

**TRAINING SCHEDULE OF FINISHING SCHOOL TRAINING FOR
GOVERNMENT POLYTECHNIC, VALSAD**

(14TH March 2022 – 17th March 2022)

SET-D (Functional English Skills 20 hours)

Name of Trainer : Jashma Das

Day 1 (14th March 2022 - Monday)

<i>Sr.No</i>	<i>Topic</i>	<i>Time</i>	<i>Hours</i>
1	Verbs-Part-2	10.00 am- 12.00pm	02 hours
2	Tenses- Part-2	12.00pm-01.00pm	01 hour
3	Break and Interaction	01.00pm - 02.00 pm	60 minutes
4	Tenses Part-2	02.00 pm - 03.00 pm	01 hour
5	Developing a Paragraph	03.00 pm- 04.00 pm	01 hour

Day 2 (15th March 2022 - Tuesday)

<i>Sr.No</i>	<i>Topic</i>	<i>Time</i>	<i>Hours</i>
1	Developing a paragraph	10.00 am- 11.00am	01 hour
2	Report Writing	11.00am-01.00pm	02 hour
3	Break and Interaction	01.00pm - 02.00 pm	60 minutes
4	Email Etiquette- Part- 2	02.00 pm - 04.00 pm	02 hours


Day 3 (16th March 2022 - Wednesday)

<i>Sr.No</i>	<i>Topic</i>	<i>Time</i>	<i>Hours</i>
1	Communication Skills and Barriers	10.00 am- 12.00pm	02 hours
2	Telephone Etiquette- Part-2 and appropriate use of language in social media	12.00pm-01.00pm	01 hour
3	Break and Interaction	01.00pm - 02.00 pm	60 minutes
4	Telephone Etiquette- Part-2 and appropriate use of language in social media	02.00pm-03.00pm	01 hour
5	Speak and Contribute-1	03.00 pm - 04.00 pm	01 hour

Day 4 (17th March 2022 - Thursday)

<i>Sr.No</i>	<i>Topic</i>	<i>Time</i>	<i>Hours</i>
1	Speak and Contribute-1	10.00 am- 11.00am	01 hour
2	Speak and Contribute-2	11.00am-01.00pm	02 hour
3	Break and Interaction	01.00pm - 02.00 pm	60 minutes
4	Lets Discuss in group (Group Discussion)	02.00 pm - 04.00 pm	02 hours



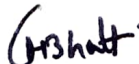

(C. H. BHATT)
 Principal,
 Govt. Polytechnic, Valsad.

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 (14TH March 2022 – 17TH March 2022)
 SET-D (Functional English Skills 20 hours)

Name of Trainer : Harita Patel

Day 1 (14th March 2022 - Monday)			
<i>Sr.No</i>	<i>Topic</i>	<i>Time</i>	<i>Hours</i>
1	Verbs-Part-2	10.00 am- 12.00pm	02 hours
2	Tenses- Part-2	12.00pm-01.00pm	01 hour
3	Break and Interaction	01.00pm - 02.00 pm	60 minutes
4	Tenses Part-2	02.00 pm - 03.00 pm	01 hour
5	Developing a Paragraph	03.00 pm- 04.00 pm	01 hour
Day 2 (15th March 2022 - Tuesday)			
<i>Sr.No</i>	<i>Topic</i>	<i>Time</i>	<i>Hours</i>
1	Developing a paragraph	10.00 am- 11.00am	01 hour
2	Report Writing	11.00am-01.00pm	02 hour
3	Break and Interaction	01.00pm - 02.00 pm	60 minutes
4	Email Etiquette- Part- 2	02.00 pm - 04.00 pm	02 hours
Day 3 (16th March 2022 - Wednesday)			
<i>Sr.No</i>	<i>Topic</i>	<i>Time</i>	<i>Hours</i>
1	Communication Skills and Barriers	10.00 am- 12.00pm	02 hours
2	Telephone Etiquette- Part-2 and appropriate use of language in social media	12.00pm-01.00pm	01 hour
3	Break and Interaction	01.00pm - 02.00 pm	60 minutes
4	Telephone Etiquette- Part-2 and appropriate use of language in social media	02.00pm-03.00pm	01 hour
5	Speak and Contribute-1	03.00 pm - 04.00 pm	01 hour
Day 4 (17th March 2022 - Thursday)			
<i>Sr.No</i>	<i>Topic</i>	<i>Time</i>	<i>Hours</i>
1	Speak and Contribute-1	10.00 am- 11.00am	01 hour
2	Speak and Contribute-2	11.00am-01.00pm	02 hour
3	Break and Interaction	01.00pm - 02.00 pm	60 minutes
4	Lets Discuss in group (Group Discussion)	02.00 pm - 04.00 pm	02 hours




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