



**MADRAS SCHOOL OF SOCIAL WORK (AUTONOMOUS)**

**#32, CASA MAJOR ROAD, EGMORE, CHENNAI – 600 008**

**MSW (AIDED)**

**III SEMESTER (2020-2021)**

**SOFT SKILLS REPORT**



**Head of the department**

**Dr.J.S.GUNAVATHY**

**Skill Lab Coordinator**

**DR.P. AMUTHALAKSHMI**

**Title of the Programme : Etiquette**

**Date : 17/08/2020      10.00 AM to 12.15 PM**

**Name of the Trainer : Mr.Johnson**

**Total no.of Students Attended : 46**

Mr. Johnson started the session by playing a video clip on Group Discussion and later he recalled about the previous class and reminded about the mock group discussion and told it will be conducted at the end of the session.

Then the trainer started to explain the next interview tool which is the Jam session.

### **JAM SESSION:**

Just A Minute is a one minute or less extempore speech that is carried out without any preparation or impromptu performances.Mr.Johnson also explained about Extempore

- Students expected to speak on a given topic
- 1-3 min speaking
- A minute will be given to organizing thoughts(optional)
- The interviewee should start on a topic as soon as it is given.

Mr. Johnson also gave some guidelines which have to be used in any topics such as:

- Define the topic
- Give examples
- Use the opportunity to narrate
- Share personal Experience
- Coherence
- Include Humour

The trainer gave many topics for example for the JAM session, he also mentioned one of the important topics is to ***TELL ME ABOUT YOURSELF***. Mr. Johnson described how to answer the question and what all factors should we keep in mind while telling about oneself. He also played a video about how to speak in the JAM session. The trainer gave many tips to attend JAM session like:

- ❖ Start at even pace
- ❖ Don't speak too fast
- ❖ Time yourself
- ❖ Use simple language
- ❖ Make short sentences.

The trainer stressed on some points to be remembered while the JAM session which are:

1. Body Language
2. Clarity
3. Pitch of the voice
4. Posture

The trainer also gave some inputs on how to create a structure in certain topics by using some factors like:

- Social
- Economical/ Environmental
- Cultural
- Legal
- Political

After clearly explaining the JAM session **Mr.Johnson** kept a mock session on Tell me about Yourself. 3 students volunteered and spoke about themselves, then the trainer told some suggestions to the respondents how they can change the phrases to present better.

Mr. Johnson told a very interesting story about a person who changes their negatives into positive to climb Mount Everest. Discussion on that story happened and some of the student trainees participated and share their views on that story to the trainer, eventually, it turned into a healthy discussion.

The last part of the session was planned to be Mock GD but due to lack of time, only one team was able to participate in the Group Discussion which is Community Development their topic is *The culture of dating and live in is stretching the fabric of our society too far. Do you agree or do you think society has to adapt?*

The trainer formally began the topic and the respondents expressed their views one by one with statistical data. Each respondent got 2-3 mins time. Later one respondent concluded the topic

by telling closing remarks. The trainer observed their speech and told some changes to improve and excel in G.D. With that the session was ended at 12.10 PM.

### Student Completed List

Sl. No	Register No	Student Name	Status
1	1915772091001	AKSHAY KUMARAN S	Not Completed
2	1915772091002	DEEPAK T KAPPEN	Completed
3	1915772091003	DEVIKA K S	Not Completed
4	1915772091004	DHIVYA BHARATHI P	Completed
5	1915772091005	IMRAN R S	Completed
6	1915772091006	JAFRIN ASFARA T	Completed
7	1915772091007	KEZIA KEERTHANA FINNEY	Completed
8	1915772091008	KRISHNA RETHNAM R	Completed
9	1915772091009	MOHAMMAD SHADAAB	Completed
10	1915772091010	NANDHINI SRINIVASAN	Completed
11	1915772091011	PADMA PRIYA S	Completed
12	1915772091012	PARVATHA SUNDARI S	Completed
13	1915772091013	RAMYA S	Completed
14	1915772091014	ROHITH JASON MESHACH P I	Completed
15	1915772091015	SANDHRA ELIZABETH JOSEPH	Completed
16	1915772091016	SARANYA G	Completed
17	1915772091017	SATHIYA ANANDHI P	Completed
18	1915772091018	SEENIVASAN P	Completed
19	1915772091019	SIDDARTH O J	Completed
20	1915772091020	SWARNA H	Completed
21	1915772091021	TRINIMA MORAIS F	Completed
22	1915772091022	VENKATESAN R	Completed
23	1915772091023	VIGNESH A	Completed
24	1915772091024	VINODHINI R	Completed

Sl. No	Register No	Student Name	Attended
25	1915772091025	AGILA D	Present
26	1915772091026	ANGELA DANIEL	Present
27	1915772091027	ARYA V	Present
28	1915772091028	CHRIS NIRMAL A	Present
29	1915772091029	DHARANIDHARAN D	Present
30	1915772091030	JEENA JONES	Present
31	1915772091031	MADHUMITHAA R	Present
32	1915772091032	NIDHIN BABU	Present
33	1915772091034	RAMYA M	Present
34	1915772091035	SANZAY KARTHICK S M	Present

35	1915772091037	SWECHCHA GANAPATI	Present
36	1915772091038	VANMATHI R	Present
37	1915772091039	VISHNU K	Present
38	1915772091040	AKHIL KUMAR PANDULA	Present
39	1915772091041	ANCY BABU	Present
40	1915772091042	CIJU SILPA B P	Present
41	1915772091043	HEMALATHA P S	Present
42	1915772091044	JITHIN KRISHNA	Present
43	1915772091045	LOGANAYAKI S	Present
44	1915772091046	PAUL SOLOMON S	Present
45	1915772091047	POONGKOTHAI T	Present
46	1915772091048	RAZIA K J	Present
47	1915772091049	SANGEETHA JILLIAN B	Present
48	1915772091050	JAYALAKSHMI.M	Present

*Abhinav*

