

Finishing School Training Program - Student Outreach
(Online Mode)

On

“SET B & D”

SET B : 31st December to 9th January - 2021

SET D : 28th June to 8th July- 2021

Principal

Shri C.H.Bhatt

Co-Ordinator

Shri K.M.Patel

Trainer

Diptimayee Swain (SET B)

Sudha Shah (SET D)



Organized by

Government Polytechnic, Valsad

Online Training Schedule for Finishing School Training 2020-21

Name of College:- GOVERNMENT POLYTECHNIC VALSAD

SET : B (Functional English Skills)

Name of Trainer :- Diptimayee Swain

Date :	From	31.12.2020	To	09.01.2021	Total Days:10
	From	31.12.2020	To	09.01.2021	Total hours:20

Sr. No	DATE & DAY	Time	Topic Name	HOURS
1	31-12-2020	8.30 AM to 10:30 AM	Self Introduction and introducing others	2 hours
2	01-01-2021	8.30 AM to 10:30 AM	Nouns and pronouns	2 hours
3	02-01-2021	8.30 AM to 10:30 AM	Describing words	2 hours
4	03-01-2021	8.30 AM to 10:30 AM	vocabulary building	2 hours
5	04-01-2021	8.30 AM to 10:30 AM	verbs-part1	2 hours
6	05-01-2021	8.30 AM to 10:30 AM	Tenses-part-1	2 hours
7	06-01-2021	8.30 AM to 10:30 AM	Prepositions	2 hours
8	07-01-2021	8.30 AM to 10:30 AM	Conjunctions and connectors	2 hours
9	08-01-2021	8.30 AM to 10:30 AM	Framing it right!	2 hours
10	09-01-2021	8.30 AM to 10:30 AM	Telephone and Email etiquette-part-1	2 hours

Day 1 (31-12-2020)

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.

Day 2 (01-01-2021)

Noun or a Pronoun

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

Day 3 (02-01-2021)

Describing Word

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.

Day 4 (03-01-2021)

Vocabulary Building

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 (04-01-2021)

Verb 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.

Day 6 (05-01-2021)

Tenses Part 1

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

Day 7 (06-01-2021)

PREPOSITIONS

The students were explained the meaning of prepositions and their uses. They were shown slides with the images of prepositions of time, place and direction. The students were asked to speak as well.

as write down the sentences using the prepositions shown in the image.

Day 8 (07-01-2021)

CONJUNCTIONS AND CONNECTORS

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.

Day 9 (08-01-2021)

FRAMING IT RIGHT

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.

Day 10 (09-01-2021)

TELEPHONE AND EMAIL ETIQUETTE PART 1

The fundamental rules and manners required for communication through telephone and email were explained to the students. They were specifically made aware of the do's and don't for telephonic interviews. They were given the basic format and layout for writing both formal and informal emails.

Online Training Schedule for Finishing School Training 2021-22

Name of College:- Government Polytechnic College, Valsad

Batch No:- 1

Set:- D

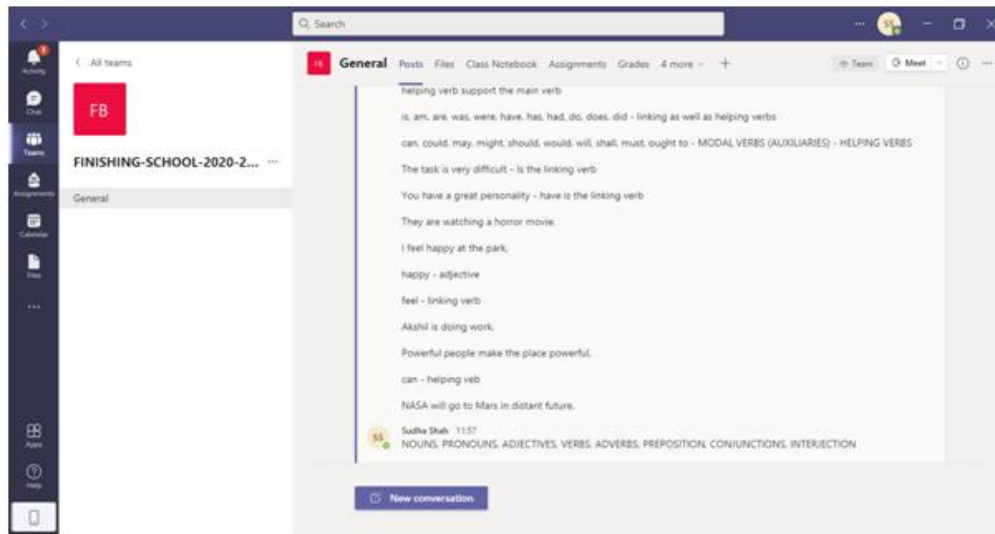
Name of Trainer :- Ms. Sudha Shah

Date :	From	28 /06/21	To	08/06/21	Total Days: 10
	From		To		Total hours: 20

Sr. No	DATE & DAY	Time	Topic Name	HOURS
1	28/06/21 Day-1	10:00am to 12:00pm	Verbs Part – 2	2 hours
2	29/06/21 Day-2	10:00am to 12:00pm	Tenses Part - 2	2 hours
3	30/06/21 Day-3	10:00am to 12:00pm	Developing a Paragraph	2 hours
4	01/07/21 Day-4	10:00am to 12:00pm	Report Writing	2 hours
5	02/07/21 Day-5	10:00am to 12:00pm	Email Etiquette Part 2	2 hours
6	03/07/21 Day-6	10:00am to 12:00pm	Communication Skills and Barriers	2 hours
7	05/07/21 Day-7	10:00am to 12:00pm	Telephone Etiquette Part 2 & Appropriate use of Language in Social Media	2 hours
8	06/07/21 Day-8	10:00am to 12:00pm	Speak and Contribute Part 1	2 hours
9	07/07/21 Day-9	10:00am to 12:00pm	Speak and Contribute Part 2	2 hours
10	08/07/21 Day-10	10:00am to 12:00pm	Let's discuss in group (Group Discussion)	2 hours

Day 1 (28.06.2021)

VERBS PART 2



After a quick recap of verbs part 1, the students were taught different types of adverbs, transitive and intransitive verbs, participles, gerunds, infinitives and conjunctive adverbs.

Day 2 (29.06.2021)

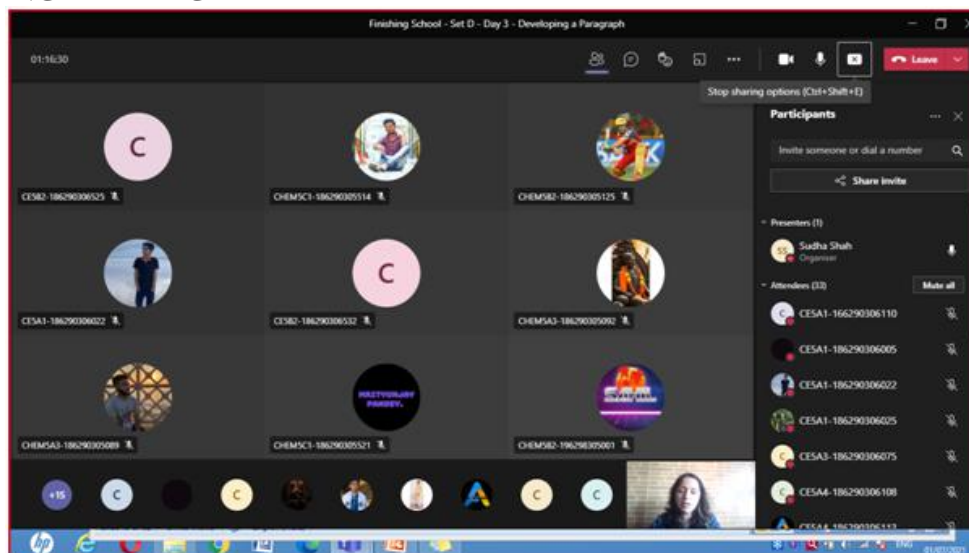
TENSES PART 2

<p>PRESENT PERFECT TENSE - USAGE</p> <p>Usage 1. To express events that occurred in the past at an unspecified moment.</p> <p>This tense is often used with the following time expressions: twice, three times, four times, ever, never.</p> <p>Examples</p> <ol style="list-style-type: none">1. Jane has already been (visited) to Paris. PARIS2. I have not (haven't) played golf many times. <p><small>Finishing School, BGC, Education Department, Government of Odisha</small></p> <p>Sudha S</p> <p>Video call interface showing participants: DHANGAR A, Mritunjay K, GOHIL D.</p>	<p>SOME USEFUL LANGUAGE</p> <p>Introduction</p> <ul style="list-style-type: none">» <i>This is a report about...</i>» <i>The aim of this report is to...</i>» <i>This report is intended to inform...</i>» <i>This report gives the details of...</i>» <i>The purpose of this document is...</i> <p><small>Finishing School, BGC, Education Department, Government of Odisha</small></p> <p>Sudha S</p> <p>Video call interface showing participants: ANJANA R, PATEL M, GOHIL D.</p>
<p>Day 2</p>	<p>Day 4</p>

Similarly, there was a quick recap of tenses from set B. The students were taught perfect and perfect continuous tenses- of present, past and future.

Day 3 (30-06-2021)

DEVELOPING A PARAGRAPH



The students were given the basic idea and definition of paragraph writing. They were then acquainted with the components of a paragraph, and linking the sentences with coherence. Patterns of organizing a paragraph were also demonstrated.

Day 4 (01-07-2021)

REPORT WRITING

At the beginning of the topic for report writing, the students were familiarized with the different formats of writing a report. It was also emphasized that reports always state facts; normally, passive voice and indirect speech should be used for writing a report. The students were divided into groups. Each group had to write a report on the given topic.

Day 5 (02-07-2021)

EMAIL ETIQUETTE PART 2

<p>11:29 LTE 57%</p> <h4>SALUTATIONS</h4> <ul style="list-style-type: none">The way you begin your e-mail messages will depend on various factors:<ul style="list-style-type: none">Your relationship with the recipientHow frequently you communicate with the recipientHow many recipients there areThe status of the recipient—you will address your CEO very differently from how you address your colleague in the next officeYour personal style and preferenceYour company's preferred style <p>Sudha S</p> <p>AKSHILKU... MIHIKAKU... MISTRY V</p> <p>Day 5</p>	<p>11:46 LTE 37%</p> <h4>2. PARA-VERBAL COMMUNICATION</h4> <p>Remember! It's not what you say, it's how you say it...</p> <p>Sudha S</p> <p>JAYDEEPB... PATIL H PATEL V</p> <p>Day 6</p>
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There was a quick recap of email etiquette part 1. The students were then familiarized with the different aspects of email writing. Various features were displayed and explanations of CC, BCC and attachments were given. Each student was directed to write a formal email with an attachment.

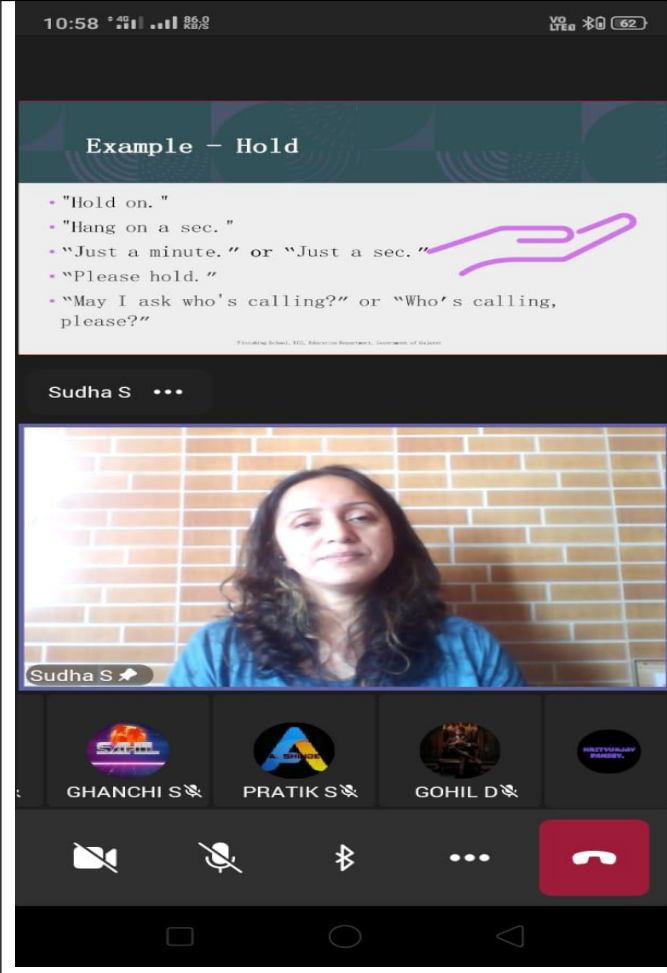
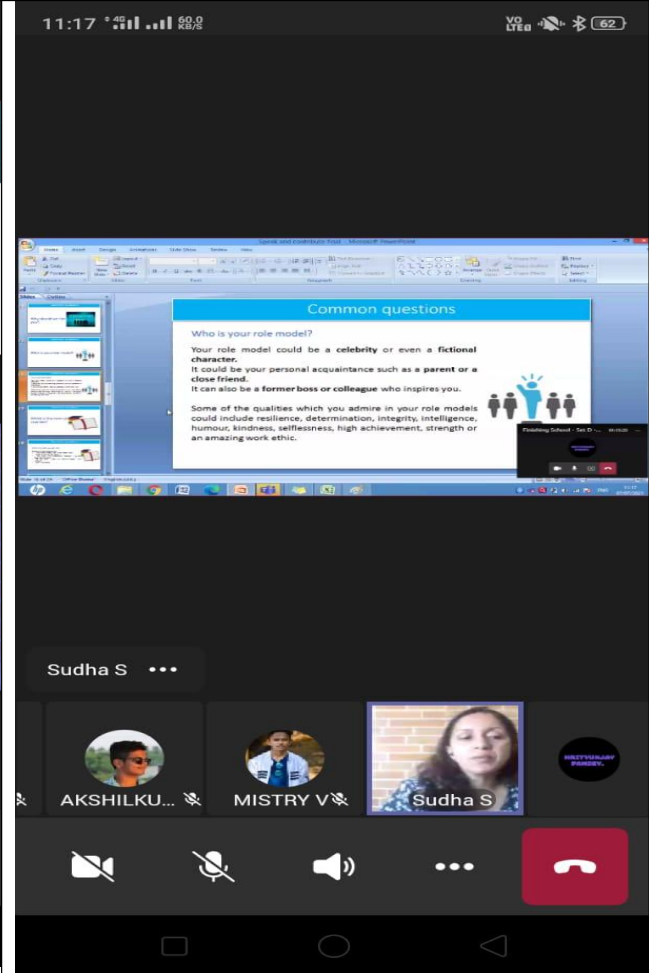
Day 6 (03-07-2021)

COMMUNICATIN SKILLS AND BARRIER

The session on communication skills was started with a casual give and take of ideas and opinions. Then we proceeded to the definition and process of communication. The students were shown the three components of communication. Through the videos, the students were acquainted with effective communication and the barriers that hampered effective communication.

Day 7 (05-07-2021)

1) TELEPHONE ETIQUETTE PART2, 2) APPROPRIATE USE OF LANGUAGE IN SOCIAL MEDIA,

	
Day 7	Day 8

The students were made aware of the importance of telephone etiquette in both personal and professional life, They were then explained the three dimensions of telephone etiquette in detail. Effective pointers were also explained in detail. They were also given the demonstration of HOLD, MUTE AND TRANSFER.

Firstly, the growing use of social media was discussed in detail. It was also discussed that social media has become an integral part of our lives in the present day. The students were familiarized with the social media vocabulary and its proper usage.

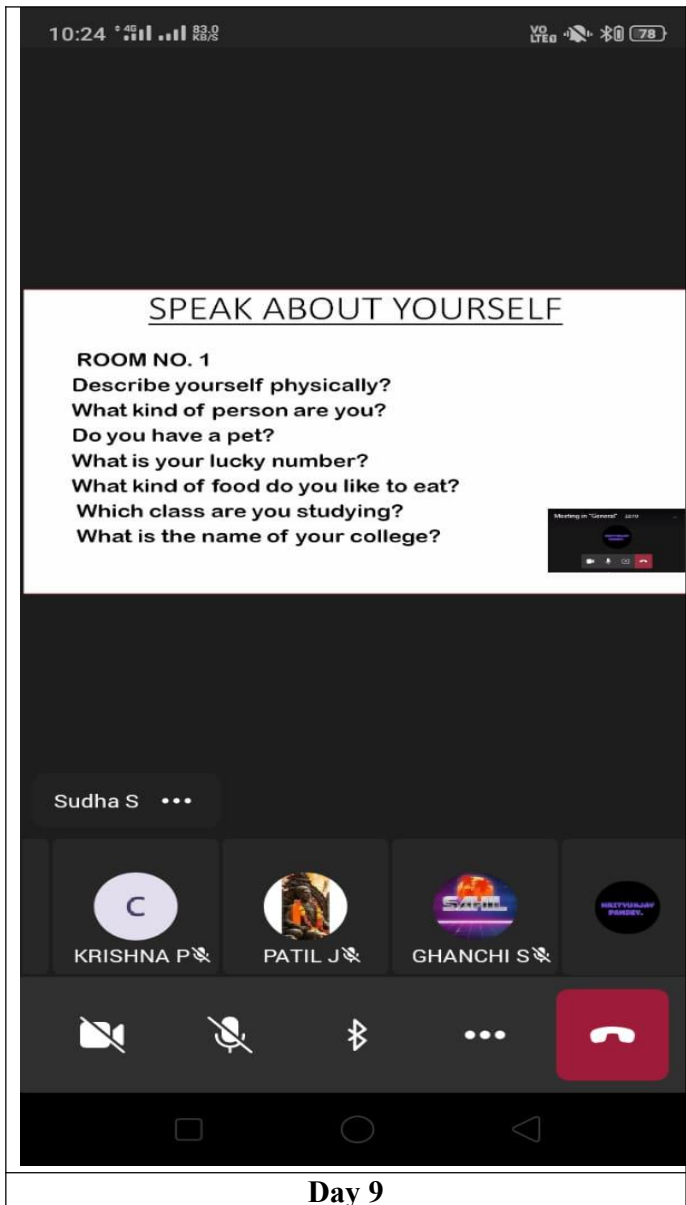
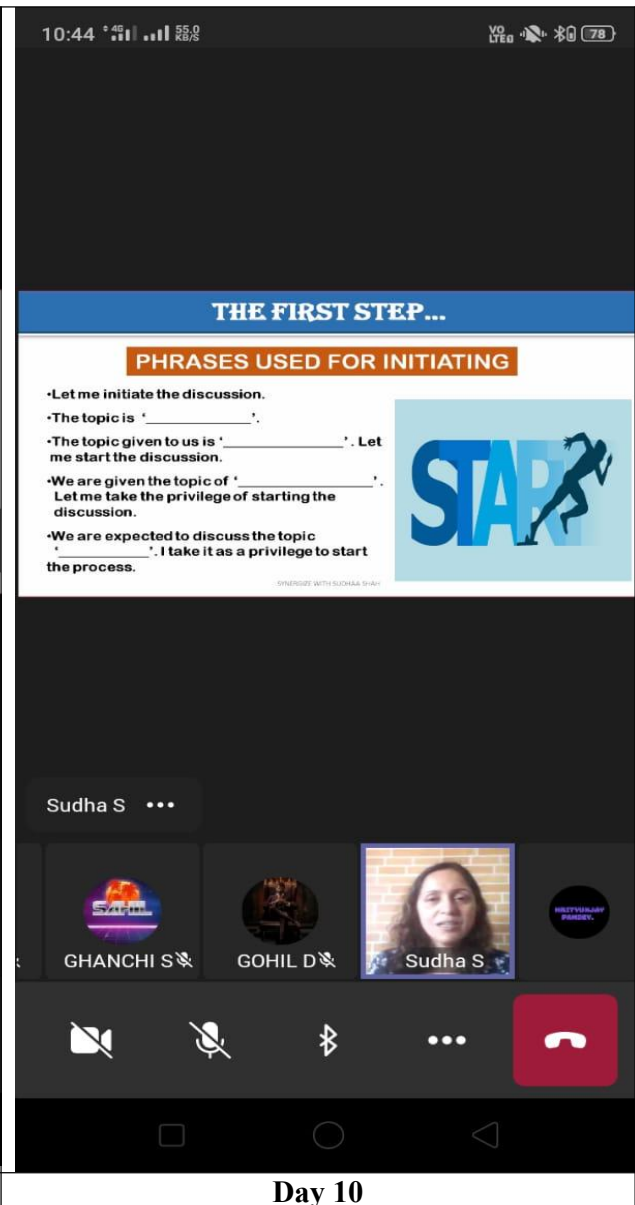
Day 8 (06-07-2021)

SPEAK AND CONTRIBUTE 1

The session of speak and contribute started with a discussion on traffic rules and traffic jam. The students were asked to share/give their opinions and provide solutions. Each student was given a topic on which he/she had to speak for a minute.

Day 9 (07-07-2021)

SPEAK AND CONTRIBUTE 2

 <p>10:24 4G 83.0 KB/S VO LTE 78</p> <p>SPEAK ABOUT YOURSELF</p> <p>ROOM NO. 1</p> <p>Describe yourself physically? What kind of person are you? Do you have a pet? What is your lucky number? What kind of food do you like to eat? Which class are you studying? What is the name of your college?</p> <p>Sudha S ...</p> <p>KRISHNA P PATIL J GHANCHI S</p> <p>Day 9</p>	 <p>10:44 4G 55.0 KB/S VO LTE 78</p> <p>THE FIRST STEP...</p> <p>PHRASES USED FOR INITIATING</p> <ul style="list-style-type: none">Let me initiate the discussion.The topic is '.....'.The topic given to us is '.....'. Let me start the discussion.We are given the topic of '.....'. Let me take the privilege of starting the discussion.We are expected to discuss the topic '.....'. I take it as a privilege to start the process. <p>START</p> <p>Sudha S ...</p> <p>GHANCHI S GOHIL D Sudha S</p> <p>Day 10</p>
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Some more topics were given to the students. There was an admirable change in their spoken English proficiency. Their body language was also noticed and they were given appropriate suggestions for the same.

Day 10 (08-07-2021)

GROUP DISCUSSION

For group discussion, the students were first made aware of interpersonal skills and the benefits of teamwork. The main agenda for group discussion to boost their confidence level and enhance their communicative skills were explained to them. The Batch was divided into four groups. Each group was given a different topic to be discussed.

Student's Outcomes:

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

- 1. Interpersonal relations**
- 2. Public speaking skills**
- 3. Presentation skills**
- 4. Team work skills**
- 5. Communication/Fluency in English**
- 6. Analytical and problem solving skills**
- 7. Decision-making skills**
- 8. Planning and time management skills**
- 9. Confidence building**