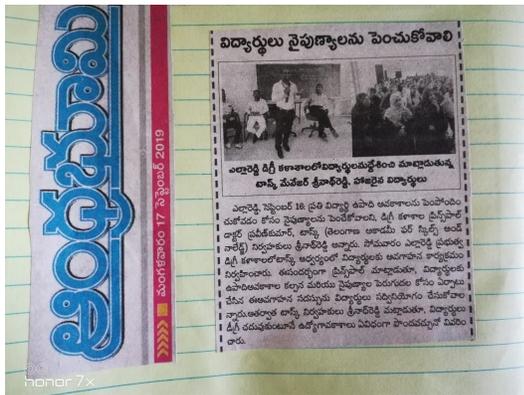


Report of Skills Development Programme



A one-day Skills Development Training Programme conducted on Oral and Written Skills Development for the students of Government Model Degree College, Yellareddy was organised at the Institute from 10 am to 4.30 pm on 16 Sept 2019.

The Chief Resource person, Mr. Srinath Reddy garu, Master TASK Trainer in English

A Session on Communication SKills by TASK Trainer Mr. Srinath Reddy, Dr. K. Kotaiah, TASK Coordinator, Mr. Raju, TASK Mentor and Mr. K. Harikrishna , Department of English, GMDC, Yellareddy conducting in this programme.

The Programme was inaugurated by the Principal of GMDC, Yellareddy , Prof. Dr. K. Praveen Kumar sir. In his inaugural speech, the Principal urged the participants to make use of the programme to the maximum extent possible in order to enhance their communication skills – both oral and written.

During the first session of the programme , Mr Srinath Reddy made a presentation on Basic Writing Skills which covered areas like Punctuation, Commonly Confused words and Basic Grammar. After the presentation, the participants were given a few worksheets on these areas

and their performance was evaluated and necessary feedback on how to improve these skills was given.

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 useful information and tips on drafting business/official letters and the participants were asked to work in groups and write out formal letters making use of the tips and following the guidelines given. After the groups finished writing, some of them were asked to read out the letter drafted by their group and they were given suggestions as to how the letters could have been made more appropriate and effective.

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 ended with a vote of thanks by English Lecturer Mr. K. Harikrishna.