

**NAME OF THE EVENT: Professional Communication**

**DATE: 22-08-2022**

**SUMMARY OF THE EVENT**

Structure and Flow: CAPS introduction, Matchmaking activity, introduction to the topic, why do they need it, miscommunication activity, barriers to communication explained, seven c's of communication, use of language and grammar, elements and modes of professional communication, explaining various modes of communication, feedback form, balloon activity.

Venue: 3rd Block, 4th Floor, Seminar Hall

Speakers: Aaron D'souza, Prerna Mohan

Volunteers: Khushii Nanua, Olivia Maitra, Immanuel Joshua

Event Agenda: To orient the freshers about professional communication and provide them with practical skills to deal with college life.

**NUMBER OF ATTENDEES:**

**354**

**PROBLEMS FACED:**

The venue was decided at the last moment, which resulted in slight chaos because the initial activity was not planned in that particular setting. However, this situation was tackled properly. Other than that, things went smoothly.

**FUTURE LEARNINGS:**

To keep more sessions like this, that are short and yet precise. With the involvement of many activities to engage the audience.

**FEEDBACK:**

It was an engaging session and one student appreciated the speakers for they way they interacted with the crowd.