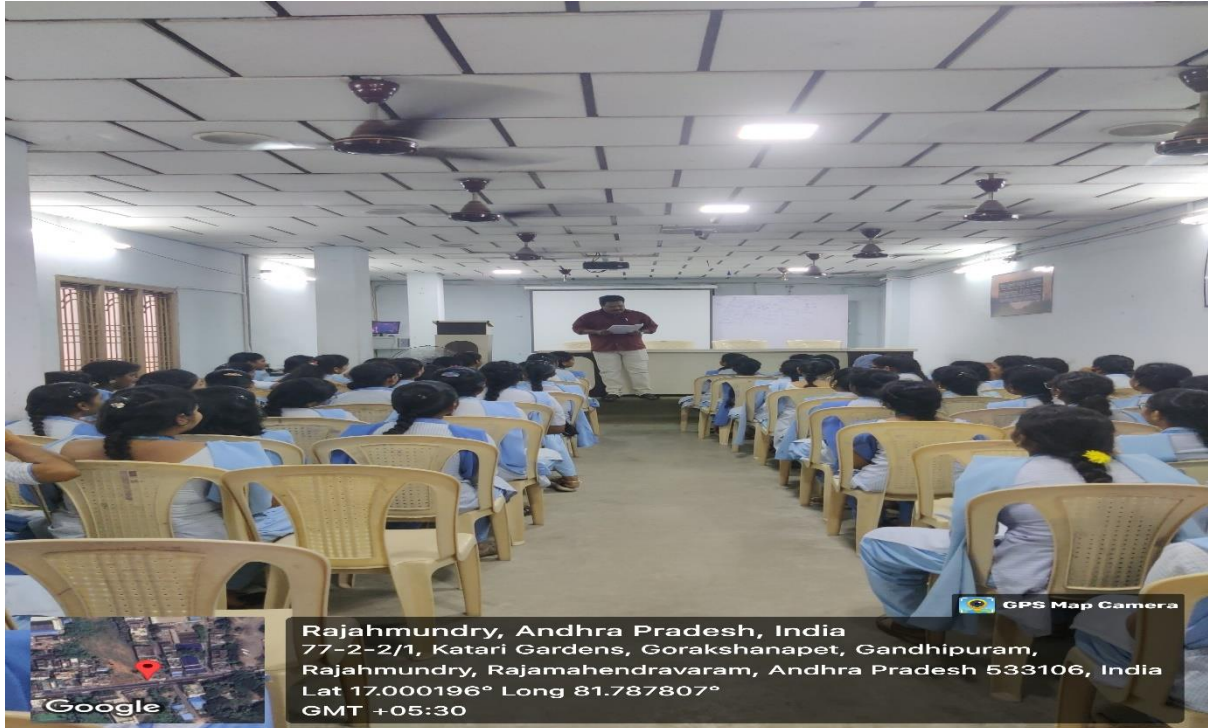


## Language Skills

Language skills are the abilities that enable you to express your thoughts coherently and communicate with others. These skills provide structure and relevance to the information you wish to convey to the recipient.

### **Workshop on Presentation Skills by Mr.P.Chakradhar**



Personality Development is the process of developing one's character over a period of time. Even though this happens naturally in most cases, some traits can be modified. External factors have a vital role in shaping our personality. When we meet a new person, it is mostly their personality that grabs our attention.

Aditya Degree College for Women, Rajahmundry organized a Workshop on Presentation skills for the students of B.sc/BBA/BCA/B.Com on 24<sup>th</sup> August. This workshop has been conducted in the campus to enrich the presentation skills of the students. This program is aimed to outline an effective approach to enhancing presentation skills, encompassing key components such as preparation, delivery, audience engagement, and overcoming common challenges. The resource person has told that presentation skills are essential in various factors of professional and personal life. Presentation skills enhance one's confidence and delivery of message. Presentation skills include engagement of audience, content preparation and effective delivery. He has told the principles of presentation skills which are helpful for the students.

## Seminar on Art of Communication by Mr.S.Sastry



The art of communication is your ability to listen and deliver information in a clear and accurate way. Therefore good reading, writing, speaking, and listening skills are important for achieving your goals and maintaining effective communication with your friends, family, colleagues and even strangers. Developing good verbal and written communication skills are essential in our hectic world, especially given the rise of digital communication, where meanings are often lost and not translated accurately. The ability to effectively explain yourself and converse with others is an important skill, and mastering it can even be referred to as the art of communication – in this article, we'll show you exactly how to do it.

Aditya Degree College for Women, Rajahmundry organized a seminar on Art of Communication for the students of B.sc/BBA/BCA/B.Com on 12<sup>th</sup> December. This seminar has been conducted in the campus to enrich the communication skills of the students. The program aimed to provide participants with a deeper understanding of communication dynamics, improve their ability to express themselves clearly and confidently, and foster better relationships through effective communication. Resource person has helped to enhance participants' verbal communication skills, including clarity, coherence, and persuasiveness and conducted an activity to improve participants' non-verbal communication skills, such as body language, facial expressions, and voice modulation.

## Training Program on CV/Resume drafting by Mr.N.Srinivas



On 17<sup>th</sup> March, 2023 Aditya Degree College for Women, Rajahmundry organized a training program on Resume/cv drafting for the students of B.sc/BBA/BCA/B.Com to equip participants with the skills and knowledge necessary to create compelling resumes or curriculum vitae (CVs) that effectively showcase their qualifications, skills, and experiences. The program focused on guiding participants through the process of resume/CV writing, from understanding the purpose and structure to tailoring content to specific job opportunities. Provided participants with the knowledge and guidelines for creating well-structured and professional resumes/CVs. He has provided guidance on resume/CV structure, content, customization, and proofreading, the program empowered individuals to create professional and impactful documents that showcase their qualifications and experiences.

## Seminar on Interview Skills by Mr.Arun kumar



Interviewing skills are your ability to interact with the employer or interviewer and show them why you are the best-fit candidate for the job role. Your interview skills give an interviewer insight into how you will communicate in the workplace and solve problems. It also shows if you can actively listen and be honest in your work. All these factors tell your potential employers how well you will fit in their work environment.

Aditya Degree College for Women, Rajahmundry organized a seminar on Interview facing for the students of B.sc/BBA/BCA/B.Com on 07th February 2023. This seminar has been conducted in the campus to assist students in honing their interview skills, boosting confidence, and ultimately increasing their chances of securing employment opportunities. The Program aimed to equip participants with the necessary skills and techniques to perform well in job interviews. Resource Person said students to build confidence and reduce anxiety related to the interview process, to provide insights into common interview questions and effective strategies for answering them and to offer practical guidance on body language, communication, and professional demeanor during interviews.