



## **DHIRAJLAL GANDHI COLLEGE OF TECHNOLOGY, SALEM**

Opp. Salem Airport, Sikkanamatty, Omalur, Salem Dt.



### **JUBILANT ENGLISH CLUB**

Report on the interactive session "**How to Develop Better Communication Skills**"

**Jubilant English Club** organized an interactive session for the first year students as the first initiative to encourage their communication with their seniors. **Ms. M. Subitha, Final Year, CSE & Developer/ Avasoft Pvt. Ltd** was the resource person. The event was organized in online mode on May 14, 2021 between 10.30 am & 11.30 am. The resource person explained in detail about the importance of effective communication and the ways to improve their communication. Nearly 100 students were benefitted by this event. The event was organized by Ms. M. Poornima AP/English, Chief Co-ordinator, JEC.



# DHIRAJLAL GANDHI COLLEGE OF TECHNOLOGY

Accredited by NAAC | Approved by AICTE & Affiliated to Anna University

Salem - 636 309 | +91 4290 233 333

Jubilant English Club



JEC

Webinar on

## How to Develop Better Communication Skills

14<sup>th</sup> MAY, 2021

10:30 am to 11:30 am

Speaker

**Ms. M. Subitha**

Final Year | CSE  
Developer / Avasoft Pvt Ltd.



Join with Google Meet : <https://meet.google.com/tfk-vmob-bqs>

in the presence of

**Shri. Manojkumar Dhirajlal**  
Chairman | DGCT

**Smt. Archana Manojkumar**  
Secretary | DGCT

**Dr. A. Selvaraj**  
Principal | DGCT | Dean R&D

Chief Coordinator

**Ms. M. Poornima**

AP | English

Coordinator

**Ms. A. Hazeera Banu**

AP | English

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**Dhirajlal Gandhi College of Technology, Salem**

**JUBILANT ENGLISH CLUB**

**How to develop Better Communication Skills**

Date : 14.5.2021(Friday)

Time : 10.30 am – 11.30 am

**Agenda**

<b>Welcome Address:</b> Ms.R. Vani III CSE B
<b>Felicitation:</b> Smt.Archana Manojkumar, Secretary, DGCT
<b>Speaker:</b> Ms. M. Subitha IV CSE B Developer / Avasoft Pvt. Ltd
<b>Feedback Session:</b> Students-DGCT
<b>Vote of Thanks:</b> Ms.M. Poornima AP/English

# How To Develop Better Communication Skills

?????



## What is Communication?

- ▶ Convey your Thoughts and Ideas Precisely and Effectively.
- ▶ Giving and Receiving different kind of information.



# Types of Communication Skills

- ▶ Verbal 
- ▶ Non Verbal 
- ▶ Written 
- ▶ Visualization 

# Way to Improve & Effective in Communication Skills

- ▶ Practice active listening.
- ▶ Focus on nonverbal communication.
- ▶ Friendliness
- ▶ Confidence
- ▶ Giving and receiving feedback
- ▶ Volume and Clarity

# Shall we play a Game?

▶ Listen and Draw



## Dos

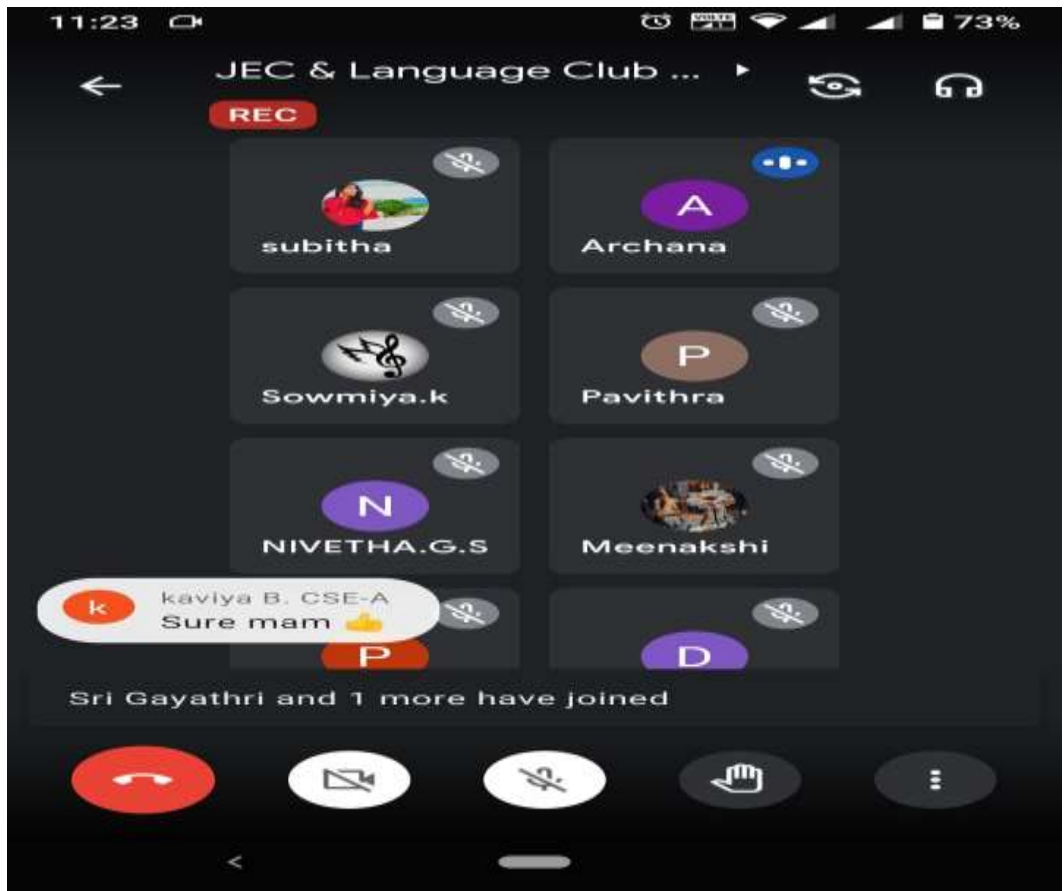
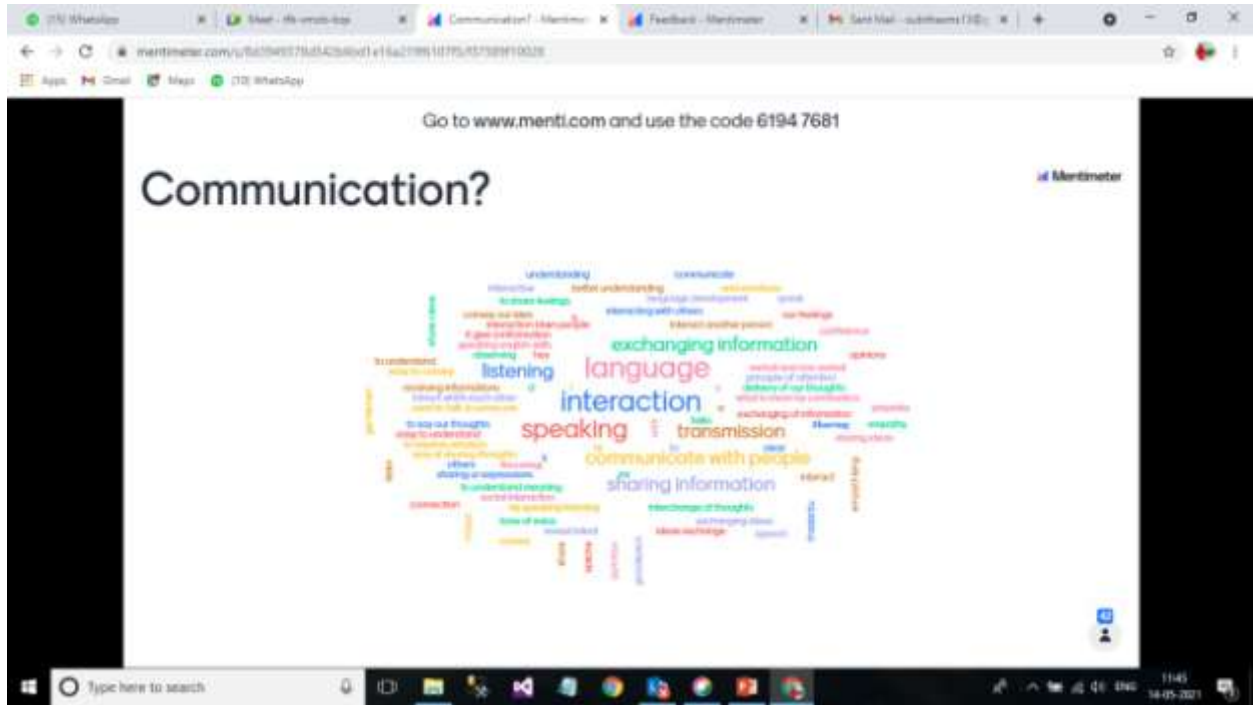


- ▶ Always think ahead about what you are going to say.
- ▶ Use simple words and phrases that are understood by every body.
- ▶ Increase your knowledge on all subjects you are required to speak
- ▶ Speak clearly and audibly.
- ▶ Check twice with the listener whether you have been understood accurately or not
- ▶ In case of an interruption, always do a little recap of what has been already said.
- ▶ Always ask for clarification if you have failed to grasp other's point of view.
- ▶ While listening, always make notes of important points

## DON'Ts



- ▶ Do not instantly react and mutter something in anger.
- ▶ Do not use technical terms & terminologies not understood by majority of people.
- ▶ Do not speak too fast or too slow.
- ▶ Do not speak in inaudible surroundings, as you won't be heard.
- ▶ Do not assume that every body understands you.
- ▶ While listening do not glance here and there as it might distract the speaker.
- ▶ Do not interrupt the speaker.
- ▶ Do not jump to the conclusion that you have understood every thing.





11:22

73%

JEC & Language Club ...



REC



subitha

Archana

Sowmiya.k CSE- B  
Sss mam

Pavithra 81 others



Way to Improve & Effective in Communication Skills

- Practice active listening.

Participants: subitha murugan, sasireka, A ECE - B, Pavithra Gopalan, Thirisha Shanmugam CSE - B

Chat messages:

- sasireka, A ECE - B: 10:25 PM Verbal communication
- POORNIMA V: 10:26 PM Verbal
- Prathavathi, D ECE - B: 10:26 PM verbal
- Preetha Rameshkumar: 10:26 PM Verbal

## Student's Feedback

Go to [www.menti.com](http://www.menti.com) and use the code 6379 1792

Is this session is useful to you?

18 YES! 0 no

Yes No