



RUKMINI DEVI

Institute of Advanced Studies

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“Session on Personality Development and Communication Skills”

Topics :	Session on Personality Development and Communication Skills for the students of BBA- Sec B, Semester II which included Report Writing, Class Discussion, News Digest and Paragraph Writing
Date of event :	January 13, 16, 17, 18 and 20 , 2012
Aim of the Event	<p>The aim of report writing was to tell students about the elements which go into making of a good report and the importance of the same. A class discussion was organized to help students realize the importance of communication skills and clear expression. The aim of News Digest was to help students in:</p> <ul style="list-style-type: none">• Enhancing current awareness• Improving communication skills• Enhancing confidence level• Inculcating decision making skills <p>The aim of Paragraph Writing was to help students improve their writing skills, data collection skills and presenting it in a concise manner.</p>
Description of the event	<p>Students were introduced to the concept of report writing and the following areas were covered:</p> <ul style="list-style-type: none">• Definition of Report• Characteristics of a good Report• Importance of Reports.• Types of Reports.• Functional areas of Report• Types of Business Report.

- Steps in preparing an effective report.
- Methods/Organization of Reports.

Students were told how to write an effective report using an example of report writing and then a home task regarding the same was given. The questions of home task were as follows:

- a) Draft a report of an enquiry into the charges of a junior employee's misbehaviour with an officer.
- b) Draft a report as Secretary to the Board of directors about the need for an immediate advertising campaign.

A discussion session was organized in the class to provide students an opportunity to present their views on the topic. All the students present in the class participated in the activity whole heartedly and put forward their views on the topic related to job opportunities.

Students were told about the importance of business news. They were told how to present business news with proper skills and body language. They were also given an example of presenting business news in the classroom.

Then the students were assigned the task of giving 5-10 minutes presentation on any two business news every week. Each group of two students will speak for 5-10 minutes before classroom lecture every week.

Moving on to paragraph writing, they were briefed that the same can be divided into main phases:

- Introduction
- Content/Creative writing
- Conclusion/Views

Then each student was given a topic on the spot for paragraph writing. Their work was collected and they were informed that they will be given feedback in the next class. The students will be evaluated on the

basis of Subject Content/Knowledge, Presentation of Information and writing skills.

The topics given for Paragraph Writing were:

- Women are the best managers.
- Growing importance of media.
- My dream work station.
- Growing global environmental issues.
- A child's secret hiding place.