

**Finishing School Training Program - Student Outreach**  
**(Online Mode)**

**On**

**“SET B”**

**SET A : 1<sup>th</sup> September to 11<sup>th</sup> September - 2021**

**Principal**  
**Shri C.H.Bhatt**

**Co-Ordinator**  
**Shri K.M.Patel**

**Trainer**  
**Poonam Soni (SET B)**



**Organized by**  
**Government Polytechnic, Valsad**

**Batch 2**

## Online Training Schedule for Finishing School Training 2021-22

**Name of College:- GOVERNMENT POLYTECHNIC VALSAD**

*SET : B (Functional English Skills)*

**Name of Trainer :- Poonam Soni**

|               |             |                   |           |                   |                       |
|---------------|-------------|-------------------|-----------|-------------------|-----------------------|
| <b>Date :</b> | <b>From</b> | <b>01.09.2021</b> | <b>To</b> | <b>11.09.2021</b> | <b>Total Days:10</b>  |
|               | <b>From</b> | <b>01.09.2020</b> | <b>To</b> | <b>11.09.2021</b> | <b>Total hours:20</b> |

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

## Day 1 (01-09-2021)

### INTRODUCING SELF AND OTHERS

The image shows a Zoom meeting interface. At the top, a presentation slide titled "Activity" is displayed. The slide has a green header with the text "Let Me Introduce Myself". Below the header, there is a list of bullet points for a self-introduction activity:

- Hi, my name is ...
- I live in ... (city)
- I'm ... (age)
- There are ... people in my family. They are ...
- I'm a student at ...
- My major is ... (majors)
- My favorite subject is ... (subjects)

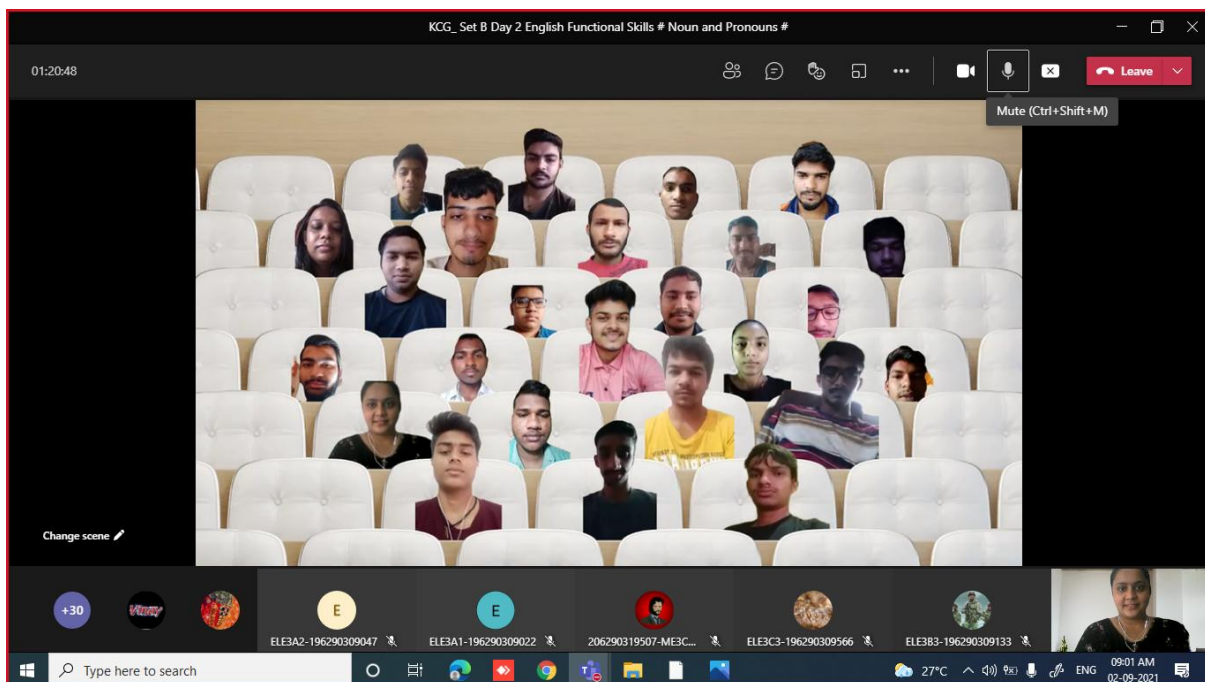
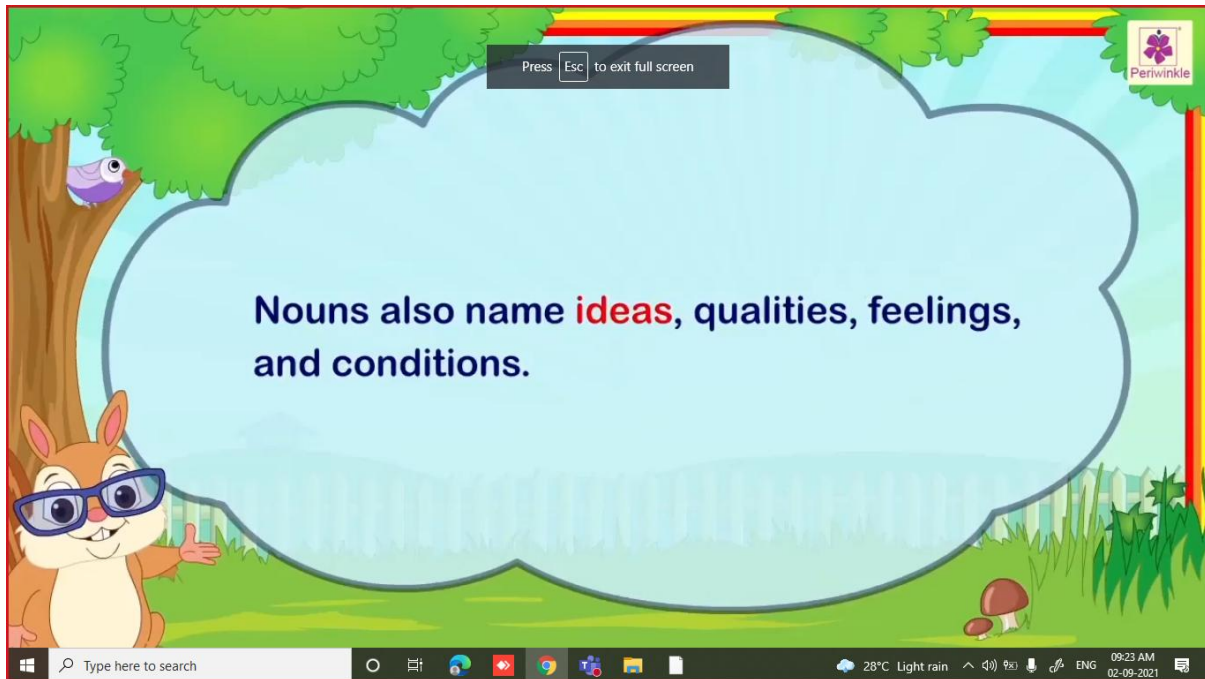
To the right of the text is an illustration of two students, a boy in a blue shirt and a girl in a red jacket, both carrying backpacks. At the bottom of the slide, it says "Finishing School, KCG, Education Department, Government of Gujarat." The Zoom interface includes a top bar with "Presenting...", "Give control", and "Stop presenting" buttons. Below the slide, a gallery view shows several students in a virtual classroom setting. The Zoom control bar at the bottom shows a "Leave" button, a "You're recording" notification, and a list of participants with their names and profile pictures. The system tray at the very bottom shows the time as 08:33 AM on 01-09-2021 and the weather as 26°C Rain.

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 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

Presenting... Give control Stop presenting

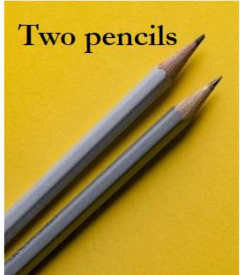
# *COUNTABLE NOUNS*

The nouns that can be counted.  
Usually in answer of a 'how many' question




Seven friends

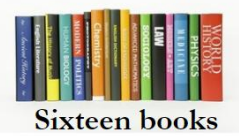
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Two pencils



Nine books



Sixteen books




Five bananas

Presenting... Give control Stop presenting

01:33:37

You're recording You are recording this meeting. Be sure 196290309133 that the Show participants Privacy policy Dismiss



Change scene

+18

ELE3A1-196290309025 ME382-196290319115 ME3A4-196290319581 206290309503-ELE3C... ME3C2-196290319540

Type here to search

29°C Rain

ENG 01:59 PM 04-09-2021

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.



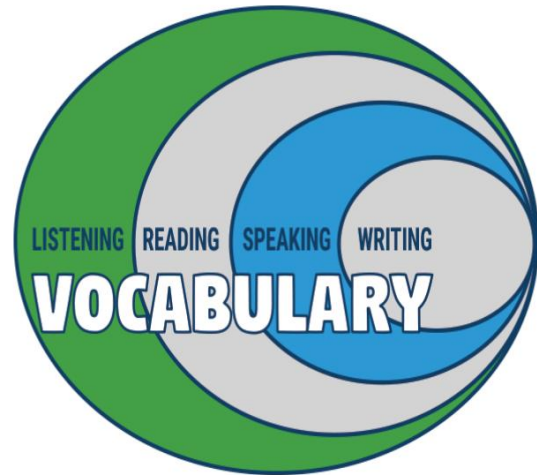
**Day 4 (04-09-2021)**

## **Vocabulary Building**

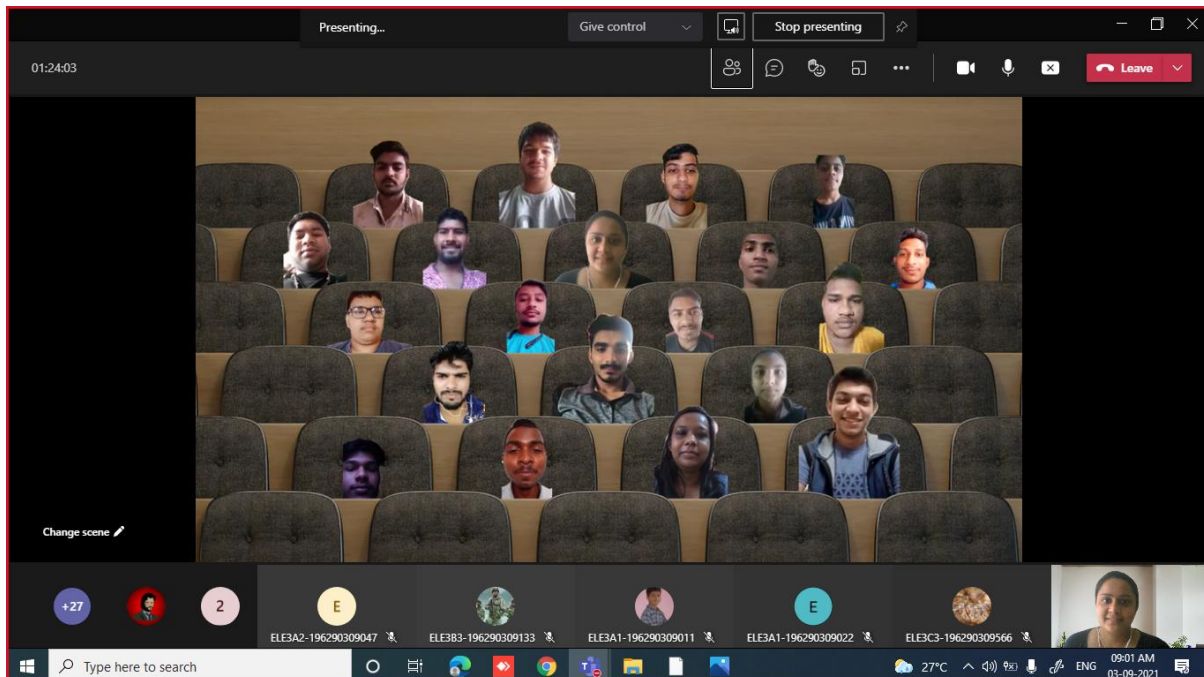
Press **Esc** to exit full screen

### **WHY IS IT IMPORTANT ?**

- It improves comprehension.
- It lets you express yourself clearly and effectively.
- It also enhances your writing skills.
- It is essential to language development.
- It increase your chances of success at your workplace.



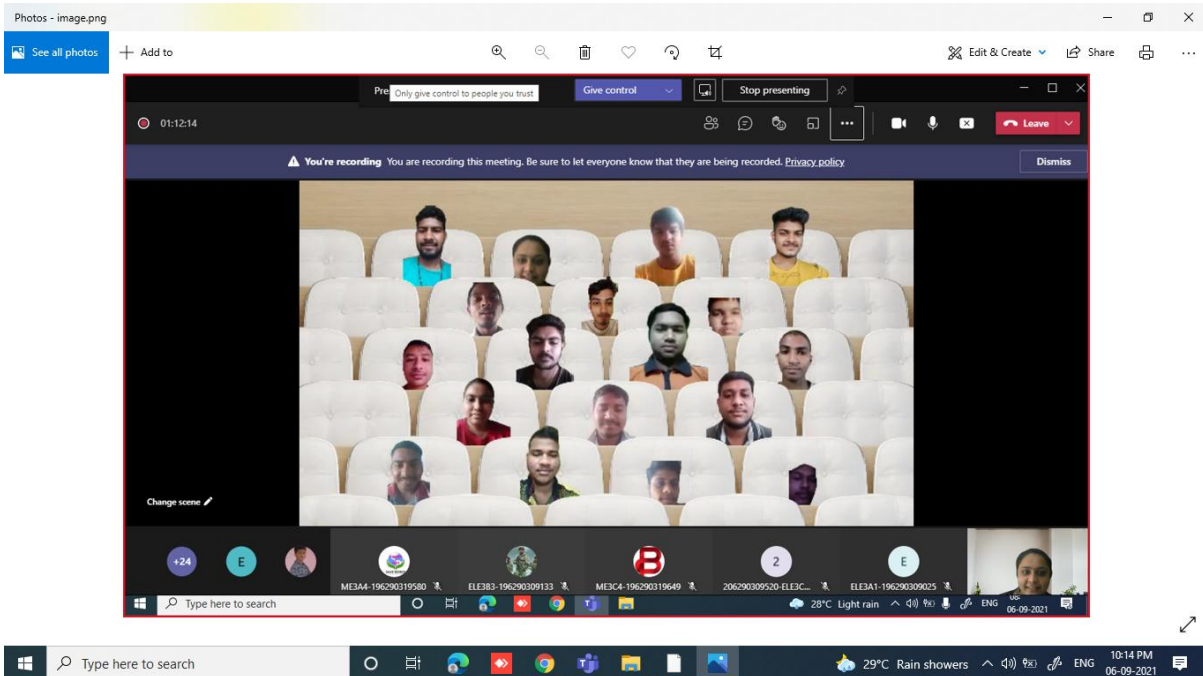
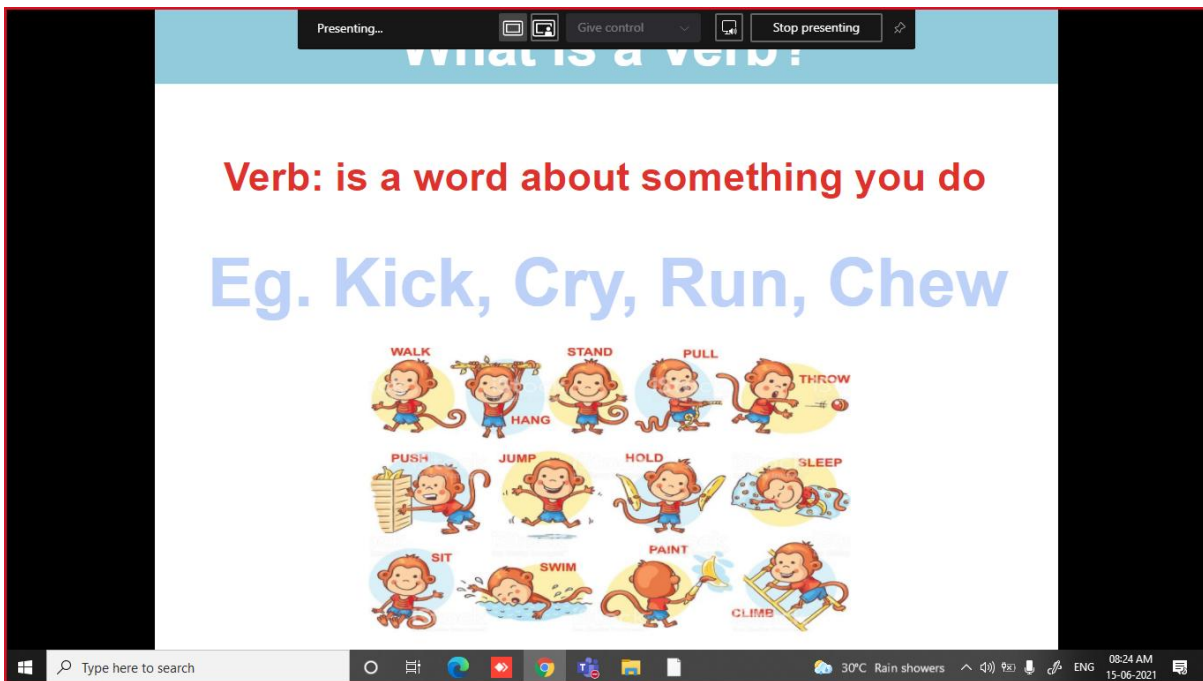
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The students were made aware that building up a good vocabulary is the most important part in any language acquisition. They were taught to use different apps and activities to learn new words with definitions, synonyms, antonyms, prefixes and suffixes

## 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 7 (07-09-2021)

**PREPOSITIONS**

**Finishing School Program**

**Functional English Skills**

**Set B**

**Prepositions**

**Day 7**

Finishing School, KCG, Education Department, Government of Gujarat

Type here to search | 26°C Rain | 07:57 AM 08-09-2021

**IN**      **ON**      **UNDER**      **NEXT TO**

**BEHIND**      **IN FRONT OF**      **BETWEEN**

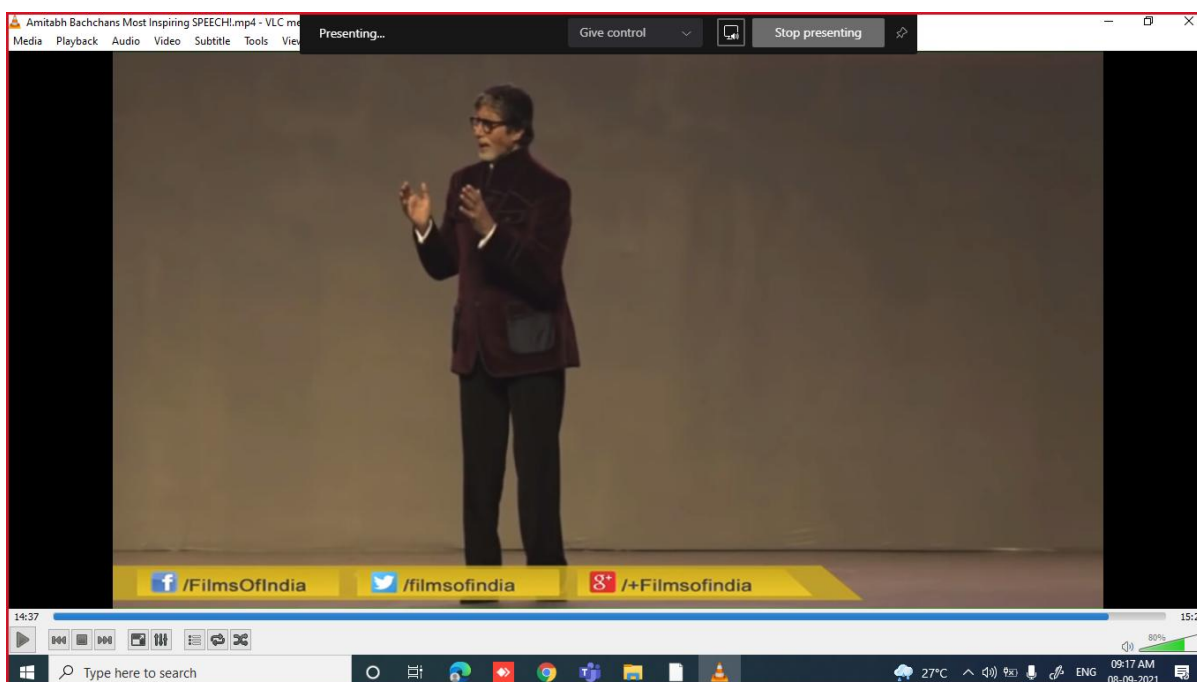
Finishing School, KCG, Education Department, Government of Gujarat

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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 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 donts 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. Employability 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**