Finishing School Training Program – Student Outreach

on

'SET-B'

02nd Jan to 11th Jan 2021
(Total Duration: 20 hrs)

Principal
Dr. V. S. Purani

Coordinator
Dr. S. K. Srivastava

Trainer
Dr. Ankita Dave

Organized by
Chemical Engineering Department
GEC, Valsad

Training Schedule

Sr. No.	Date	Day	Topic	Timings	Hours
			Finishing School Training Plan [Batch-1, A. Y. 2020-21]		
			Government Engineering College, Valsad		
			**Jan, 02 2021- Jan11,2021	Trainer: Ankita Dave**		
			20 Hours - Functional English Skills [SET-B]		
1	02-01-21	Saturday	Self-Introduction and Introcucing others	03:30 pm - 05:30 pm	2
2	03-01-21	Sunday	Nouns and Pronouns	03:30 pm - 05:30 pm	2
3	04-01-21	Monday	Describing words	03:30 pm - 05:30 pm	2
4	05-01-21	Tuesday	Vocabulary building	03:30 pm - 05:30 pm	2
5	06-01-21	Wednesday	Verbs – Part 1	03:30 pm - 05:30 pm	2
6	07-01-21	Thursday	Tenses - Part 1	03:30 pm - 05:30 pm	2
7	00-01-21	Friday	Prepositions	03:30 pm – 05:30 pm	2
8	09-01-21	Saturday	Conjunctions and Connectors	03:30 pm - 05:30 pm	2
9	10-01-21	Sunday	Framing it right!	03:30 pm - 05:30 pm	2
10	11-01-21	Monday	Telephone and Email Etiquette - Part 1	03:30 pm - 05:30 pm	2
			Total Hours		**20**
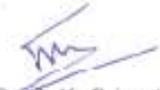
Dr. S. K. Srivastava
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Finishing School

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Trainer,
Finishing School

Day 1-2

INTRODUCING SELF AND OTHERS

The students made aware of the importance of self introduction and introducing others. After explaining the proper format of introduction, each student was asked to give self introduction and introduce his/her friend from the class.

The definition of nouns was explained. The students were taught the classification of nouns in detail with examples .They was also acquainted with the definition of pronoun and different type of pronouns.

Day 3-4

1) DESCRIBNG WORDS, 2) VOCABULARY BUILDING

The students were given the basic idea that an adjective is a word that describes a noun or a pronoun. Different types of adjectives were explained in detail. They were given a task to describe one of their family members and one of their favorite gadgets.

The students were made aware that building up a good vocabulary is the most important part in any language acquisition. They were taught to use different apps and activities to learn new words with definitions, synonyms, antonyms, prefixes and suffixes.

Day 5-6

1) VERBS PART 1, 2) TENSES PART 1

After explaining the meaning, definition and importance of verbs, they were taught the three types of verbs. Each type of verb was explained in detail with numerous examples.

The students were acquainted with the role of tenses in everyday English. Classification of tenses was explained. The students learnt the usage of simple and continuous tenses- present, past and future.

<div align="center">**Day 7-8**</div>

1) PREPOSITIONS, 2) CONJUNCTIONS AND CONNECTORS

The students were explained the meaning of prepositions and their uses. They were shown slides with the images of prepositions of time lace and direction. The students were asked to speak as well as write down the sentences using the prepositions shown in the image.

The students were acquainted with the use and importance of conjunctions and connectors for better and impressive sentence formation. They were taught the use of connectors to make compound and complex sentences.

<div align="center">**Day 9-10**</div>

1) FRAMING IT RIGHT, 2) TELEPHONE AND EMAIL ETIQUETTE PART 1

The students were introduced to different types of sentences. Numerous examples were given for each type of sentences and they were read out with appropriate intonation, modulation and stress.

The fundamental rules and manners required for communication through telephone and email were explained to the students. They were specifically made aware of the dos and donts for telephonic interviews. They were given the basic format and layout for writing both formal and informal emails.

Student's Outcomes:

After the completion of training the following enhancement can be seen in student's skills:

1. Interpersonal relations
2. Anger and Stress management
3. Presentation skills
4. Teamwork skills
5. Employability and Life Skills
6. Communication in cyber world
7. Analytical and problem-solving skills
8. Decision-making skills
9. Planning and time management skills
10. Confidence building