

Personality Development & Communication Skills II(SOAS), 20
September 2018



Centurion
UNIVERSITY

*Shaping Lives...
Empowering Communities...*



4 QUALITY
EDUCATION



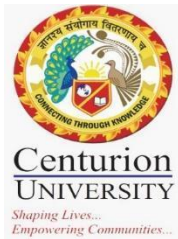
**PERSONALITY DEVELOPMENT
AND
COMMUNICATION SKILLS - II
(SOAS)**

Venue : MBA Seminar Hall

**20
September
2018**



CONVENOR



A REPORT ON

PERSONALITY DEVELOPMENT COMMUNICATION SKILLS & II

20 September 2018

A one-day workshop on Communication Skills and personality Development was organised at the University by the School of Applied Sciences from 10 AM to 04.30 PM. The workshop was held on 20th September, 2018 and was inaugurated by the Dean of Applied Sciences, Prof. Ashok Mishra. The event was facilitated by the department of English, School of Management in which the total number of participants were 75. During the first session of the workshop, Prof Susanta Kumar Patnaik made a presentation on basic writing skills which covered areas like Punctuation, Commonly Confused words and Basic Grammar. After the presentation, the participants were given a few worksheets on the areas and their performance was evaluated and necessary feedback on how to improve these skills were given.

In the second session, Prof Amir Prasad Behera made a presentation on Business Email Writing and gave necessary tips and guidelines on drafting formal emails. Later it was followed by the participants' drafting emails in groups on their own on some given topics. They were made to read out the drafts and necessary corrections and clarifications were suggested by the resource person.

During the first session in the afternoon, the participants were given some useful tips on telephone etiquettes. Then they were given some exercises and role play sessions where they were asked to use appropriate language – both formal and informal – while making telephonic conversations.

In the next session, Prof. Girish Prasad Rath gave some useful information and tips on drafting business/official letters and the participants were asked to work in groups and write out formal letters making use of the tips and following the guidelines given. After the groups finished writing, some of them were asked to read out the letter drafted by their group and they were given suggestions as to how the letters could have been made more appropriate and effective.

The next technical session started with “Understanding oneself: personality” by Dr. Prajna Pani. In this session participants interacted themselves in such a way that each participant introduced his/her next person so as to understand one's personality very briefly. He pointed out how we learn, live & work in this century. Participants were asked to present different 21st century (according to them) in groups of 4 or 5 participants in the valedictory program held at the end. A few participants gave their feedback explaining how the program helped them improve their communication skills and made them more confident of using English in a better way. In his valedictory address, the Dean of the School congratulated the participants and the resource persons for organizing the programme successfully and requested the

participants to constantly improve upon their skills and competencies for their personal and professional growth. The program ended with a vote of thanks by Prof Prajna Pani.



Professional growth being discussed on 20th September, 2018

Anita Patra

REGISTRAR



Prajna Pani

CONVENOR



Centurion
UNIVERSITY
*Shaping Lives...
Empowering Communities...*

Personality Development & Communication Skills II(SOAS), 20.09.2018

Sl.No.	Name of the Student	Registration No.	School	P/A
1	ARPITA PATRO	161304120102	SOAS	P
2	CHINTADA NAGESWAR RAO	161304120104	SOAS	P
3	ISWARI NAG	161304120105	SOAS	P
4	POOJASRI CHOUDHURY	161304120106	SOAS	P
5	RAMADEVI JENA	161304120109	SOAS	P
6	SASMITA BHUYAN	161304120111	SOAS	P
7	SHRADHANJALI GAMANGO	161304120112	SOAS	P
8	SUMAN MALI	161304120114	SOAS	P
9	BIKASH SENAPATI	161304120115	SOAS	P
10	SIRLA GOUTAMI	161304120116	SOAS	P
11	JYOTI RANJAN JENA	170704120002	SOAS	P
12	SRIKANTO MALLI	171304120101	SOAS	P
13	DHARMANA JYOTI	171304120102	SOAS	P
14	NOKALA VENKATESH	171304120103	SOAS	P
15	NARESH BEHERA	171304120104	SOAS	P
16	YUVARAJ MUGULI	171304120105	SOAS	P
17	BURLE VAISHNAVI	171304120106	SOAS	P
18	BAPUJI MANDANGI	171304120108	SOAS	P
19	NILAMADHAB PRADHAN	171304120109	SOAS	P
20	SUBHAM RAUTO	171304120110	SOAS	P
21	SAILADA PRIYANKA	171304120111	SOAS	P
22	LOLLA ANUSHA	171304120113	SOAS	P
23	Amit Jena	180604100002	SOAS	P
24	PIYALI DEB	180704100001	SOAS	P
25	SHRUTIREKHA TRIPATHY	180704100002	SOAS	P
26	RITIK KUMAR BHATTA	180704100003	SOAS	P
27	MITALI MONALISHA SAHOO	180704100005	SOAS	P
28	SUBHALAXMI DASH	180704100006	SOAS	P
29	BISHWARANJAN Naik	180704100008	SOAS	P
30	AVIJIT PRADHAN	180704100008	SOAS	P
31	ABHILIPSA PRADHAN	180704100009	SOAS	P

32	AMAN KUMAR GUPTA	180704100010	SOAS	P
33	SUBHASHREE KHUNTIA	180704100011	SOAS	P
34	AMIT KUMAR PRADHAN	180704120001	SOAS	P
35	ANUP ARUPANANDA KHUNTIA	180704120002	SOAS	P
36	CHINMAYA ROUT	180704120003	SOAS	P
37	SWATI PANDA	180704120004	SOAS	P
38	OM PRAKASH RANA	180704120005	SOAS	P
39	BIKASH CHANDRA BEHERA	180704120006	SOAS	P
40	JYOTIR JAGADANANDA SAHOO	180704120007	SOAS	P
41	MOUSUMI DALEI	180704120008	SOAS	P
42	AKASH VIPIN KORUMELLI	180704120009	SOAS	P
43	SUBHASHREE SWAIN	180704120010	SOAS	P
44	SURAJ KUMAR NAYAK	180704120011	SOAS	P
45	PRAYASH KUMAR PATEL	180704120012	SOAS	P
46	RAGHUNANDAN SATPATHY	180704120013	SOAS	P
47	SOUMYA RANJAN SAHOO	180704120014	SOAS	P
48	SAMIKSHYA JENA	180704160001	SOAS	P
49	PRACHI PRATYUSHA BEHERA	180704160002	SOAS	P
50	SUBHASHREE DASH	180704160003	SOAS	P
51	PRIYAMBADA MONALISA BEHERA	180704160004	SOAS	P
52	TEJASWINEE DAS	180704160005	SOAS	P
53	RUPLIN NAYAK	180704160006	SOAS	P
54	ANKITA PRADHAN	180704170001	SOAS	P
55	RUDRAMADHAB SAHOO	180704170002	SOAS	P
56	NIBEDITA JENA	180704170003	SOAS	P
57	PRIYANKA SA	180704170004	SOAS	P
58	BISWA BIJAY DAS	180704170005	SOAS	P
59	DOLITA DEVI	180704170006	SOAS	P
60	SIPUN GARANAYAK	180704170007	SOAS	P
61	PUJARANI SINGHDEO	180704170008	SOAS	P
62	JYOTILAGNA DASH	180704170009	SOAS	P
63	ABINASH MOHAPATRA	180704170010	SOAS	P
64	YAARA YAASMIN	180704170011	SOAS	P
65	ROSALI BISWAL	180704170012	SOAS	P
66	MONALISHA SUGRI	180704170013	SOAS	P
67	JASMINE SETHI	180704170014	SOAS	P
68	ABHISHEK TANTY	180704170015	SOAS	P
69	SUBHASHREE MOHANTY	180704170016	SOAS	P
70	BEDANGINI SAHOO	180704170017	SOAS	P
71	CHANDRIKA SOYE	180704170018	SOAS	P
72	SHUBHAM TRIPATHY	180704170019	SOAS	P

73	RITURAJ GHOSH	180704170020	SOAS	P
74	BHUMALIN RANA	180704170021	SOAS	P
75	PALLAVI PRADHAN	180704170022	SOAS	P



[Handwritten signature]

CONVENOR

Anita Patra
REGISTRAR

