



RUKMINI DEVI

Institute of Advanced Studies

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- Category 'A' Institute
- High Grading 81.7% by Joint Assessment Committee of GGSIPU & DHE, Govt. of NCT of Delhi.

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Session on Paragraph Writing, Paper Reading and Voice Modulation

Topic :	Paragraph Writing, Paper Reading and Voice Modulation for the students of BBA II, Section A
Date of event :	January 23, 2012 – January 27, 2012
Aim of the Event	<p>Paragraph Writing: This session was conducted with the aim to help our students improve their writing skills and to make them professionals with a flair of writing, so that they can sustain in this competitive environment. It is very significant for BBA students and prospective managers to excel in writing. Now a day's reports, minutes, drafts, memos and articles etc are a part of daily business routine work. It requires collecting information from various sources and presenting it in proper language with creativity and in proper format.</p> <p>Paper Reading and Voice Modulation: To help our students realize the importance of voice modulation in public speaking and also understand the parameters of quality voice and hence develop the same for effective communication.</p>

<p>Description of the event</p>	<p>Students were explained about the basics of paragraph writing and how to write interesting paragraphs with the following headings : Introduction, Content/Creative writing, Conclusion/Views</p> <p>Then, each student was given a topic on the spot for paragraph writing. The paragraphs were carefully read by instructor and the students were evaluated on the basis of Subject Content/Knowledge, Presentation of Information and writing skills. Based on their performance, which was not satisfactory, the exercise of writing paragraph was taken again after giving them detailed feedback on their previous writing.</p> <p>The topics given for Paragraph Writing are:</p> <ul style="list-style-type: none"> • Facebook Friendship • Why do I deserve the job • The person who loses is a real winner • Alone on a desert island • A friend walks in when everyone walks out. • The one thing I'll never forgette. <p>In the next session of voice modulation, students were told about the meaning and importance of the same and also features which help in the same: pitch, pause, power and pace. This point was made clear to students with the help of two videos where experts from the industry and institute gave tips to modulate the voice according to the situations and dialogues.</p> <p>Based on this, an activity of paper reading was conducted in</p>
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the class where each student was given an article to read in front of the class and voice modulation was checked by the instructor.

Based on each student's voice quality, interesting and useful tips were given to them to improvise on their voice modulation and body language. For example:

- Increasing or decreasing the pitch
- Making eye contact while reading out the paper
- Where to take pause and how
- Standing in front of mirror to control the pace of words etc.

Each student participated in paper reading and asked for the feedback of the instructor and hopefully, will follow the same.