

S.P.M. POLYTECHNIC KUMATHE, SOLAPUR

Computer Engineering Department

Academic Year: 2022-23

A Report on one-day workshop on “Importance of Communication Skills”

Date: 14th March 2023,
Time: 11:00 am to 5:00 PM
Venue: Seminar Hall

A one-day workshop on Importance of Communication Skills for the students of first year of Diploma Engineering of SPM Polytechnic Kumathe, Solapur was organised at the Institute from 11 am to 5. 00 pm on 14 March 2023 at seminar hall.

The Chief Resource person, Mr. Nagesh Kharade, Assistant Professor in English, at A.G. Patil Institute of Technology, Solapur.



The workshop was inaugurated by the Principal of SPM, Mrs. Rohini Chavan, First Year Coordinator Mrs. Girija Dixit, Course Coordinator Mr. Dnyaneshwar Jadhav and Mrs. Swati Patil. In her inaugural speech, Mrs. Chavan urged the participants

to make use of the workshop to the maximum extent possible in order to enhance their communication skills – both oral and written.

During the first session of the workshop, Mr. Nagesh Kharade made a presentation on importance of Communication Skills. He had focussed four basic skills on language learning i.e. Listening, Speaking, Reading and Writing. He also covered Basic Writing Skills which covered areas like Punctuation, Commonly Confused words and Basic Grammar. After the presentation, the participants were asked some questions on how to improve these skills.

In the second session, a presentation on Business Email Writing, which gave necessary tips and guidelines on drafting formal emails, was followed by the participants' drafting emails in groups on their own on some given topics. They were made to read out the drafts and necessary corrections and clarifications were suggested by the resource person.



During the first session in the afternoon, the participants were given some useful information on telephone etiquettes. Then they were given some exercises and role play sessions where they were asked to use appropriate language – both formal and informal – while making telephonic conversations.

In the last session, the resource person gave some tips on self introduction, as there is a major concern of first year students. He gave some sample introduction to students. Few students also participated in this activity.

Following were the observations/feedback derived from this a day long workshop...

Mr. Nagraj Kharades' Feedback for the students:-

- ✓ The Students must develop the habit of reading novels, essays and poems in English language.
- ✓ They must develop the habit of speaking in English among themselves, especially with their friends.
- ✓ They must find some out from their busy schedule to develop the art of writing in English
- ✓ If possible, they must refer good English Grammar books to improve their English.

In the valedictory program held at the end, a few participants gave their feedback explaining how the program helped them improve their communication skills and made them more confident of using English in a better way. In his valedictory address, the Principal congratulated both the participants and the resource persons for organizing the programme successfully and requested the participants to constantly improve upon their skills and competencies for their personal and professional growth. The program was anchored by the student of EJ2I Miss. Aqsa Jartar, Miss. Tanisha Boddu student of CO2I introduced the chief guest and ended with a vote of thanks by a student of CO2I Mr. Monesh Meragu.


Course Coordinator

(Mr. Jadhav D.M.)


HOD

(Mr. Mane D.S.)


Principal

(Mrs. Rohini Chavan)