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## Flyer of the Communication Etiquette Workshop



# WORKSHOP ON COMMUNICATION ETIQUETTE

13  
DEC,  
2024

FRIDAY  
2:45 PM

Organised By  
School of Management  
Paralakhemundi Campus  
Venue: CR-3, New Admin Block



REGISTRAR

Anita Patra



Rajna Pani

CONVENOR



## **A Report on Communication Etiquette Workshop**

**Date:** December 13th, 2024

**Time:** 2:45 P.M – 4:00 P.M

**No of Participants** - 42

**Facilitator-** Ms. Swapnankita & Ms. Anushruti Gantayat

### **Objective**

The objective of the session was to equip first-year BBA students of School of Management of Paralakhemundi campus with the foundational skills and knowledge required for effective and professional communication. Emphasis was placed on the importance of communication etiquette in personal and professional settings, specifically focusing on verbal, telephonic, and written communication.

### **Session Overview**

The session provided practical insights and actionable tips on various aspects of communication etiquette, including basic communication, telephonic and email practices. It highlighted the importance of respectful and clear communication, active listening and the role of body language and non-verbal cues. Guidelines for telephonic interactions were discussed, focusing on initiating and ending conversations professionally, maintaining tone and clarity, and avoiding common mistakes. The session also covered email etiquette, emphasizing the structuring of professional emails, the use of formal language and grammar, and effective handling of attachments and follow-ups. Role-playing exercises and examples were incorporated to ensure students could practice and internalize the concepts discussed.

### **Learning Outcomes**

- Demonstrate an understanding of key principles of communication etiquette.
- Apply appropriate telephonic etiquette in professional scenarios.
- Write structured and professional emails with attention to detail.
- Recognize and correct common communication errors in real-time.

### **Conclusion**

The session on Communication Etiquette successfully provided BBA first-year students with essential skills for effective interpersonal and professional interactions. Feedback from the students indicated a heightened awareness of the nuances of respectful and clear communication. They expressed confidence in applying the learned techniques in both academic and professional settings.

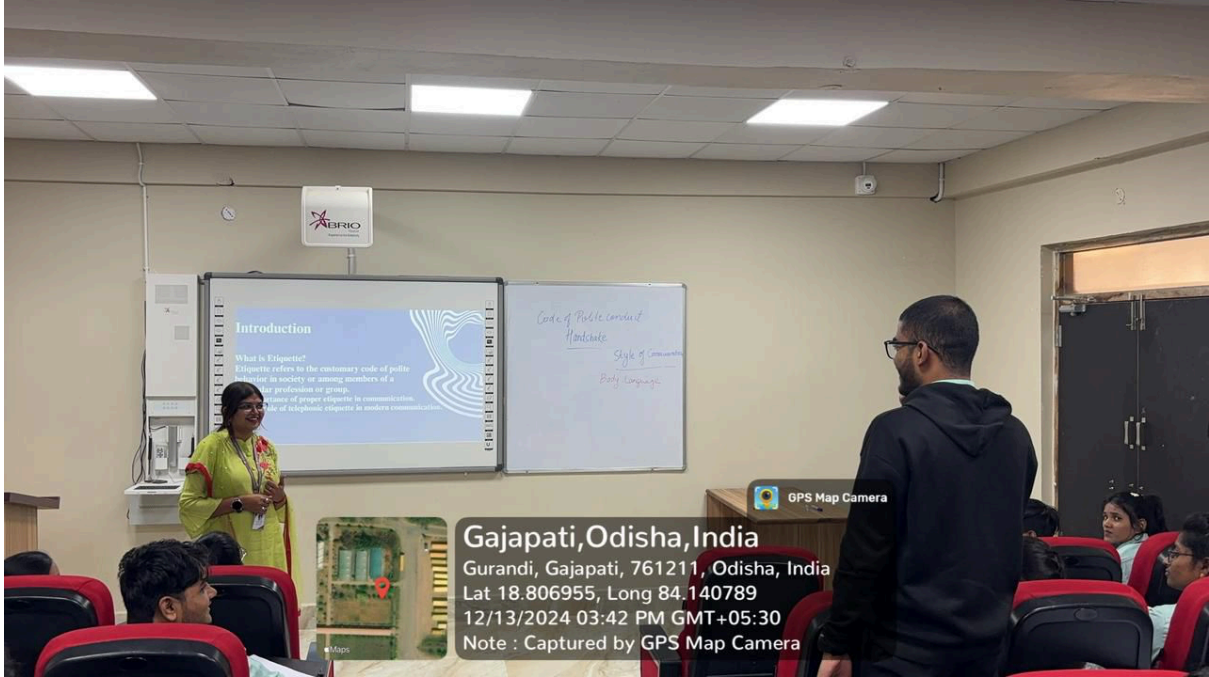
## Few Glimpses of the Event



## Facilitators during the Introduction of the Session



## Students during the Session



**Learners during the Telephonic Etiquette session**

**ATTENDANCE SHEET**

<b>SL NO.</b>	<b>NAME</b>	<b>REGISTRATION NUMBER</b>	<b>ATTENDANCE STATUS</b>
1	Guriya Kumari	240209120001	Present
2	Kancharana Syamala	240209120002	Present
3	Burada Pradeep Kumar	240209120004	Present
4	Gedila Manasa	240209120005	Present
5	SANA KEERTANA	240209120006	Present
6	Boina Dharani	240209120007	Present
7	Aswana Rukmini	240209120008	Present
8	Simhadri Gayatri	240209120010	Present
9	Chintada Abhi	240209120012	Present
10	Zara Parween	240209120014	Present
11	Sobhnapuram Prashanti	240209120015	Present
12	CH Geetanjali	240209120016	Present
13	Abhishek Dora	240209120019	Present
14	Sobhanapuram Sripathi	240209120020	Present
15	Sindiri Charan	240209120021	Present
16	Vineeta Patnaik	240209120022	Present
17	Janni madhan mouli	240209120023	Present
18	Moningi Amitesh	240209120025	Present
19	Gedala Pavani	240209120026	Present
20	Neekhila Panda	240209120027	Present
21	Tanuja Thyadi	240209120028	Present
22	Padhy Suhani Sai Prasanna	240209120029	Present
23	Ganavarapu Pravalika	240209120030	Present
24	Gedela Mohan Chand	240209120031	Present
25	Somasethi Kanchana	240209120032	Present
26	Gudla Jahnavi	240209120035	Present
27	Manmaya Kumar Singh	240209120038	Present
28	Polaki Abhi	240209120039	Present
29	Amlanjyoti Bhanja Deo	240209120040	Present
30	MANAS PANIGRAHI	240209120041	Present
31	Themburu dilleshwar rao	240209120042	Present
32	Sanku gayatri	240209120044	Present

33	Aman kumar	240209120045	Present
34	Puspanjali Muguli	240209120046	Present
35	Muskan Kumari	240209120047	Present
36	Arghyarupa Patra	240209120048	Present
37	Munikoti Nandita	240209120049	Present
38	Aditya Jaiswal	240209120052	Present
39	Rupesh Kumar	240209120054	Present
40	BEHARA MADHAVA	240209120057	Present
41	ADITYA KUMAR	240209120059	Present
42	Aman Kumar	240209120061	Present

Anita Patra

REGISTRAR



Pooja Pani

CONVENOR