VEMU INSTITUTE OF TECHNOLOGY

COMMUNICATION SKILLS

Presenter:

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INTRODUCTION

- *What Makes Good Communication
- *Communication is More Than Getting the Message Across
 - * Cultivate the Art of Listening
 - * Self Assessment

COMMUNICATION

- Simply doesn't mean getting message but getting acceptance from listener.
- A craft practised with concern, grace and elegance.
- A two-way process Sender & Receiver.

ACTIVITIES

- 1. Repetition of Exact Statement in Pairs
- 2. Conversation through Onion Ring

COMMUNICATION SKILLS COMPRISE THE FOLLOWING

- 1. Speaking Skills
- 2. Listening Skills
- 3. Non-Verbal Communication or Body Language.

TIPS ON IMPROVING SPEAKING SKILLS

- Do take nutritious food
- Prepare well and practice perfectly.
- Stay relaxed and get rid of any fear of making mistakes.
- Never mumble or repeat while speaking.
- Be positive and natural.
- Befriend the audience.
- Convert anxiety to excitement.
- Have thorough knowledge of the content.

ACTIVITIES

- Asking questions and answering - Individual
- Informal conversation between two students.

WATCH THE VIDEO

 A dialogue to kill the fear of public speaking

(TEDX Talk by Animesh Gupta)

TIPS ON IMPROVING LISTENING SKILLS

- Be alert and maintain good eye contact with the speaker.
- Keep an open mind.
- Try to picture what the speaker is saying.
- Do not interrupt and impose solutions.
- Wait for the speaker to pause to ask questions only to ensure understanding.
- Give the speaker regular feedback.

ACTIVITIES

Verbal Communication:

Leader has to give verbal cues and instruct the listener to do something without any interruption.

PLAY VIDEOS

- Study skills lesson. Being A Good Listener.mp4
- Are you a good listener? Study
 Skills Lesson Active
 Listening.mp4

NON-VERBAL COMMUNICATION

- Includes movements of hands and facial expressions.
- Making different gestures.
- Maintaining good eye contact.
- Shaking hands
- Touch and the use of space.

POSSIBLE MESSAGES FROM BODY LANGUAGE SIGNALS

- 1. Leans forward while a point:
 Feels confident, really interested, become aggressive.
- 2. Leans back as you make a point:
 Unhappy with point, wishes to consider, relaxed the point.
- 3. Smiles at one of your points:
 About to win/lose something, unhappy.

ACTIVITIES

INDIVIDUAL

GROUP

PLAY VIDEOS

- Body Language Tools (Mind Tools)<u>Body</u>
 <u>Language.mp4</u>
- Micro-expressions Reading Facial Expressions <u>MicroExpressions - Reading</u> <u>Facial Expressions Are Better than Reading</u> <u>Body Language.mp4</u>

PERSONAL TRAITS

* Self-confidence & Courage. & Attitude

ACTIVITY

MAKING OF PAPER BOATS.

PLAY VIDEOS

 SELF-CONFIDENCE <u>Baby</u> climbing indoors.mp4

SELF-ASSESSMENT

- Quality of speaking and negotiating.
- Manner of speaking and resolving.
- Reflects our soft skills.
- It should be practised as an art.

ACTIVITY

Read the items A.B.and C and then mark the one that describes you:

- A. I always use these expressions
- B. Only occasionally I use these expressions.
- c. I rarely use such expressions.

- •A. I like to use polite expressions like 'Thank you', 'Please', 'You are welcome' etc.
- B.Only occasionally I use these expressions.
- •C.I do not like using these expressions because it makes me look weak.

- 2. A. If I disagree with a person, I first listen to him, ask questions for clarification and then give my considered opinio with reasons for my disagreement.
- B. When I disagree with a person, I curtly tell him that I dont agree with him.
- C. When I disagree with a person, I just remain silent.

- A. I CROSS MY ARMS OVER MY CHEST WHILE LISTENING TO A PERSON.
- B. I LEARN BACK AND CLOSE MY EYES WHILE LISTENING.
- C. WHILE LISTENING, I LEAN FORWARD AND MAKE EYE CONTACT WITH THE SPEAKER.

4

- A. While listening, I get distracted by things happening around me .
- B. While listening, I try to understand and ask questions for clarification
- C. While listening, I dont bother about what is being said.

5.

- A. While discussing a point, I always focus on the positive side.
- B. While discussing a point, I always focus on the negative side.
- C. While discussing a point, I never give my opinion

THANK YOU

VEMU INSTITUTE OF TECHNOLOGY KOTHAKOTA

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Associate Professor of English

SOFT SKILLS

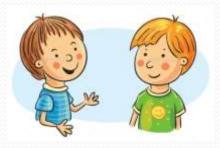
INTRODUCTION

- Definition of Soft Skills
- Classification of Soft Skills
- Necessity of Soft Skills for Professionals at work place.
- Personal Traits:
- Positive Attitude & Self-Confidence
- Interpersonal Traits:
- Team Work & Problem Solving

CONTENTS

- Emotion based competencies, Intangible:
 Dealings.
- Personality Traits, social graces, Interpersonal Skills: Characterizes Relationship, Managing people and other aspects; Subjective, Learned by Experience
- Person's ability to fit into a given structure.

CLASSIFICATION OF SOFT SKILLS



SOFT SKILLS IN THE WORKPLACE

CAREERCLIFF.COM

- Clear communication
- Listening skills
- Self control
- Positive attitude
- Assertiveness
- Conflict resolution
- Problem solving
- Empathy
- Patience
- Etiquette manners
- Self management



- Time management
- Confidence
- Focus
- Common sense
- Situational awareness
- Improvisation
- Enthusiasm
- Optimism
- Depersonalization
- Taking responsibility
- · A sense of humor

Do we need Soft Skills?

- To train, learn and nurture students.
- To give instructions to students.
- To deal with unwanted problems.
- To impart cultural intelligence.
- To handle emotional needs.
- To build teamwork & solve problems.

PERSONAL TRAITS

YOUR ATTITUDE, NOT YOUR APTITUDE WILL DETERMINE YOUR ALTITUDE









POSITIVE ATTITUDE

- *Critical personal attribute
- * Exposes what we are our reality

Classification:

Positive or Negative

Optimism or Pessimism

Flexible or Stubborn

Deep or Shallow

Motivated or Demotivated

Humble or Arrogant

Driven or Passive

Measured or Reactive

ILLUSTRATIVE EXAMPLES

ATTITUDE AT WORK PLACE

Weakness: Conflicting priorities kill me!

Strength: Handling priorities is integral to

any job. I have to do tasks for

success.

 "I always seem to be feeling superior or inferior, one upon or one down, better off or worse off than everyone else.
 The superior moments are elating, but the rare and blessed moments are when I feel equal."-Hugh Prather

OPTIMISTIC PROSPECT



- Acceptance of Realities of life.
- One's own attitude & work habits defines Happiness.
- Face Realities with humour, flexibility and serenity.
- Be Perfect in imperfections, be happy in pains, strong in weaknesses, beautiful in your own way.

NEGATIVE STROKES

- Reluctance, Obstinacy, Negligence,
 Despondency, Disobedience.
- Students Misbehave: Attention, Assuming disability, Boredom, Feeling of failure, Fear from teachers.

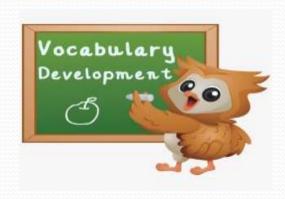
WHAT TO MANAGE?

- Manage Time: Be flexible, use Qualitative not Quantitative activities.
- React Fast: Remember the Goal (SMART), Reasons for students' misbehaviour, Choose Positive options, Use your own knowledge and analyse the concept.
- Create a Student Centred not Teacher Centred Classroom: Positive & Fun Environment.
- Always decide on a WIN-WIN situation.

ACTIVITIES







- 1. Interactive Patterns: TPS. 2. Running Dictation.
- 3. Vocabulary Development.

SELF-CONFIDENCE & COURAGE





- Self-confidence Self-Assurance, Natural Instinct, have faith in our strength, Ability to take new challenges with conviction.
- Courage Ability to do something that frightens one, show strength in face of pain.

ILLUSTRATIVE EXAMPLES

Weakness: I have worked in this domain and feel pretty comfortable. I can't be asked to move into a new one.

Strength: I feel good in my current job, but
must understand the management
who asked me to enter the domain.
I am confident of my intrinsic skills.

INTERPERSONAL SKILLS

- Relating to relationships
- Our ability to get along with others
- Act as grease &create positive ambience
- Enhances all-round productivity
- Minimizes conflicts, solve problems

ILLUSTRATIVE EXAMPLES



Weakness: I do not care much about my team's

success nor that of other members of my team.

Strength: My team's success is my success.

ILLUSTRATIVE EXAMPLES





Weakness: I try to do problem solving in isolation.

Strength: I work together with my customer who is facing

the problem and involve him in problem

resolution.

CONCLUSION

- Life : A constant expression of our inner activities if only we know our inner activities.
- Soft Skills: A whole human being, a social and successful individual.
- Facilitate: A deserved recognition to become capable employee and to accomplish objectives.

THANK YOU

LEARNING VOCABULARY PLAYFULLY

Sai Lakshmi Chavan Associate Professor in English

SPECIAL GREET



CONTENTS

- Definition of Vocabulary
- Importance of learning Vocabulary.
- Learning & Memorizing Tough Task
- Techniques to learn Vocabulary.
- Playful Activities.
- Video Clips

VOCABULARY



- Collection Words in a language _ Speakers understand
- Body of words used in a particular language.
- ➤ A set of familiar words within a person's language.
 - One of the largest challenges in learning a second language.

USES OF LEARNING VOCABULARY

- An integral part of your our reading process.
- To convey anything.
- Serves as a useful and fundamental tool for communication and acquiring knowledge.
- One of the largest challenges in learning a second language.

PLAYFUL TECHNIQUES

ACRONYMS

ANAGRAMS

- SCINTILLATING
- MAGNIFICENT
- ADORABLE
- BLEMISH
- CATASTROPHE
- AFFABLE
- HOLISTIC
- PERSEVERANCE
- > FORTITUDE
- DAUNTLESS

METHODS TO LEARN VOCABULARY

Video Clip

- Give Compliments to people.
- 2. Read a story at night.
- 3. Entertainment Entertainment.
- (Watching videos: Movie, TV Series, Comedy videos)
- 4. News from an app
- 5. Takiya Kalaam Catchy phrases in your mother tongue.

Compliments:

- 1. INTREPID : Fearless, bold
- SAGACIOUS: Ability to understand difficult ideas & situations and to make good decisions.
- MAGNANIMOUS: To show a generous & kind nature.
- 4. RECTITUDE: Being honest& to treat others with kindness.
- VENERABLE: Show a deal of respect because of age, wisdom and character.

- 1. A story with good moral.
- 2. Entertainment : Watch videos.

Funny videos: LEIKOLA ISMO

VIR DAS on CHYAWANBRASH

VEGETABLE SONG

LEARN WORDS (Music Compilation)

3. News from an app On Junk Food (BBC)

TAKIYA KALAAM

- OVER THE MOON
- VENNA PUSA LANTI MANASU.
- GHOR ANTANI KONDANTHA CHESTADU
- KICK THE BUCKET.
- LET THE CAT OUT OF THE BAG
- SMELL THE RAT
- PIRIKI VADDU
- HIT THE NAIL ON THE HEAD
- MUDDULA KODUKU
- ITCHING PALM

ACTIVITY MOVIE 1

TRANSLATION OF MOVIE DIALOGUES.

- There are no full stops in success. There are just commas. Success is not a destination. Success is a journey.
- 2. In a world which remembers only the fastest runners, why would I live otherwise?
- 3. Do you know why so many people are left behind as failures here? Instead of identifying their strengths, they are scared of others' strengths. They keep thinking about what others are doing, how they are and why it happens only to them and lose themselves. Here, everyone is a hero of their life. Everyone has their strengths.
- SS4. If we step into the game with the fear of losing, we can never win.

MOVIE 2

Chudappa Sidappa Nenu simham lantodini Adhi Geddam gisukoledhu nenu gisukogalanu anthe theda migatadi antha same 2 same ah!

Ekada neggalo kadhu ekada thagalo thelisiana vaadu Goppodu **VOCABULARY: UTTERANCE & PICTURES**

WATCH THE VIDEO CLIP

Shttps://youtu.be/F3oRotDIXP

ACTIVITY SPELL BEE

SING ALONG / GAME OF ENDING LETTER

TRANSLATION TECHNIQUE

PICTORIAL METHOD

TELUGU TO ENGLISH



1. KANDA GADA



JUJUBE /INDIAN PLUM



NERUDU PANDU: BLACK PLUM



USURI KAYA: GOOSE BERRY



CINNAMON: CHAKKA



FENUGREEK SEEDS: MENTHULU



CUMIN SEEDS: JEELAKARA



FIG FRUIT: ANJURU PANDU



SPINACH: PALA KURA



POPPY SEEDS: GASAGASALU



ACTIVITY

LISTEN TO THE BGM & TRANSLATE

BACK O THE BOARD

ACTIVITY

SCRAMBLED WORDS

- Frboernace
- Wtrcehed
- Knculke
- Aorragnt
- Ustlre
- Atrsounat
- Nopetmsie
- Rtaoilna
- Jguglre
- Daramict

HOMOPHONES - ACTIVITY

Match each sound on the right to a sound on the left:

1.Phrase flare

2.File frays

3.Few rye

4. Flair phew

5. Floor faze

6. Phase flaw

7.Tucks tracked

8. Tract tux

9. Symbol cymbal

10. Wry phial

RHYMING - ACTIVITY

Match the correct rhyming word:

ı.Veil plain

2. Salt zinc

3. Wink wreak

4. Anguish vault

5. Trapeze wish

6. Queer sail

7. Retort quartz

8. Warts beer

9. Slain sink

10. Freak breeze

MISSING LETTERS

- During the Stone Age of mankind, eating utensils consisted of simple sharp stones intended for cut—— meat and fruit. Simple designs of spoons were made from hollowed out pie— of wood or seashells that we—— connected to wooden sticks. Animal horns also were us—— as a means to eat liquid foods.
- Dinosaurs were a successful group of animals that emerged between 240 mil——— and 230 million years ago and came to rule the wo—— until about 66 million years ago, when a giant asteroid slammed in—— Earth. During that time, dinosaurs evo——— from a group of mostly dog- and horse-size crea———— into the most enormous beasts that ever existed on land.
 - ——— town two hours jour——— away to sell it.He did not al———— get a very good pr ——— for it. He wished he could sell his produce in a big city but the near——— big city was at le——— 3 days journey away.

WORD POWER

- 1. One who hates woman
- 2. One who can use both the hands at the same time
- 3. One who is present everywhere.
- 4. The art of learning good handwriting.
- 5. One who loves his wife excessively.
- 6. The study that deals with the functions of body.
- 7. A person who marries many times.
- 8. One who does not believe in the existence of God.
- 9. The person who is good at violent activities.
- 10. One who has human care and concern.

Antonyms & Synonyms



