



PANIPAT INSTITUTE OF ENGINEERING & TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to Kurukshetra University, Kurukshetra)

DEPARTMENT OF APPLIED SCIENCES & HUMANITIES

Ref. No. PIET/ASH/LC/2022/01

Date: 01.03.2022

NOTICE

Expert Lecture on "Formal Communication Skills"

It is hereby informed to all the interested students of the department that on 10th March 2022, the department is organizing an expert lecture regarding communication skills in B-205 (B Block) from 11:00 p.m. onwards. This session will deal with the art of polished and professional communication, insightful techniques, best practices, and hands-on guidance from our esteemed speaker to unlock your potential in business communication, professional correspondence, and academic presentations. The students who are interested in attending the lecture can reach out to the coordinator.

Sr no.	Name	Department	Designation	Contact No.
1	Dr. Nisha	ASH	Coordinator	7206718009


Dr. Vinay Khatri

Head of Department

Applied Sciences and Humanities

PIET HOD, Applied Sc

Panipat Institute of Engineering & Technology

Pattikalvana, SAMPLANA (Panipat)

Cc:

All notice boards



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REPORT

- **Title of the Event:** Expert Lecture on “Formal Communication Skills”
- **Event date:** 10/03/2022
- **Time:** 10:00 a.m. onwards
- **Venue:** B Block, B-205
- **Mode:** Offline
- **Resource Person:** Dr. Sakshi, Assistant Professor, ASH (9813125046)
- **Name of the coordinator:** Dr. Nisha, Associate Professor, ASH
- **Total no. of attendees in the event:** 20

On March 10, 2022, the Department of Applied Sciences and Humanities organized an enlightening expert lecture titled **Formal Communication Skills**. The lecture was delivered by **Dr. Sakshi**, a distinguished communication specialist and Assistant Professor of English, as a resource person. The event started well on time with a formal welcome to the speaker by **Dr. Nisha**, coordinator of the event. Dr. Sakshi provided valuable insights into the principles and practices of effective formal communication. The lecture was tailored for college students to enhance their formal communication skills, crucial for academic and professional success.

Dr. Sakshi began the lecture by defining formal communication and its significance. She explained that formal communication refers to the structured and regulated exchange of information in professional and academic contexts. The primary focus is on to convey information clearly and professionally, adhering to established norms and protocols and is used in official correspondence, business meetings, academic presentations, and formal reports. The lecture covered various forms of formal communication, including: written communication, verbal communication and non-verbal communication.

Dr. Sakshi’s lecture on formal communication skills was a highly informative and practical session that equipped students with essential skills for effective formal communication. The detailed insights into various forms of formal communication, combined with interactive exercises, provided participants with a comprehensive understanding of how to communicate professionally and confidently.

The Department of Applied Sciences and Humanities expressed its gratitude to Dr. Sakshi followed by a felicitation ceremony and the honors were done by **(Prof.) Dr. Vinay Khatri**, HOD ASH. for delivering such an impactful lecture. The skills and knowledge gained from this session are expected to significantly benefit students in their academic and professional endeavors.



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LIST OF PARTICIPANTS

Formal Communication skills

SR. NO.	NAME	ROLL NO	SIGNATURE
1	PAYAL KAMAL	2821621	<i>Payal</i>
2	PRANOV	2821622	<i>Pranav</i>
3	RAHUL	2821623	<i>Rahul</i>
4	ANKIT TYAGI	2821624	<i>Ankit Tyagi</i>
5	RAHUL SINGLA	2821625	<i>(S) Singla</i>
6	SHIVAM.GARG	2821423	<i>Shivam Garg</i>
7	TEJASVA	2821424	<i>Tejasva</i>
8	VAIBHAV	2821425	<i>Vaibhav</i>
9	VIDHI SHARMA	2821426	<i>Vidhi</i>
10	VIJAY GAUTAM	2821427	<i>VIJAY</i>
11	HARSH TYAGI	2821755	<i>Nikhil</i>
12	NIKHIL	2821757	<i>(H) Harsh</i>
13	VINIT	2821758	<i>VINIT</i>
14	MUDIT CHAUHAN	2821759	<i>Mudit</i>
15	GANPAIT CHAUDHARY	2821761	<i>Ganpait</i>
16	MANSI	2821062	<i>Mansi</i>
17	MD TAJUDIN	2821063	<i>Tajudin</i>
18	MD. NUR ALAM SHARKAR	2821064	<i>Nur</i>
19	MOHIT GERA	2821065	<i>MOHIT GERA</i>
20	MOHIT MALIK	2821066	<i>MOHIT</i>

Nisha
Event Coordinator



Pic: Dr. Sakshi delivering the lecture