

Finishing School Training Program - Student Outreach

On

“SET D”

SET D : 14th March to 17th March - 2022

Principal
Shri C.H.Bhatt

Co-Ordinator
Shri K.M.Patel

Trainer
Harita Patel (SET D)



Organized by
Government Polytechnic, Valsad

Functional English Training was conducted at our institute for Final year students under Finishing School During 14th March, 2022 to 17th March, 2022 by Trainer Harita Patel. The program was commenced by the arrival Shree C. H. Bhatt Sir our principal followed by a welcome speech. He guided students with his inspirational words and inspired students to participate in such program organized by college. Average 40 Students from Electrical and Mechanical Engineering were participated out of 50 student

The college and university curriculum provides theoretical knowledge and partially about practical scenario. Practical knowledge enhancement can be done by such Academic - Corporate Interface which is immediate requirement of industry in current era.

Day 1 (14th March 2022, Monday)

The Day started at 10:00 am with Introduction Session. The 1st Topic was “**VERBS-2**”. The students were explained in detail about Verbs-2 which included the revision of Verbs-1 and with few new points like Modal Verbs, Gerunds and Infinitives. At the end of the Topic several MCQs were solved by the students. The students were given a recess of 30 minutes from 01:00 pm to 01:30 pm. Post lunch Students learnt about “Tenses-2”. In this they learnt six (6) Tenses which were not part of SET-B and solved examples and MCQs. Later they learnt about speaking at length and the session ended at 04:00 pm.

Day 2 (15th March 2022, Tuesday)

The Day started at 10:00 am. The 1st topic was **Appropriate use of Language in Social Media**. In this topic students learnt about different social networking sites as well as what and how to write or post in social media. How the language differ in social media and other professional conversation sites. The lunch break was at 01:00 pm till 01:30 pm. Post lunch students learnt about „Communication skills and its barriers“. Here they got information on how to have a proper communication without having any barriers and as well learnt about communication cycle and different types of barriers to communication. The day ended at 04:00 pm.

Day 3 (16th March 2022, Wednesday)

The Day started at 10:00 am. The 1st topic for the day was **Developing a Paragraph**. Here students learnt how to write a paragraph following some specific rules to it. They then practiced writing 2 paragraphs in the class and solved some of the MCQs. The day started at 11:00 am. The 1st topic was Speak and Contribute. Where each student participated in JAM (Just A Minute). Students were given topics each and they spoke on the stage about the topic in 3 minutes Lunch break started at 01:00 pm and continues till 01:30 pm. Post Lunch they learnt about „Email Etiquettes“. 1st they learnt about the basic information about an email followed by how to write or compose an email and make attachments to it. They session ended at 04:00 pm.

Day 4 (17th March 2022, Thursday)

The Day started at 11:00 am with the topic **Group Discussion**. In this they learnt what a Group Discussion is. What are the Dos and DONTs of Group Discussion. The class was divided in 2 groups and each group was given a topic and 10 minutes time to discuss. The students participated in it enthusiastically. Lunch break started at 01:00 pm till 01:30 pm. Post lunch students learnt about Telephonic etiquettes-2. Where they practiced this topic in Practical by framing dialogues with each other on a given topic and conversing over telephone. Later they learnt about „Report Writing“. Where they learnt about different formats of a Report and solved some MCQs and later looked at Sample Reports. The session ended at 04:30 pm with group photo shoot.

(A) Chart of Training Program:

No	Date	Name of Topic	Name of Trainer
1	14/03/22	VERBS-2	Harita Patel
2	15/03/22	Appropriate use of Language in Social Media.	Harita Patel
3	16/03/22	Developing a Paragraph	Harita Patel
4	17/03/22	Group Discussion	Harita Patel

(B) Outcome of training:

1. The students have learnt to how to introduce themselves and make first impression.
2. The students have learnt to select right words according to changing situations.
3. The students have learnt to take up challenges.
4. The students have become more interested in learning English as new language.
5. The students have encountered with public speaking skills.
6. The students have developed a correct attitude towards a English as a medium for communication.
7. The students have focused on developing English vocabulary.
8. The students have learnt the lessons in team-work with participation.
9. The students have got an insight into effective communication and its importance.

Training Date : 14/03/2022 to 17/03/2022



Students participating in various activities conducted by Trainer.



We organized a valedictory function on the last day of training in presence of our respected principal sir.

