



# PANIPAT INSTITUTE OF ENGINEERING & TECHNOLOGY

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

## DEPARTMENT OF APPLIED SCIENCES & HUMANITIES

Ref. No. PIET/ASH/KC/2021/05

Date: 08.11.2021

### NOTICE

#### Workshop on "How to Prepare Formal Presentation"

We are pleased to inform you that a workshop on "How to Prepare Formal Presentation" has been scheduled by the department. The workshop aims to provide valuable insights and practical techniques for crafting professional and effective presentations. The date of the workshop is 18th November 2021 in G-Block (G-206) from 12:00 p.m. onwards. All students are encouraged to attend this workshop to enhance their presentation skills and learn the art of delivering impactful and persuasive presentations. This will be a valuable opportunity to refine your public speaking abilities. Interested students can submit their names to the respected coordinators.

Sr no.	Name	Department	Designation	Contact No.
1	Ms. Nagma	ASH	Coordinator	9671331567
2	Ms. Versha	ASH	Co-Coordinator	9012558192

  
**Dr. Vinay Khatri**

Head of Department

Applied Sciences and Humanities

PIET

HOD, Applied Sc  
Panipat Institute of Engineering & Technology  
Pattikalvana, SAMALKHA (Panipat)

Cc:

All notice boards



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## REPORT

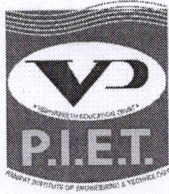
- **Title of the Event:** Workshop on “How to Prepare Formal Presentation”
- **Event date:** 18/11/2021
- **Time:** 12:00 Noon onwards
- **Venue:** G-206, Rise Building
- **Mode:** Offline
- **Resource Person:** Ms. Radhika, Assistant Professor, ASH (9876770862)
- **Name of the coordinator and co-coordinator:** Ms. Nagma, ASH and Ms. Versha, ASH
- **Total no. of attendees in the event:** 22

On November 18, 2021, the Department of Applied Sciences and Humanities hosted an engaging one-day workshop titled "**How to Prepare a Formal Presentation**", facilitated by **Ms. Radhika**, an expert in presentation skills and an Assistant Professor of English, as a resource person. The event started with a welcome address presented by **Ms. Versha**, co-coordinator of the event. Ms. Radhika guided attendees through the essential components of creating and delivering effective formal presentations. The workshop aimed to enhance participants' presentation skills, focusing on structure, content, and delivery.

Ms. Radhika outlined a systematic approach to structuring a formal presentation by starting with setting the stage with a compelling opening that captures attention. This includes an overview of what will be covered and the presentation's objectives. Then dividing the main content into clear, logical sections, each section should have a distinct focus and be supported by relevant data, examples, or anecdotes. And finally, summarizing the key points and reinforcing the main message ending with a strong closing statement or call to action to leave a lasting impression.

The workshop was highly interactive, with participants actively involved in discussions and exercises. Ms. Radhika's engaging presentation style and practical advice resonated with the attendees, who appreciated the hands-on approach and real-world examples provided. The workshop on preparing a formal presentation was a highly valuable experience, providing attendees with essential skills for creating and delivering effective presentations. The session covered crucial aspects of presentation preparation, from structuring content to refining delivery techniques, equipping participants with the tools needed for success in both academic and professional settings.

Head of the Department, **Dr. Vinay Khatri** extended her gratitude to Ms. Radhika for her expertise and engaging delivery which was followed by felicitation ceremony.



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Name of the Event: **How to prepare a Formal Presentation**

## LIST OF PARTICIPANTS

SR. NO.	Name of the Participant	ROLL NO	SIGNATURE
1	ANKIT	2821012	Ankit
2	ANKIT KUMAR RAJ	2821013	Ankit
3	ANKITA	2821014	Ankita
4	ANKUR	2821015	Ankur
5	ANSHU KUMAR	2821016	Anshu
6	NAVNEET	2821072	Navneet
7	NIRANJAN KUMAR	2821076	Niranjana
8	PARMINDER SINGH	2821077	Parminder
9	PRASHANT KUMAR	2821080	Prashant
10	PRINCE KUMAR	2821081	Prince
11	DEV	2821309	Dev
12	HARIOM	2821311	Hariom
13	HRITIK TUTEJA	2821312	Hritik
14	JITENDER	2821314	Jitendra
15	KASHVI SACHDEVA	2821315	Kashvi
16	PRIYA CHAUHAN	2821339	Priya
17	RIDHIMA KEJRIWAL	2821340	Ridhima
18	MAHESH	2821341	Mahesh
19	KOMAL GUPTA	2821342	Komal
20	YASH DHAWAN	2821343	Yash Dhawan
21	AYUSH	2821344	Ayush
22	MOHIT	2821345	Mohit

Event Coordinator

15/11/21



Pic: Ms. Radhika conducting the workshop