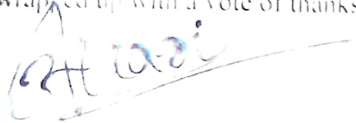


**Report on Two Days Workshop
"Listening and Writing Skills"**

Two days' workshop on "Listening and Writing Skills" was conducted by Dept. of English dated 24-03-2022 to 25-03-2022, 3pm to 5pm at Computer laboratory at University of Patanjali, Haridwar for the under graduate students.

The chief speaker Dr. Shrawan K. Sharma (Prof. in English Dept. G.K.V. Haridwar) addressed the students to focus on the creative writing.

The students were informed the importance of listening, reading and writing to gain insight into their emotions, develop self-expression and communication skills, cultivate empathy and understanding of others to boost imagination and creativity. Students learnt to use different methods of writing with the use of better vocabulary as well as new ideas. The programme was wrapped up with a vote of thanks.

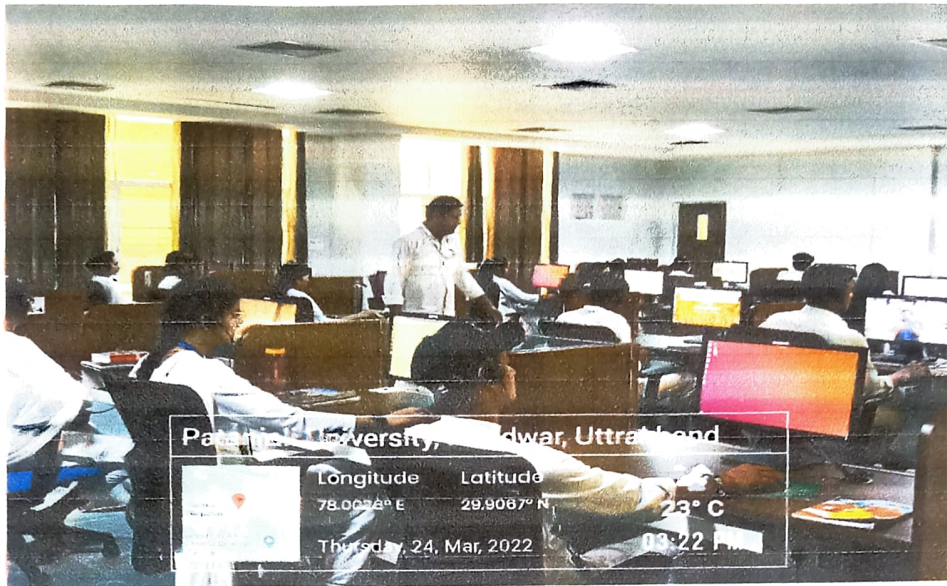


Dr. Anju Rani (Anju Tyagi)
Incharge Dept. of English
University of Patanjali, Haridwar.

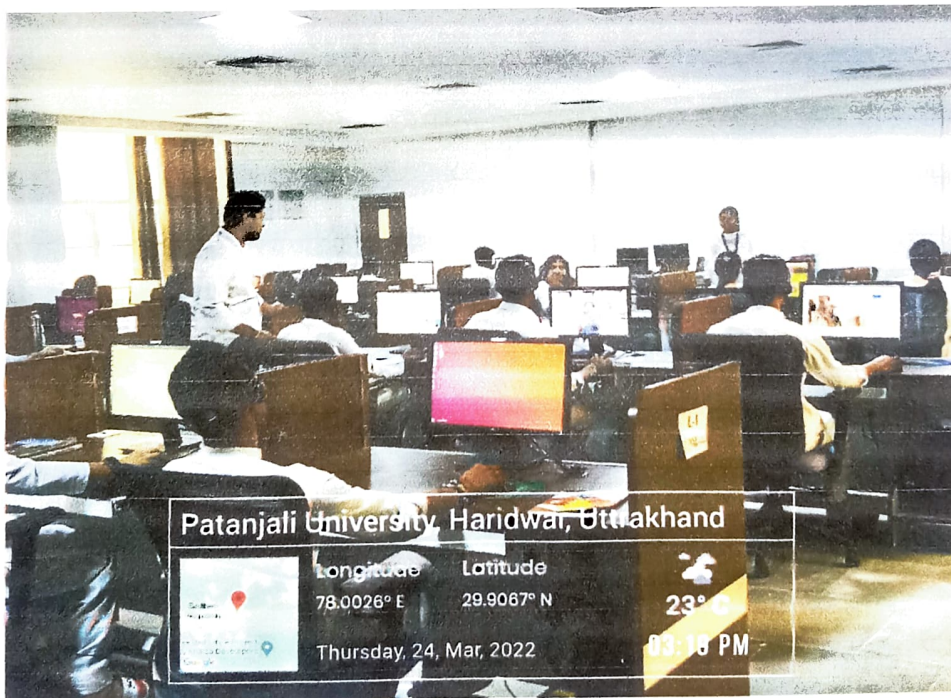


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Listening and Writing Skills



Teacher guiding students through Listening and Writing Skills in the Language Lab of the University.



Teacher guiding students through Listening and Writing Skills in the Language Lab of the University.

V.K.Kat

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Report on Development of Resume

28/03/2022 – 29/03/2022

Introduction: The purpose of this report is to provide a comprehensive analysis of three topics related to career development: construction of Resume & CV, writing skills for Internship Programmes, and the use of virtual knowledge systems. These topics are essential for individuals who want to succeed in the job market and advance their careers.

Construction of Resume & CV: A resume and CV are crucial documents that represent an individual's skills, achievements, and experiences. The construction of these documents is critical for individuals to effectively communicate their value to potential employers. Therefore, it is important for job seekers to understand the purpose, structure, and content of resumes and CVs. Through workshops and training programs, participants' gained knowledge and skills on how to create effective resumes and CVs. The outcome of such programs will include an enhanced ability to identify and articulate one's strengths and achievements, increased knowledge of best practices for resume and CV writing, and the confidence to apply for jobs and present oneself to employers.

Writing Skills for Internship Programmes: Internship programmes provide opportunities for students and young professionals to gain practical experience and develop their skills. However, securing an internship position can be competitive, and having strong writing skills can give individuals an advantage. Writing skills are critical in crafting an impressive application, cover letter, and follow-up communication. Therefore, it is important for individuals to invest time and effort in developing their writing skills. Through training programs and workshops, individuals can gain knowledge and skills on effective writing techniques, such as clear and concise writing, using active voice, and avoiding common writing mistakes.

Students' and participants learned the skills related to the development of CV & Resume and writing skills which may improve the participants in their future endeavour.



Teacher helping the students to prepare their Resume in the computer lab of the University



Teacher helping the students to prepare their Resume in the computer lab of the University

V.K.K.

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Report on Research and Aptitude Skills

01/04/2022 – 02/04/2022

Literature survey through use of online databases: A literature survey involves searching for relevant information on a particular topic using various sources such as online databases, journals, books, and websites. Online databases such as Google Scholar, PubMed, and ScienceDirect are widely used by researchers to find scholarly articles and other published materials. Literature surveys help researchers to identify gaps in the existing literature, understand the research questions that have been addressed, and find potential areas for future research.

Data identification and filtration: Data identification and filtration are crucial steps in research that involve selecting and organizing relevant data for analysis. Researchers need to identify the appropriate sources of data, determine the validity and reliability of the data, and ensure that the data is relevant to their research questions. Filtration involves removing irrelevant or low-quality data from the dataset to ensure that the analysis is accurate and reliable.

Report Writing Skills: Report writing is an essential skill that involves organizing and presenting information in a clear and concise manner. Effective report writing requires the ability to communicate complex information in a way that is easy to understand and engaging to the reader. Some key elements of report writing include identifying the audience, defining the purpose of the report, organizing the information logically, using appropriate headings and subheadings, and citing sources properly. The use of graphs, tables, and other visual aids can also help to enhance the clarity and readability of the report.

The participants' enjoyed the knowledge processing and managed to learn the preliminary steps of data collection and data mining with the use of online availability of resources.



Teachers helping the students in their research and aptitude skills



Teachers helping the students in their research and aptitude skills



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