



GOVERNMENT COLLEGE THEOG

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Report of One-Week Workshop
On
“Basic Communication & Soft Skills”
Organized by the
Department of English

The *Department of English* of the college organised a one-week *workshop* for the students of the college from 7 February 2023 to 13 February 2023 on “*Basic Communication & Soft Skills*” in hybrid mode. Around 90 students across various years and streams enrolled for the course. The main objectives of the workshop were:

1. To familiarize the students with the basic sentence structure of the English language and its various forms like positive, negative, interrogative, and negative-interrogative sentences.
2. To understand and construct simple sentences, especially in the present tense.
3. To develop the confidence and vocabulary for English speaking and writing on topics such as Introducing Self, speaking on family, friends, school, college, community, village and answering telephone calls and taking messages.
4. To learn the way to consult a dictionary, especially regarding spellings, pronunciation, using the same word as a noun and verb.
5. To inculcate necessary soft skills for interview and group discussion.

Day 1 (Tuesday, 7 February 2023)

The topic for the inaugural day of the hybrid workshop was “*Basic Sentence Structure.*” The Resource Person for the session was Dr Kamayani Bisht, Associate Professor of English at Govt. College Sanjauli. She joined the students virtually. In her discourse she talked about how the sentence structure of the English language plays a pivotal role in conveying meaning effectively. English sentences typically follow a subject-verb-object (SVO) order, where the subject initiates the action, the verb denotes the action, and the object receives the action. However, English is a flexible language that allows for various sentence structures, including subject-verb (SV), subject-object (SO), and more. She said that the syntax of English also relies on grammatical elements such as adjectives, adverbs, prepositions, and conjunctions to enhance complexity and clarity. Sentences can be simple, compound, or complex, depending on the number and arrangement of clauses. Punctuation, such as commas, periods, and semicolons, aids in organizing and demarcating different parts of a sentence. Understanding and mastering English sentence structure is crucial for effective communication, as it contributes to coherence, logical flow, and the accurate expression of ideas. Towards the end of her lecture, she made students construct sentences in various forms such as positive, negative, interrogative, and negative interrogative.

Day 2 (Wednesday, 8 February 2023)

The topic for the second day of the workshop was “*Understanding and Constructing Simple Sentences.*” Dr Anuja Sharma, Associate Professor of English (Retired), St Bede’s College Shimla joined virtually as Resource Person. In her discourse, she emphasized upon the importance of tenses in the English language. She said that tenses in the English language serve as a fundamental pillar, providing a temporal framework that allows speakers and writers to convey actions and events with precision. By expressing when an action occurs, tenses enable communication to be more nuanced and contextually relevant. The accurate use of tenses is paramount for conveying the timeline of events and establishing the sequence of actions. Moreover, tenses aid in creating a vivid and dynamic narrative, allowing listeners or readers to distinguish between past, present, and future actions. The mastery of tenses is essential not only for grammatical correctness but also for effective storytelling and clear communication. Whether in written or spoken form, a proper understanding of tenses ensures that messages are conveyed accurately, avoiding confusion, and enhancing overall language proficiency. In academic, professional, and everyday communication, the importance of using tenses appropriately cannot be overstated, as it significantly contributes to the clarity and coherence of language expression. Towards the end, she made the students translate sentences from Hindi to English with the correct tense form.

Day 3 (Thursday, 9 February 2023)

The topic for the third day of the workshop was “*Speaking Extempore.*” The Resource Person for the session was Dr Harsh Vardhan Singh Khimta, Assistant Professor of English at Govt. College Theog itself. In his talk he said that speaking extempore, or without prior preparation, demands a set of skills that go beyond mere eloquence. First and foremost, a speaker must possess a keen ability to organize thoughts quickly and coherently. This involves creating a logical structure for the speech on the spot, with a clear introduction, body, and conclusion. Additionally, adaptability is crucial, as extempore speaking often involves responding to unexpected questions or topics. Effective extempore speakers are skilled in improvisation, drawing on their knowledge and experiences to provide insightful and relevant content. A strong command of language, including a varied vocabulary and proper grammar, is also essential for articulating ideas with precision. Furthermore, confidence and poise play a pivotal role in engaging the audience and conveying credibility. Overall, mastering the art of extempore speaking requires a combination of quick thinking, organizational skills, adaptability, language proficiency, and the ability to captivate an audience with a confident delivery. Towards the end of the session, he exhorted students to speak extempore on topics such as myself, my native place et cetera.

Day 4 (Friday, 10 February 2023)

The topic for the fourth day of the workshop was “*Consulting Dictionary.*” The Resource Person for the session was Dr Shiwani Khatri, Associate Professor of English at Govt College Theog itself. In her talk, she said that consulting an English dictionary effectively is a valuable skill that enhances language comprehension and vocabulary acquisition. Firstly, it is important to be specific

about the word's context and part of speech to locate the most relevant definition. Scan the various meanings provided and select the one that aligns with the intended usage. Pay attention to example sentences, as they offer practical insights into the word's proper usage. Additionally, explore the word's origin and etymology, as this can provide a deeper understanding of its meaning. Take note of pronunciation guides and phonetic symbols to ensure accurate articulation. An effective strategy is to use a learner's dictionary if available, as it often provides clearer explanations and simpler language. Finally, make it a habit to explore related words, synonyms, and antonyms, broadening your overall language skills. Regularly incorporating these tips into dictionary consultations can significantly enhance one's language proficiency and foster a more nuanced understanding of words and their contextual applications. Towards the end of the session, she made students look up words in the dictionary with spellings, pronunciation, meaning and variation across different parts of speech.

Day 5 (Saturday, 11 February 2023)

The theme for the fifth day of the workshop was “*Group Discussion.*” The Resource Person for the session was Mr. Aditya Singh Dulta, Assistant Professor of English, at Govt. College Theog itself. In his discourse, he said that effective participation in a group discussion requires a combination of interpersonal skills, active listening, and thoughtful communication. Firstly, it's crucial to stay well-informed about the topic at hand, as a solid understanding allows for more meaningful contributions. Actively listen to others, showing respect for different perspectives, and avoid interrupting fellow participants. When expressing your thoughts, be clear, concise, and articulate, ensuring that your points contribute positively to the discussion. Encourage open dialogue by acknowledging and building upon the ideas of others, fostering a collaborative atmosphere. Maintain eye contact and employ non-verbal cues to convey engagement and interest. Manage your time wisely, allowing ample opportunity for all participants to share their views. Lastly, be prepared to adapt your opinions based on the discussion's flow and new information presented. These tips collectively contribute to a successful group discussion, promoting effective communication, and the exchange of diverse ideas. Towards the end of the session, he conducted a mock group discussion with students as participants and he as the moderator himself.

Day 6 (Monday, 13 February 2023)

The topic for the last day of the workshop was “*Interview/Personality Test.*” The Resource Person for the session was Dr Vinay Mohan Sharma, Associate Professor of English at Govt. College Sanjauli. He joined the session virtually. In his talk, he said that an interview serves as more than just a means of evaluating an individual's qualifications; it also functions as a personality test, offering insights into a candidate's character, communication skills, and interpersonal abilities. Through carefully crafted questions, interviewers aim to assess how well candidates handle pressure, communicate under various circumstances, and demonstrate their problem-solving abilities. Beyond technical competence, employers often seek individuals who exhibit traits such as adaptability, teamwork, leadership, and emotional intelligence. The interview setting allows employers to observe non-verbal cues, including body language and demeanor, providing valuable information about a candidate's confidence and interpersonal skills. Additionally, a candidate's responses to behavioral questions shed light on past experiences and reveal patterns of behavior. In essence, interviews serve as a dynamic platform for evaluating not only what a candidate knows

but also how they apply their knowledge and navigate real-world situations, making them an essential component of the hiring process. Towards the end of the session, he gave some tips for tackling an interview effectively and conducted a mock interview with himself as a prospective employer to the students.

