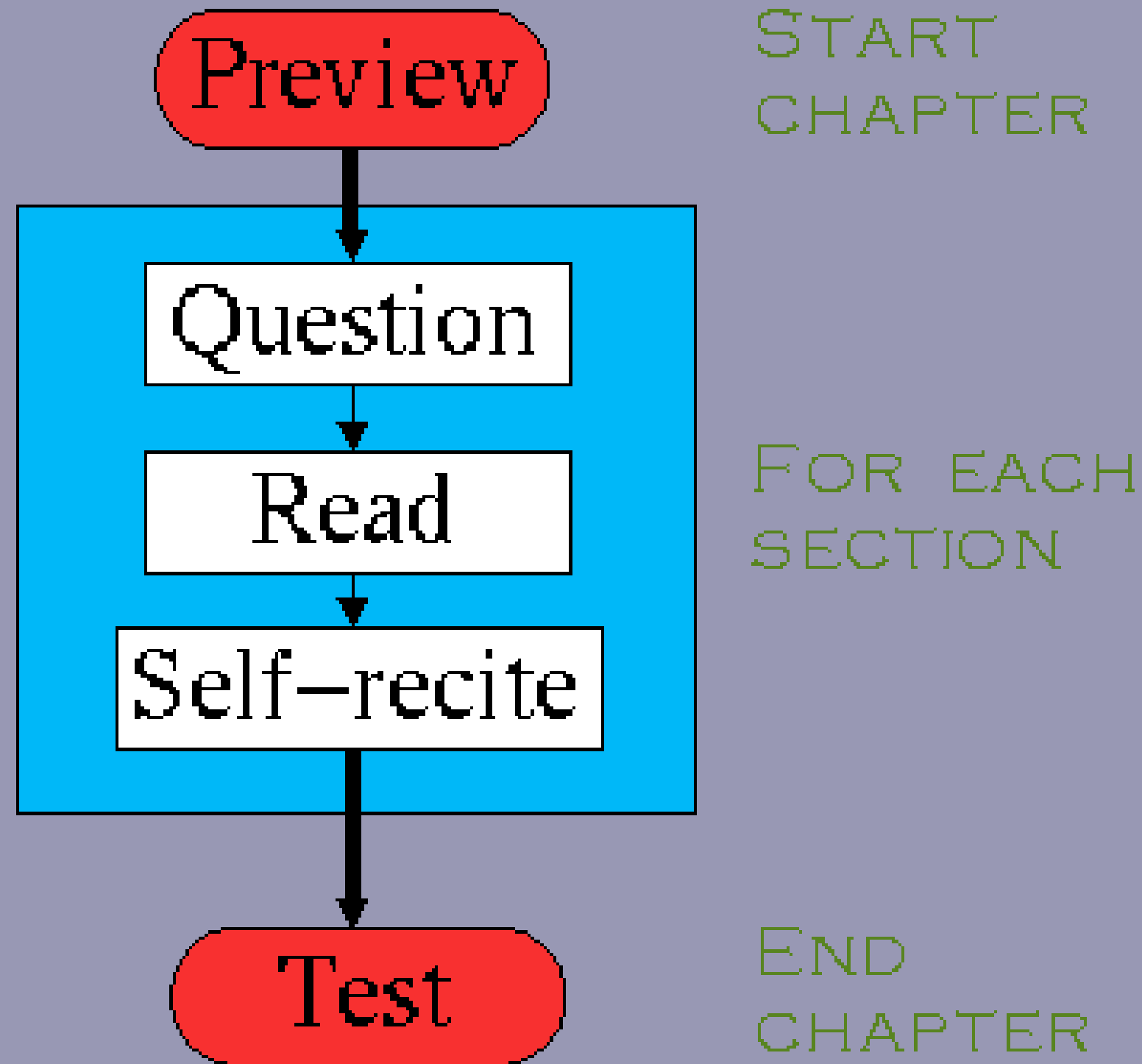
Comprehension: Techniques

The key comprehension strategies are described below.

- *Using Prior Knowledge/Previewing. ...*
- *Predicting. ...*
- *Identifying the Main Idea and Summarization. ...*
- *Questioning. ...*
- *Making Inferences. ...*
- *Visualizing. ...*
- *Story Maps. ...*
- *Retelling.*

understanding textbooks.marking and underlining

How do you mark a textbook?

Mark up your book as you read: a. Underline the main ideas of each paragraph plus an item or two of supporting material. b. Jot down the points you want to remember in the margin.

Note-Taking Recognizing Non-Verbal Cues

Non-verbal cues include tone of voice, talking speed and intonation, gestures, and facial expressions.

Signs of Active Listening

| Smiling | Eye contact | Leaning forward |
| Mirroring facial expressions | Minimal or no fidgeting | Ignoring the clock or your watch |
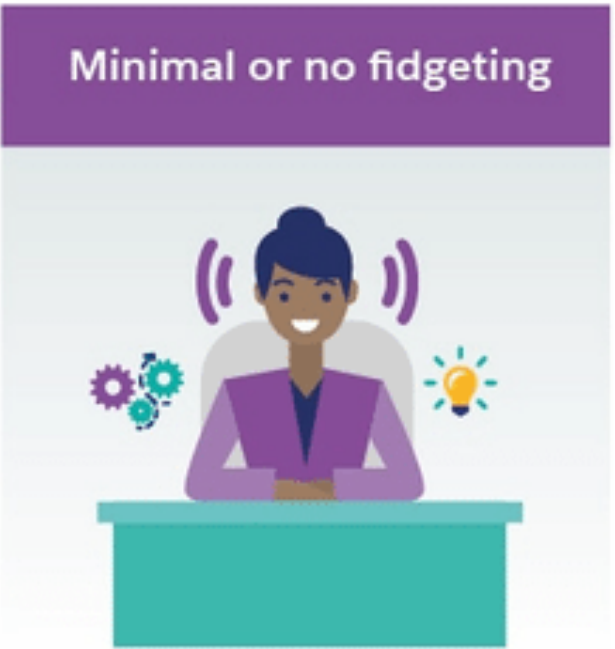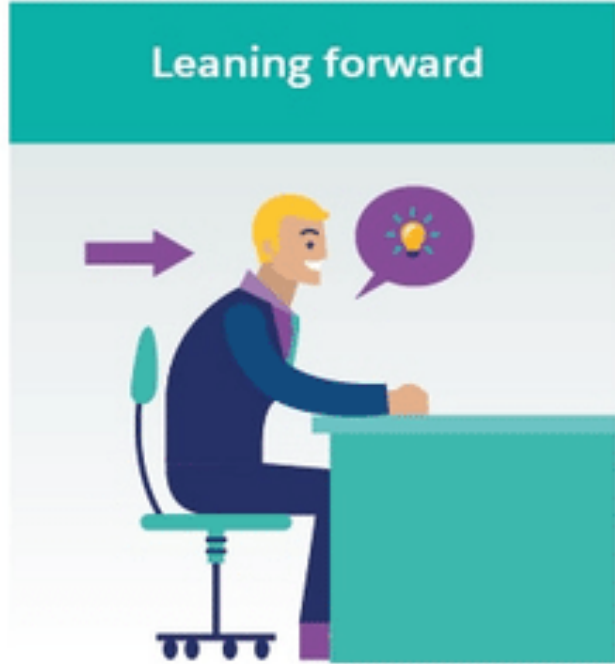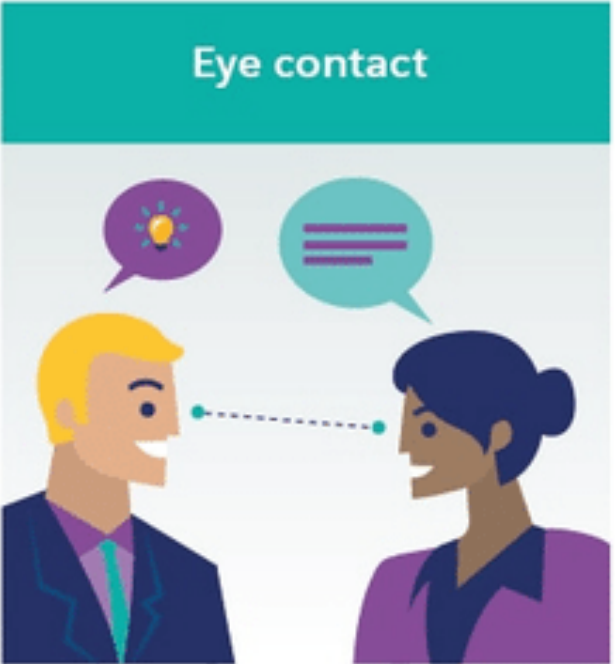
Thank you!

Progress Report

Academic Year : 2021-22
Degree : B.Tech
Department : Applied Electronics and Instrumentation Engineering
Semester : 2
Scheme : Scheme 2019
Section : A
Course Name : PROFESSIONAL COMMUNICATION [HUN102]

Student Usn	Student Name	PRESENTATION-1 Max (10)	Aggregate Max (7)
VML21AE001	Aida Thomas	10	7.5
VML21AE002	Akash Prasad	Ab	0
VML21AE003	Alen Johns	10	7.5
VML21AE004	Amal Manoj E V	10	7.5
VML21AE005	Anand Sajeevan	10	7.5
VML21AE006	Anurag E V	10	7.5
VML21AE007	Deepak Haridas	10	7.5
VML21AE008	Jasmine Ptk	10	7.5
VML21AE009	Merin Saji	10	7.5
VML21AE010	Mohammed Amal Abdulla Asgar	10	7.5
VML21AE011	Muhammed Razeen Muringoli Parakandi	10	7.5
VML21AE012	Noel Biju	10	7.5
VML21AE013	Rony Siby	10	7.5
VML21AE014	Sreenav V	10	7.5
VML21AE015	Stephin K Thankachan	10	7.5

Name	Topic	Date	Presentation content(5 marks)	Performance(5 marks)	Topic knowledge(2.5 marks)	Visual Aids /add on (2.5 Marks)	Total	Remarks	
SIDHARTH MR	Reading styles, speed, valuation, critical reading,	9-6-2023	4	3.5	1.5	1.5	10.5	Not done	late presentation
SEBIN SIBICHAN	reading and comprehending shorter and longer technical articles	17/4/2023	4	4.5	2	1.5	12	completed	
RINKU UTHAN SINGH	identifying the various transitions in a text, SQ3R method, PQRST	9-6-2023	4.5	5	1.5	1.5	12.5	Not done	late presentation
RAKSHINA DEVI VP	Comprehension: techniques, understanding textbooks, marking	17/4/2023	4.5	4	2	1.5	12	completed	
RABEEU BIN ABDUL RAUF	Oral Presentation: Voice modulation, tone, describing a process,	27/4/2023	4.5	4.5	2	2	13	completed	
MUHAMMED NIHAD V P	Presentation Skills: Oral presentation and public speaking skills	27/4/2023	4.5	4.5	2	2	13	completed	
MOHAMMED ARSHAD	Preparation: organizing the material, self-Introduction, introducing	27/4/2023	4	4	2	1.5	11.5	completed	
MANAV RAJEEV	answering questions, individual presentation practice, presenting	27/4/2023	4.5	4.5	2	2	13	completed	
KIRAN RAJ	introduction to Group Discussion (GD	2-5-2023	4	4.5	2	1.5	12	completed	
KEERTHANA KANNAN	differences between GD and debate	2-5-2023	4	4.5	2	1.5	12	completed	
JOEL JOSEPH	participating GD, understanding GD, brainstorming the topic,	2-5-2023	3.5	4.5	2	1.5	11.5	completed	
JILVIN JAMES	GD strategies, activities to improve GD skills	2-5-2023	4.5	3.5	1	1.5	10.5	completed	
HARIPRAKASH P	Active and Passive listening	7-6-2023	2.5	2.5	1	1	7	Repeat	repeat presentaion not done
DRISHYA P P	, listening: for general content, to fill up information, intensive	7-6-2023	4.5	4	2	1.5	12	completed	
ATHUL P P	Developing effective listening skills, barriers to effective listening,	7-6-2023	4	3.5	2	1.5	11	completed	
ASHWIN SUDHEER	listening to classroom lectures, talks on engineering /technology,	7-6-2023	4	5	2	2	13	completed	
ALIN KS	listening to documentaries and making notes, TED talks.	9-6-2023	4	4	2	1.5	11.5	completed	
AKHIL KRISHNAN KK	Interview Skills: types of interviews, successful interviews,	15/6/2023	4	4	2	1.5	11.5		
ADITYA NARAYAN SREEJITH	telephone/online (skype) interviews, one-to-one interview & panel	15/6/2023	4	4.5	2	1.5	12		
ADITHYA KC	Technical Writing: differences between technical and literary style.	15/6/2023	4	4	2	1.5	11.5		
ADITH TP	CV preparation (differences between Bio-Data, CV and Resume),	16/6/2023	4	4.5	2	1.5	12		
ABIN NATH M	Elements of style, Common Errors in Writing: describing a process,	16/6/2023	3.5	4	2	1.5	11		
ABHIROOP T C	basics of report writing; Referencing Style (IEEE Format), structure	16/6/2023	3.5	4	2	1.5	11		
ABHINAV V K	types of reports, references, bibliography.	16/6/2023	3.5	4	2	1.5	11		
							0		

COMPREHENSION

PRESENTED BY RAKSHINA

AEI

Comprehension Techniques

1. **Monitor Comprehension:-**

▶ The reader monitors his Understanding of the text as they read, listen and view.

▶ Notice when a text makes sense or when it does not

▶ Take note of what the text is about and what it makes them think about.

▶ "Thinking about what we are thinking" helps us known if the reading makes sense and when the meaning is not clear.

2. **Activate and Connect :**

▶ Connecting, Questioning, inferring, background knowledge is the basis of thinking.

▶ Learning must connect the new knowledge to what they already know.

▶ This equips learners to resive their thinking when they are presented with new and more accurate information.

3. **Ask Questions:**

▶ Questions encourage investigation.

▶ Discover new information and gain knowledge when finding answes to questios.

▶ Important for critical thinkers to learn more and make progress.
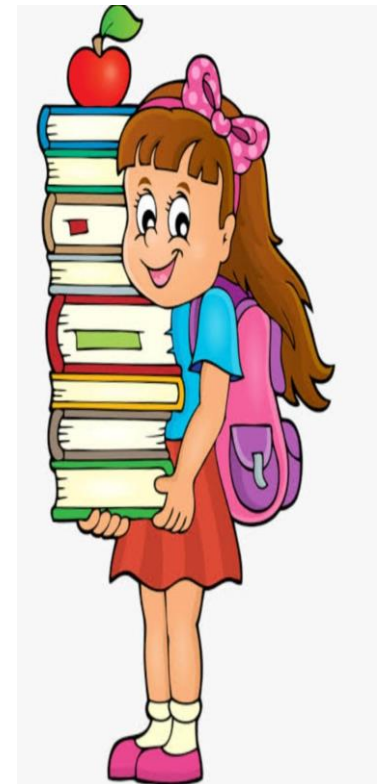
4. Infer and visualize:

▶ Inferring uses existing knowledge and combine it with materials in the text to come up with ideas and concepts that are not stated in the text.

▶ Inferring helps draw conclusions, develop interpretation, make predictions and so on

▶ Visualization is to create mental images to make sense of a text.

▶ Enables readers to get a deeper understanding of the text.

5. Determine Importance:

▶ No one can remember everything they read

▶ Focus on important information and combine it with existing knowledge to get better understanding of the topic

▶ Learn to develop read to bring out important points and focus on a line of development of knowledge in the topic.
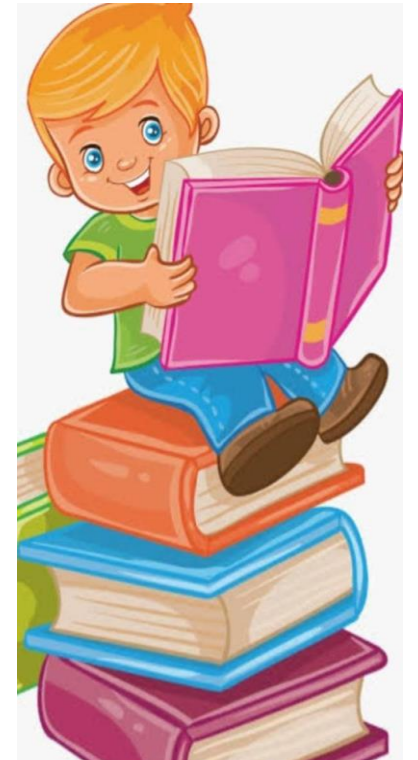
6. Summarize and Synthesize:

▶ Synthesize the information to see the big picture.

▶ Integrate old new information on the topic for better understanding of the topic.

▶ May lead to development of new perspective and insights on the topic.

Understanding Textbooks

(Before reading) <u>Preview</u>

Steps in previewing:

-Review chapter heading and subheading

-Look over pictures, charts, or graphs in section.

-Read and understand any bold or italicised words.

-Review the end of chapter questions.
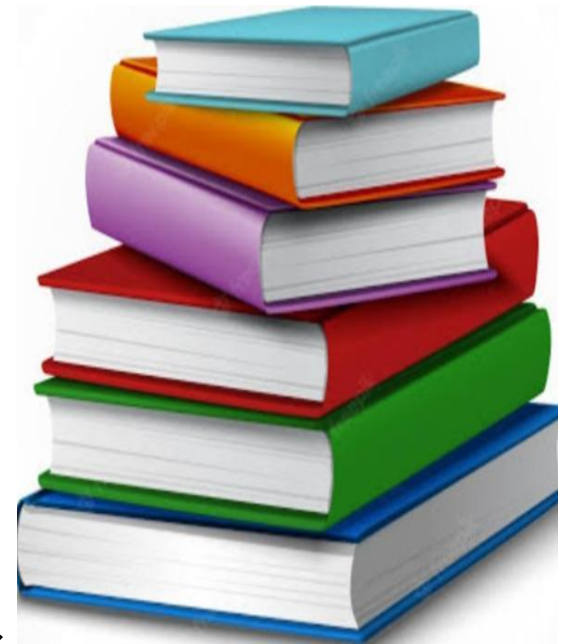
(Before reading) <u>Questions</u>

-provides direction and focus.

-On previewing the text turns each question and subheading into questions
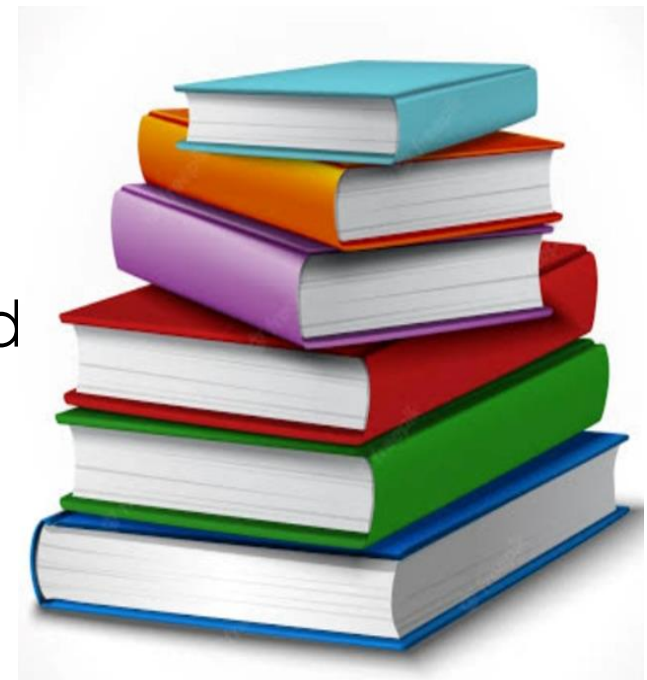
(While reading) <u>Reflect</u>

  -Answer the question developed when previewing.

  -Predict allow to improve comprehension and retention.

<u>Highlights</u>

  -Selectively highlight important passage (<=20% of text).

  -Make well organised notes for easy review.

  - Use visual aids to remember and understanding topic.

  -Summarize your learning.

(After Reading) <u>Recount</u>

    -Discuss with someone else what you learned.

    -Join a study group!

<u>Review</u>

    -Next day after reading spend 30min to review notes.

    -Recite main points and topics.

    -To move information from short term memory to long term memory.

Active reading Strategies

Marking

▶ Helps students think critically about the text being read.

▶ Helps to analyse, evaluate relevant ideas.

▶ Marking helps focus and retention of material.

Underlining/Highlighting

▶ Organise according to importance.

▶ Identify key words, central concepts, ideas and vocabulary.

<u>Importance of note taking</u>

▶ When reading or listening, taking notes helps in concentration.

▶ Listening and reading are interactive tasks, so taking notes helps understand the text.

▶ Notes are a permanent record of what we learn or read.

▶ Helps with revisions for exams.

Benefits of note taking

1. Improve focus and attention to details.
2. Promotes active learning: Gives purpose and increase productivity.
3. Boosts comprehension and retention.
4. Teaches prioritising skills.
5. Increases attention spam.
6. Improves organization skills.
7. Increase creativity.

RECOGNIZING NON-VERBAL CUES

▶ Non-verbal cues includes Tone of voice, talking speed, gestures, and facial expressions.

1. **Tone of voice:** show the emotion of the speaker
2. **Talking speed:** Can show if something is important to note
3. **Gestures:** Often communicate meaning.
4. **Facil expression:** Also carry a lot of meaning.
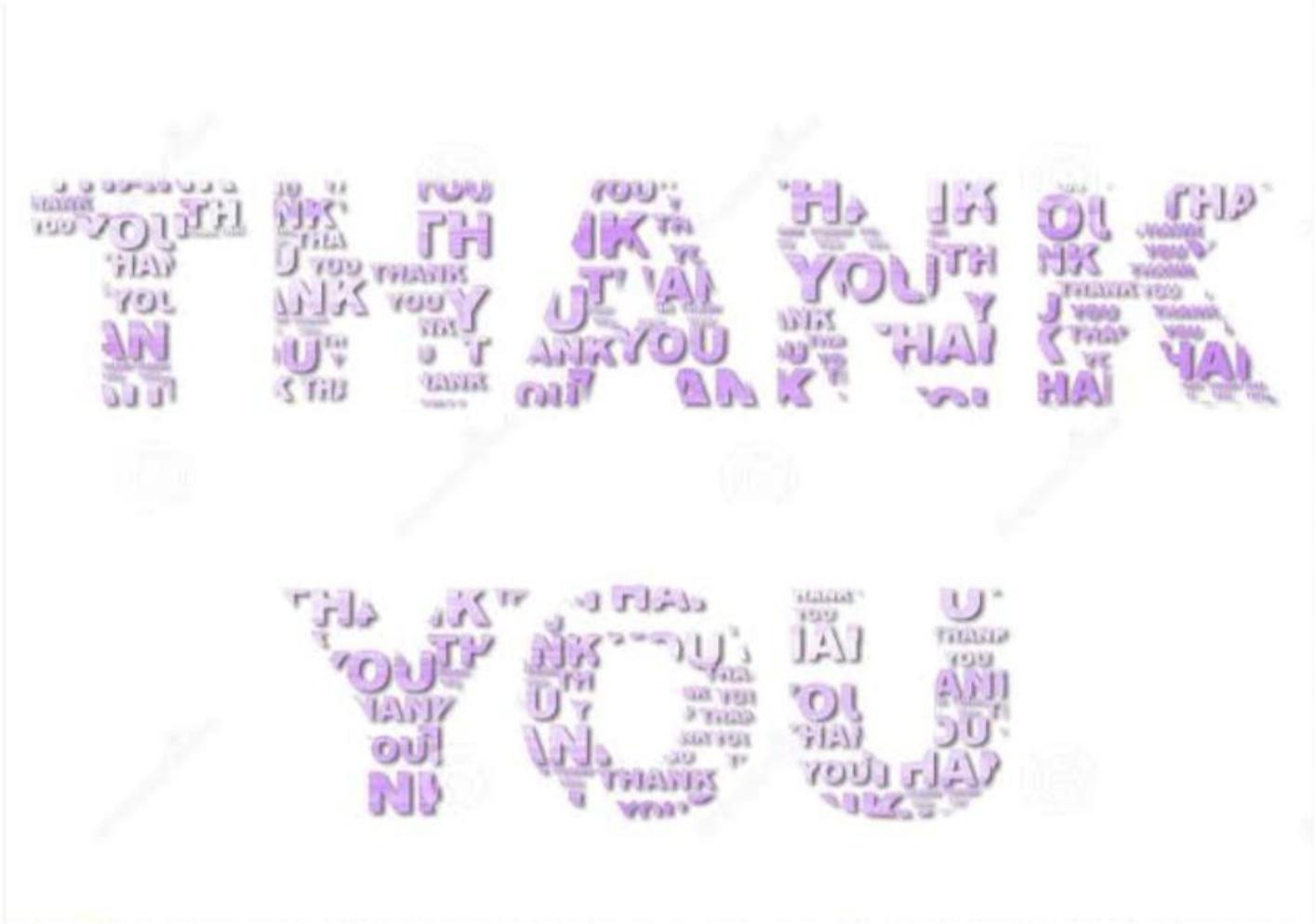
GD strategies
Activities to improve GD Skills

Presented by:-
JILVIN JAMES
AEI

What is Group discussion :-

- A Group discussion is an exchange of ideas , information, opinions between a group of people.

- ***What Is the Importance of group discussion***

- Exchange of ideas and knowledge .

- Listening skills.

- Increase confidence.

- Critical thinking & problem solving skills.

- Diverse perspective & increased
   awareness .

Group discussion strategies

- Group discussion strategies refers to the planned approaches and techniques used to facilitate effective and productive group discussions.

- Every individual must learn the successful tips of group discussion to farewell in interviews as well as in screening process.

Group discussion strategies to follow :-

- **Read voraciously**

- **Initiate the discussion**

- **Speak politely and pleasently**

- **Speak confidently**

- **Use Positive body language**

- **Be a team players**

Activities to improve GD Skills:-

- Knowledge.
- Alertness and presence of mind.
- Out of the box thinking.
- Make sure that you are Speaking loudly and Clearly.
- You Should know what the topic really about.

- Here is the list of what should be done and what should be avoided in a GD

1. Be as natural as possible.
2. Grab the opportunity to speak first.
3. Do not repeat a point or be lengthy.
4. Facilitate contribution from others.
5. Make eye contact.
6. Think well before you Speak .

Conclusion

 Group discussion strategies refers to various approaches ,techniques **,** and guidelines employed to facilitate effective and productive discussions within a group settings.
These strategies aim to promote active participation, Open communication and collaborative problem solving among group members.
They provide a frame work for Structuring the discussion , exploration of various ideas and perspectives.

        By implementing these group discussion strategies , participants can engage in meaningful exchanges and work together to achieve the desired outcome.

PRESENTATION TOPIC 2022 - 2026 BATCH
PRESENTATION TOPICS- S1 EEE,

ROLL NO.	NAME OF THE STUDENT	TOPIC	MODULE
1	ABHINAV SAJEEVAN	21st century skills: Creativity, Critical Thinking, Collaboration,	3
2	ABHIRAMI K.V	Problem Solving, Decision Making	3
3	ADHITHYA E.V	Need for Creativity in the 21st century, Imagination, Intuition, Experience,	3
4	AIBEL JAISON	Lateral Thinking, Myths of creativity, Critical thinking Vs Creative thinking,	3
5	AJUWAID ANEESH	Functions of Left Brain & Right brain, Convergent & Divergent Thinking, Critical reading & Multiple Intelligence.	3
6	AMALJITH PP	Steps in problem solving: Problem Solving Techniques, Six Thinking Hats	3
7	ANGEL SIBI	Mind Mapping, Forced Connections.	3
8	APHIN GEORGE	Analytical Thinking, Numeric, symbolic, and graphic reasoning.	3
9	ARAVINDRAJ T.V	Scientific temperament and Logical thinking	3

10	ARJUN P.K	Group and Team Dynamics: Introduction to Groups: Composition, formation, Cycle, thinking, Clarifying expectations,	4
11	ARJUN VINOD	Problem Solving, Consensus, Dynamics techniques, Group vs Team,	4
12	AROMAL PP	Team Dynamics, Virtual Teams.	4
13	ASHEEN PRAKASHAN	Managing team performance and managing conflicts, Intrapreneurship.	4
14	AVANTHIKA T	Leadership: Leadership framework, entrepreneurial and moral leadership	5
15	CHANDRAJITH K	vision, cultural dimensions. Growing as a leader, turnaround leadership	5
16	DEVADATHAN PALERI	managing diverse stakeholders, crisis management.	5
17	DITHU PRASANTH	Types of Leadership, Traits,	5
18	DIYA C	Styles, VUCA Leadership, Levels of Leadership,	5
19	DIYA PRADEEP	Transactional vs Transformational Leaders, Leadership Grid, Effective Leaders.	5
20	ELIZABETH T MANI	Life skills for professionals: positive thinking, right attitude, attention to detail, having the big picture	1
21	GAUTHAM KRISHNA V	learning skills, research skills, perseverance, setting goals and achieving them,	1

22	JEFFERY LINO JOSEPH	helping others, leadership, motivation, self-motivation, and motivating others	1
23	JERIN BIJU	personality development, IQ, EQ, and SQ	1

Vimal Jyothi Engineering College Chemperi -Chemperi

Department of Electronics and Communication Engineering

2020-24 Batch, Semester 1

Life Skills- Presentation Schedule

Sl.No	Name	Topic	Date
1	ABHINAV M	Self-awareness: definition, need for self-awareness; Coping With Stress and Emotions,	06-01-2021
2	ABHINAYA HARINDRAN	Human Values	06-01-2021
3	AJAY BINU	tools and techniques of SA:questionnaires, journaling, reflective questions, m	06-01-2021
4	AJIMON FRANCIS	tools and techniques of SA:meditation, mindfulness, psychometric tests, feedback.	06-01-2021
5	AKASH BENNY	Stress Management: Stress, reasons and effects	06-01-2021
6	ALAIDA THOMAS	identifying stress, stress diaries	06-01-2021
7	ALAN P MATHEW	the four A's of stress management,Techniques	06-01-2021
8	ALEX DANIEL	Stress Management Approaches: action-oriented, emotion-oriented, acceptance oriented, resilience, Gratitude Training	06-01-2021
9	ALFONSA	Coping with emotions: Identifying and managing emotions,	06-01-2021
10	AMISHA PARAYIL PAVANAN	harmful ways of dealing with emotions, PATH method and relaxation techniques.	08-01-2021
11	AMRUTHENDU K	Morality	08-01-2021
12	ANAMIKA PV	Values,Maslow,s Need Hierarchy	08-01-2021
13	ANJIMA T K	Work Ethics	08-01-2021
14	ANULAKSHMI C	Integrity	08-01-2021
15	ANUSREE C	Civic virtues,Respect for others	08-01-2021
16	APARNA K	Living Peacefully. Caring, Sharing, Honesty,	08-01-2021
17	ASHISH MATHEW	Courage, Valuing Time,Cooperation	08-01-2021
18	ASHWIN AJITH	Ways to utilize time effectively	08-01-2021
19	ASWIN DIVAKARAN	Commitment, Empathy,Spirituality	13-01-2021
20	AVANI ANIL	Self Confidence	13-01-2021
21	BINIL KURIAN	Sense of Engineering Ethics, Variety of moral issues	13-01-2021
22	BOBIT BENNY	Need for Creativity in the 21st century, 21st century skills: Creativity	13-01-2021
23	DEVIKA DINESH	Critical Thinking, Collaboration, Problem Solving, Decision Making,	13-01-2021
24	GAUTHAM KRISHNA K	Imagination, Intuition, Experience,	13-01-2021
25	GOKUL KRISHNAN	Sources of Creativity,	13-01-2021
26	GOPIKA SANIL	Lateral Thinking,	13-01-2021
27	HARICHANDANA D	Myths of creativity	13-01-2021

28	HELNA SAJI	Critical Thinking, Critical thinking Vs Creative thinking,	15-01-2021
29	JOHNS JIJI	Functions of Left Brain & Right brain	15-01-2021
30	KANNAN MOHAN	Convergent & Divergent Thinking,	15-01-2021
31	KIRAN K	Critical reading & Multiple Intelligence.	15-01-2021
32	KRISHNAPRIYA VS	Types of Problems	15-01-2021
33	KSHEERA SAJEESH	Steps in problem solving(Problem solving Process)	15-01-2021
34	MATHEW M J	Six Thinking Hats	15-01-2021
35	MEGHANA SUMESH M	Mind Mapping,	15-01-2021
36	MELWIN PAUL	Forced Connections	15-01-2021
37	NAVANEETH V	Analytical Thinking, Numeric Reasoning	16-01-2021
38	NAVYA M	symbolic, and graphic reasoning.	16-01-2021
39	NIBIN BV	Scientific temperament and Logical thinking.	16-01-2021
40	PARVANA PRADEEP	Introduction to Groups, Characteristics of Groups	16-01-2021
41	PRANAV N	Stages of Group formation	16-01-2021
42	PRANEETHA AK	Types of Groups	16-01-2021
43	RONEX PALLATH	Clarifying expectations, Steps in Group Problem Solving,	16-01-2021
44	SANDHWANADAS	Group Dynamics	16-01-2021
45	SANDRA ELIZEBATH ALEX	Introduction to Team, Team Vs Group	16-01-2021
46	SANJAY MANOJ	Team Dynamics, Virtual Teams	20-01-2021
47	SANJU PS	Managing team performance and managing conflicts, Intrapreneurship.	20-01-2021
48	SARATH SASEENDRAN P	Leadership framework, entrepreneurial and moral leadership	20-01-2021
49	SILJO MATHEW	Leadership styles	20-01-2021
50	SREEJISHNU P A	Leadership Traits	20-01-2021
51	THOMAS GEORGE	VUCA Leadership	20-01-2021
52	VAIBHAV S	turnaround leadership	20-01-2021
53	VARSHA C P	Levels of Leadership	20-01-2021
54	VISHNUPRIYA K	Leadership Grid	20-01-2021

CRITICAL THINKING VS CREATIVE THINKING

BY HELNA SAJI

CRITICAL THINKING

- Rational and disciplined thinking process of analysing , evaluating and interpreting informations.

- Arrive at conclusions by analysing and evaluating informations.

- Analyse the facts with our knowledge and experience.

WHY ARE CRITICAL THINKING SKILLS IMPORTANT ?

- Evaluate arguments and arrive at conclusions.

- Systematic problem solving.

- Identifying logical connections.

- Identify fact from the fake.

- Predicting consequences.

CREATIVE THINKING

- Creative thinking is our ability to look at ideas presented or a scenario and find new alternatives that solve the problem ; to see a problem or issue from a new angle or perspective.

- It is the ability to come up with something new.

- There is no end to creative thinking . Infact , it can be said that the sky is the limit for creative thinking .This is the speciality of creative thinking.

WHY ARE CREATIVE THINKING SKILLS IMPORTANT ?

- Thinking creatively provides immense freedom.

- Creative thinking provides self-awareness.

- We become more confident in our ideas.

SOME EXAMPLES OF CREATIVE THINKING

- Designing anything from a logo , to a simple webpage layout to a poster and more.

- Creating a lesson plan for a group training course.

- Writing in a journal , blog , or any social platforms

- Creating a test or a quiz from scratch just for fun.

- Brainstorming project ideas at work , or decor / renovation ideas at home

- Finding procedures to improve the quality of a product or service

- Suggesting solutions to improve a product or service.

WHAT IS THE DIFFERENCE BETWEEN CREATIVE THINKING AND CRITICAL THINKING ?

- Creative thinking is generative in purpose whereas critical thinking is analytical in purpose.

- Critical thinking is selective , but creative thinking is not selective.

- The mind is free to wander about in creative thinking , but in the case of critical thinking it is not so.

- Creative thinking is divergent , critical thinking is convergent.
- Creative thinking tries to create something new , critical thinking seeks assess worth or validity in something that exists.
- Creative thinking is carried on by violating accepted principles , critical thinking is carried on by applying accepted principles.

Although creative and critical thinking may very well be different sides of the same coin they are not identical.

THANK YOU

TEAM PERFORMANCE

TEAM PERFORMANCE

A high−performance team can be defined as a group of people with specific roles and complementary talents and skills, aligned with a common purpose, who consistently show high levels of collaboration and innovation, that produce superior results.

MANAGING TEAM PERFORMANCE

Team performance management involves the recurring activities to establish team goals, monitor progress toward the goals, and make adjustments to achieve those goals more effectively and efficiently. ... So team performance management should be a standard, ongoing management practice.

Tips

- Link every Department to your Company's"Top Goals"
- Determine How well your Team is Meeting your"Organizational Goals"
- Create Clear Performance Metrics for every Department
- You have to identify the Skill Deficit of every Team Member
- Create an Individual Professional Development Plan (IPDP)
- Start asking Solution-Oriented Questions
- Inspire your Direct Reports to come up with Game Changing Ideas
- Give the Feedback in future Tense
- Measure Self Performance
- Maintain a Great"Deposit Withdrawal Equation"

Conflict Management

Conflict management is the process of limiting the negative aspects of conflict while increasing the positive aspects of conflict. The aim of conflict management is to enhance learning and group outcomes, including effectiveness or performance in an organizational setting.

COLLABORATIVE OR"WIN-WIN"

◆ This approach emphasises the need for both parties to look for and achieve a solution through negotiation and working together on a set of common goals.

There are four steps in this process:

◆ Seperate the person from the problem- team problems are often attributed to"personality clashes",

◆ Focus on the underlying interest and needs of the parties rather than focusing on expressed positions that is, focus on reasons behind demands,not the demands themselves.

◆ Invent options for mutual gain-look for creative solutions that meet both parties'interests-try to aim for "what makes sense"rather than"what I want"

◆ Identify objective criteria to ensure the negotiation reaches a fair conclusion that is, if the conflict is about workload, try to find a way of evaluating the solution to show it is fair.
e.g.by doing a team audit of the workload.

INTRAPRENEURSHIP

The term intrapreneurship refers to a system that allows an employee to act like an entrepreneur within a company or other organization. Intrapreneurs are self-motivated, proactive,and action-oriented people who take the initiative to pursue an innovative product or service.An intrapreneur knows failure does not have a personal cost as it does for an entrepreneur since the organization absorbs losses that arise from failure.

Two Types of Intrapreneurs:

◆ Added Value:
    The first type of intrapreneurship is directly linked to the main activity of the organization.

◆ Spin-Off :
    intrapreneurship can also lead to projects that are not at all related to the main activity of the company. ... Sometimes, simple sharing of resources can lead to a successful project. In other cases, it's the sharing of knowledge that will lead to success.

CHARACTERISTICS OF INTRAPRENEURSHIP

- Diversification
- Innovative Approach
- Restoration Concept
- Mutual Benefit
- Calculated Risk
- No Investment by Intrapreneur
- Profit-Sharing Agreement

IMPORTANCE OF INTRAPRENEURSHIP

- Penetrate New Markets
- Employee Empowerment
- Optimum Human Resource Utilization
- Economic Stability
- Innovative Growth