

# **Finishing School Training Program – Student Outreach**

on

**‘SET B and D’**

09<sup>th</sup> March to 18<sup>th</sup> March 2021  
(Total Duration: 40 hrs)

**Principal**  
**Dr. V. S. Purani**

**Coordinator**  
**Dr. S. K. Srivastava**

**Trainer**  
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**Organized by**  
**Chemical Engineering Department**  
GEC, Valsad

### Training Schedule

Sr no	Date	Topics	Training	Interaction	Break
1	09/3/2021	Self introduction and Introducing others	11:00 to 1:00	1:00 to 1:15	1:15 to
		Nouns and Pronons	1:45 to 3:45	3:45 to 4:00	1:45
2	10/3/2021	Describing Words	11:00 to 1:00	1:00 to 1:15	1:15 to
		Vocabulary Building	1:45 to 3:45	3:45 to 4:00	1:45
3	11/3/2021	Verbs part 1	11:00 to 1:00	1:00 to 1:15	1:15 to
		Tenses part 1	1:45 to 3:45	3:45 to 4:00	1:45
4	12/3/2021	Prepositions	11:00 to 1:00	1:00 to 1:15	1:15 to
		Conjunctions and Connectors	1:45 to 3:45	3:45 to 4:00	1:45
5	13/3/2021	Framing it Right	11: 00 to 1:00	1:00 to 1:15	1:15 to 1:45
		Telephone and Email Etiquette - 1	1:45 to 3:45	3:45 to 4:00	
6	14/3/2021	Verbs part 2	11:00 to 1:00	1:00 to 1:15	1:15 to
		Tenses part 2	1:45 to 3:45	3:45 to 4:00	1:45
7	15/3/2021	Developing a Paragraph	11:00 to 1:00	1:00 to 1:15	1:15 to
		Report Writing	1:45 to 3:45	3:45 to 4:00	1:45
8	16/3/2021	Email Etiquette part 2	11:00 to 1:00	1:00 to 1:15	1:15 to 1:45
		Communication Skills	1:45 to 3:45	3:45 to 4:00	
9	17/3/2021	Telephone Etiquette - 2	11:00 to 1:00		1:15 to 1:45
		Appropriate use of language in Social Media	1:45 to 2:45	1:00 to 1:15	
		Speak and Contribute - 1	2:45 to 3:45	3:45 to 4:00	
10	18/3/2021	Speak and Contribute - 2	11:00 to 1:00	1:00 to 1:15	1:15 to 1:45
		Group Discussion	1:45 to 3:45	3:45 to 4:00	

**Day 1 (09-03-2021)**

### **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.

The definition of nouns was explained. The students were taught the classification of nouns in detail with examples .They was also acquainted with the definition of pronoun and different type of pronouns.



**Fig.1** First day of English training

## Day 2 (10-03-2021)

### 1) DESCRIBNG WORDS, 2) VOCABULARY BUILDING

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.

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.



Fig.1 On day2, students are learning about new words with definitions, synonyms, antonyms, prefixes and suffixes.

Day 3 (11-03-2021)

### 1) VERBS PART 1, 2) TENSES 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.

The students were acquainted with the role of tenses in everyday English. Classification of tenses was explained. The students learnt the usage of simple and continuous tenses- present, past and future.

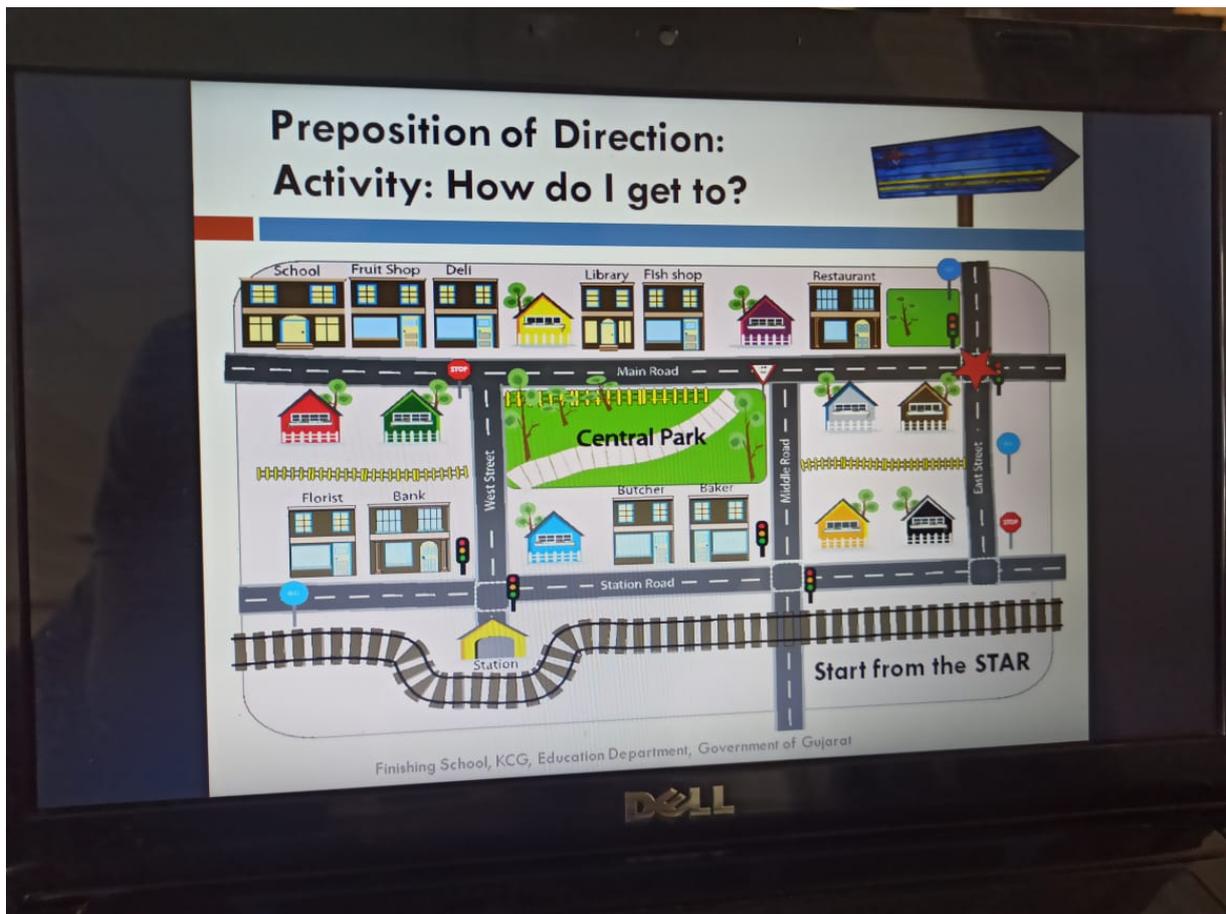


Fig.3 Innovative to learn about prepositions

## Day 4 (12-03-2021)

### 1) PREPOSITIONS, 2) CONJUNCTIONS AND CONNECTORS

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.

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.



Fig.4 During day 4 activity, learned about connectors to make compound and complex sentences.

## Day 5 (13-03-2021)

### 1) FRAMING IT RIGHT, 2) TELEPHONE AND EMAIL ETIQUETTE PART 1

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.

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.



Fig.5 During day 5 activity, learned about basic format and layout for writing both formal and informal emails.

**Day 6 (14-03-2021)**

**1) VERBS PART 2, 2) TENSES PART 2**

After a quick recap of verbs part 1, the students were taught different types of adverbs, transitive and intransitive verbs, participles, gerunds, infinitives and conjunctive adverbs.

Similarly, there was a quick recap of tenses from set A. The students were taught perfect and perfect continuous tenses- of present, past and future.

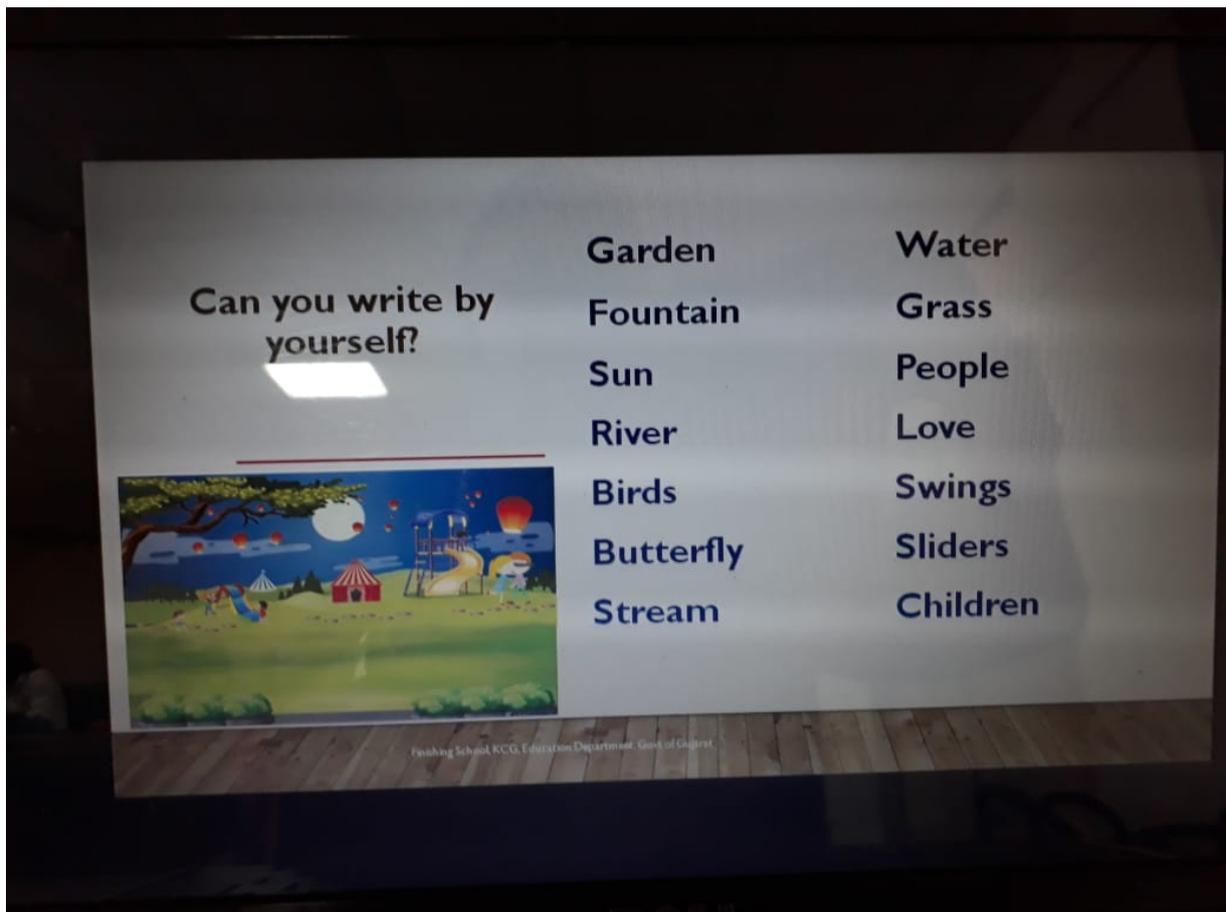


Fig.6 Students learned about perfect and perfect continuous tenses- of present, past and future

## Day 7 (15-03-2021)

### 1) DEVELOPING A PARAGRAPH, 2) REPORT WRITING

The students were given the basic idea and definition of paragraph writing. They were then acquainted with the components of a paragraph, and linking the sentences with coherence. Patterns of organizing a paragraph were also demonstrated.

At the beginning of the topic for report writing, the students were familiarized with the different formats of writing a report. It was also emphasized that reports always state facts; normally, passive voice and indirect speech should be used for writing a report. The students were divided into groups. Each group had to write a report on the given topic.

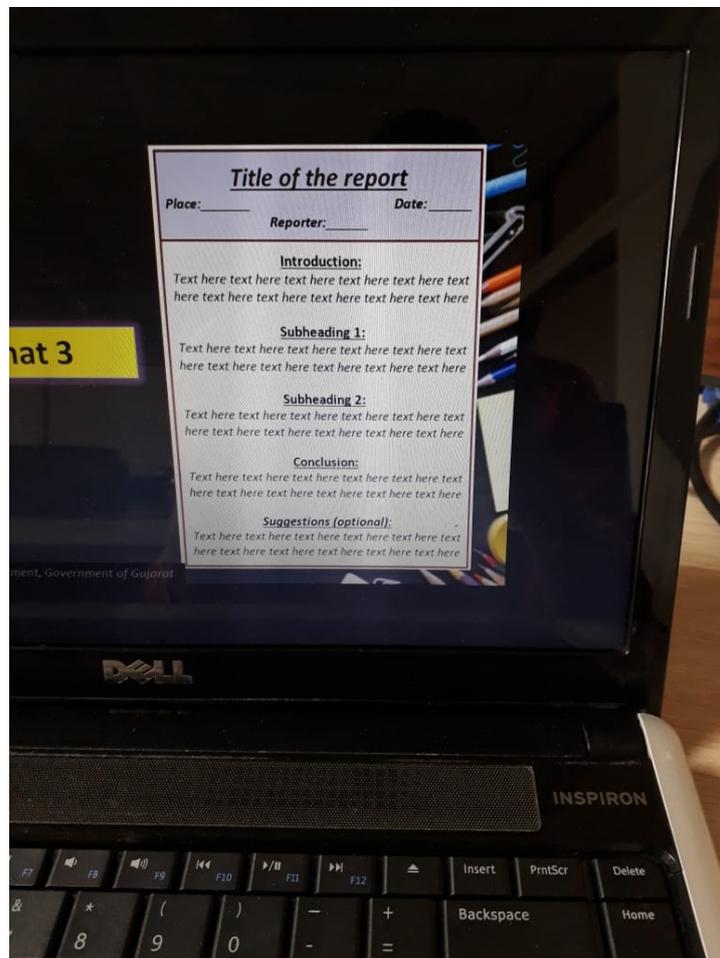


Fig.7 Students learned about report writing

## Day 8 (16-03-2021)

### 1) EMAIL ETIQUETTE PART 2, 2) COMMUNICATIN SKILLS AND BARRIERS

There was a quick recap of email etiquette part 1. The students were then familiarized with the different aspects of email writing. Various features were displayed and explanations of CC, BCC and attachments were given. Each student was directed to write a formal email with an attachment.

The session on communication skills was started with a casual give and take of ideas and opinions. Then we proceeded to the definition and process of communication. The students were shown the three components of communication. Through the videos, the students were acquainted with effective communication and the barriers that hampered effective communication.



Fig.8 students were acquainted with effective communication and the barriers that hampered effective communication

### Day 9 (17-03-2021)

#### 1) TELEPHONE ETIQUETTE PART2, 2) APPROPRIATE USE OF LANGUAGE IN SOCIAL MEDIA, 3) SPEAK AND CONTRIBUTE

The students were made aware of the importance of telephone etiquette in both personal and professional life, They were then explained the three dimensions of telephone etiquette in detail. Effective pointers were also explained in detail. They were also given the demonstration of HOLD, MUTE AND TRANSFER.

Firstly, the growing use of social media was discussed in detail. It was also discussed that social media has become an integral part of our lives in the present day. The students were familiarized with the social media vocabulary and its proper usage.

The session of speak and contribute started with a discussion on traffic rules and traffic jam. The students were asked to share/give their opinions and provide solutions. Each student was given a topic on which he/she had to speak for a minute.



Fig.9 Student were given a topic on which he/she had to speak for a minute

## Day 10 (18-03-2021)

### 1) SPEAK AND CONTRIBUTE, 2) GROUP DISCUSSION

Some more topics were given to the students. There was an admirable change in their spoken English proficiency. Their body language was also noticed and they were given appropriate suggestions for the same.

For group discussion, the students were first made aware of interpersonal skills and the benefits of teamwork. The main pointers for group discussion to boost their confidence level and enhance their communicative skills were explained to them. The class was divided into four groups. Each group was given a different topic to be discussed.



Fig.10 After completion of training, students were taking lunch (Expenditure made from token money)

## **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