

Finishing School Training Program - Student Outreach
(Online Mode)

On

“SET B”

SET A : 1st September to 11th September - 2021

Principal

Shri C.H.Bhatt

Co-Ordinator

Shri K.M.Patel

Trainer

Priti Mishra (SET B)



Organized by

Government Polytechnic, Valsad

Online Training Schedule for Finishing School Training 2021-22

Name of College:- GOVERNMENT POLYTECHNIC VALSAD

SET : B (Functional English Skills)

Name of Trainer :- Priti Mishra

Date :	From	01.09.2021	To	11.09.2021	Total Days:10
	From	01.09.2020	To	11.09.2021	Total hours:20

Sr. No	DATE & DAY	Time	Topic Name	HOURS
1	01-09-2021	8.00 AM to 10:00 AM	Self Introduction and introducing others	2 hours
2	02-09-2021	8.00 AM to 10:00 AM	Nouns and pronouns	2 hours
3	03-09-2021	8.00 AM to 10:00 AM	Describing words	2 hours
4	04-09-2021	8.00 AM to 10:00 AM	vocabulary building	2 hours
5	06-09-2021	8.00 AM to 10:00 AM	verbs-part1	2 hours
6	07-09-2021	8.00 AM to 10:00 AM	Tenses-part-1	2 hours
7	08-01-2021	8.00 AM to 10:00 AM	Prepositions	2 hours
8	09-09-2021	8.00 AM to 10:00 AM	Conjunctions and connectors	2 hours
9	10-09-2021	8.00 AM to 10:00 AM	Framing it right!	2 hours
10	11-09-2021	8.00 AM to 10:00 AM	Telephone and Email etiquette-part-1	2 hours

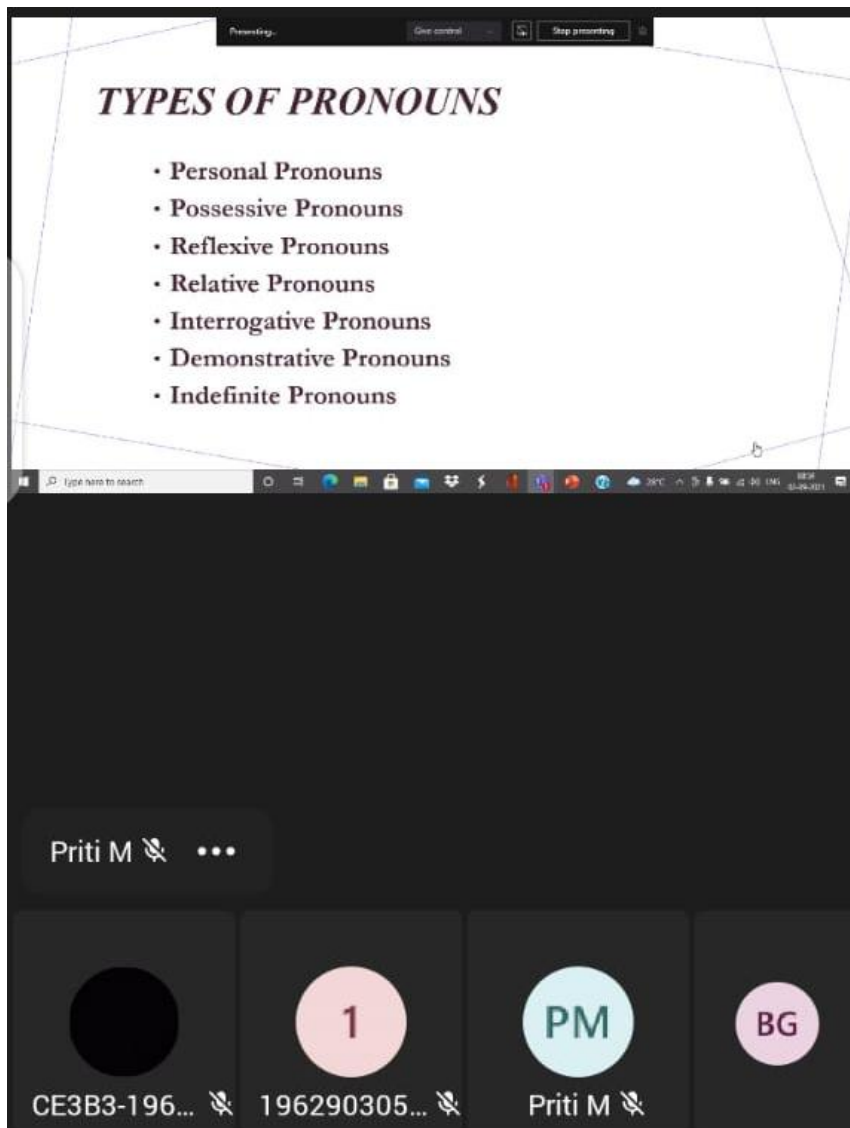
Day 1 (01-09-2021)

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 (02-09-2021)

Noun or a Pronoun



The image shows a presentation slide titled "TYPES OF PRONOUNS" with a list of seven types: Personal Pronouns, Possessive Pronouns, Reflexive Pronouns, Relative Pronouns, Interrogative Pronouns, Demonstrative Pronouns, and Indefinite Pronouns. The slide is displayed on a screen with a Windows taskbar at the bottom. Below the screen, a Zoom meeting interface is visible, showing the name "Priti M" and four participant avatars with names: CE3B3-196..., 196290305..., Priti M, and BG.

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 (03-09-2021)

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 (04-09-2021)

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 (05-09-2021)

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 (06-09-2021)

ONCE UPON A TIME...

- In a lake, there were three fish who **were** great friends.
- The first fish **was** very smart, the second one **knew** how to find his way out of trouble, and the third was laidback and hated changes.
- The first fish **overheard** a fisherman's conversation about coming back the next day and fishing in the lake. Sensing danger, the first fish **cautioned** his friends to move out of the lake.
- The second fish **said** that she would find a way out if she was caught." The third fish said that it was too early to act.
- The first fish **moved** out. The next day, the fisherman **arrived** and **caught** the other two fish.
- The second one cleverly **escaped** by pretending to be dead. The third fish **did** nothing . She was **caught and died**.

Priti M

CE3B3-196... 196290305... Priti M BG

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 (07-09-2021)

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 (08-09-2021)

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 (09-09-2021)

1) 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 (10-09-2021)

TELEPHONE AND EMAIL ETIQUETTE PART 1

The image is a screenshot of a Zoom meeting. The main part of the screen displays a slide titled "Communication Process". The slide features a diagram with two yellow smiley faces representing "The messenger" and "The recipient". Above the messenger is a box labeled "Information / Input" with a speech bubble saying "What I mean". Above the recipient is a box labeled "Behavior / Output" with a speech bubble saying "What I understood". A blue arrow labeled "The message" points from the messenger to the recipient. A red arrow labeled "The feedback" points from the recipient back to the messenger. Below the messenger and recipient are two blue circles labeled "Coding" and "Decoding". A central box labeled "The Channel" contains the text "SPEAKING, WRITING, GRAPHICS, AUDIO, ETC.". At the bottom of the slide, it says "At least some code is common." and "Practical Theory: 100% Practical Experience: 100% of the way".

Below the slide, the Zoom interface is visible. At the top, there are icons for Home, Chat, Email, Facebook, and a search bar. Below that, there are icons for Stop presenting, Stop presenting, and a search bar. The name "Priti M" is displayed. At the bottom, there are three video thumbnails: a black circle, a pink circle with the number "1", and a video thumbnail of a person with the name "Priti M". To the right of the video thumbnails is a pink circle with the letters "BG".

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 don'ts for telephonic interviews. They were given the basic format and layout for writing both formal and informal emails.

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. Employ-ability and Life Skills
6. Communication/Fluency in English
7. Analytical and problem solving skills
8. Decision-making skills
9. Planning and time management skills
10. Confidence building