



RUKMINI DEVI

Institute of Advanced Studies

App. by AICTE, HRD Ministry, Govt. of India & Aff. to G.G.S. I.P. University, Delhi

- 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 Personality Development and Communication Skills”

Topics :	Session on Personality Development and Communication Skills for the students of BBA- Sec B, Semester II
Date of event :	January 30, 31 and February 1 , 2012
Aim of the Event	Presentation means speaking on a topic before a select audience. It is a form of oral communication with an audience on some formal occasion. OHP, Laptops, projectors help in presentations. The aim of acquainting students with the concept of presentation was to make them aware of the importance of presentations in corporate environment; enable them to prepare effective presentations so that they can sustain in the competitive business environment, to show them effectiveness of a good presentation by practical examples and videos and to help them in overcoming mistakes while giving presentations.
Description of the event	<p>The topics covered in the class were-</p> <ul style="list-style-type: none">➤ Introduction to Presentation➤ Features of Presentation➤ Presentation tools➤ Guidelines for effective presentation➤ Boredom in presentation➤ Steps to overcome boredom <p>Students were also taken to A/V room and shown a video on voice modulation, features of a good presentation etc. They were also told about the common errors while speaking in public. Students were</p>

	<p>given different examples from guest lectures within the class to help them understand the nuances of the same. At the end of the session, students were allocated different topics for presentation.</p>
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