



GOVERNMENT COLLEGE (A), ANANTAPUR
Re-Accredited with A Grade by NAAC (3rd Cycle)
CAREER GUIDANCE CELL



Name of the Career Awareness Program:

AWARENESS ON COMMUNICATION SKILLS FOR BRIGHT CAREERS of STUDENTS AFTER DEGREE

Chief Guest of the program: CHIEF GUEST Prof.K. Chandrasekhar,
Communication Skills and Personality Development Trainer, Hyderabad

Date of the program: 11-9-2019

Venue of the Program: Room No. 46

Number of students attended: 75



BRIEF REPORT ON THE PROGRAM:

Career Guidance Cell by collaborating with Department of English and Department of Commerce has conducted an awareness program on Communication Skills for the bright careers of students after their Degree. As a part of this program, Prof. Chandrasekhar, Personality Development Trainer, Hyderabad has enlightened the students on Communication and Success skills.

He urged the students to improve Speaking, Listening, Writing and Reading skills to excel in life. He has explained the 7 effective communication skills.

The 7 Cs of Communication

Clear. Clarity is ensuring what you're saying is communicated clearly and with no room for misunderstanding. **Concise.** Convey your points in a succinct and concise way. **Concrete.** A

concrete message is precise and backed by confidence as well as the use of supporting facts and figures. **Correct.** You should use the most suitable language for your specific message, and the best form of communication. Correctness also means keeping your language free of mistakes, whether that's grammatical, spelling, or other inaccuracies. **Coherent.** Coherent conversation makes sense and flows logically. Think carefully about the order of your points and how you can make it come across in an easy-to-understand way. It's also important to be consistent with style and content when delivering multiple forms of communications. **Complete.** Make sure nothing is missing. Complete communication ensures the audience has all the information they need, and are able to easily come to the desired conclusion. Good ways to be complete include: Providing a 'call to action' i.e. what you would like your audience to do after receiving the message? Including hyperlinks in written content to ensure all information is provided

Courteous. It's important to be polite and respectful of your audience. Being friendly, considerate, and professional will make your communications much more effective. You should also be transparent, open, and honest, and be happy to answer any questions if applicable.

He also emphasized on social service. Participants. Dr. D. Janardhana Reddy, Hon. Principal, Sri R. Sreeramulu, Commerce Lecturer in Charge, English faculty Sri Hyder Vali and Commerce faculty Lt. Dr. G. Ranganatham, Dr. D. Jayarama Reddy, Dr. M Mallikarjuna, Smt. B. Prabhavathi, Dr. M Mallikarjuna, Dr K Sridar, Smt. D. Kavitha, Sri A. Bhanu Prakash Reddy, Dr. Adinarayana, Sri E. Rajanna, Smt. Aruna, Miss Aruna, Mr. Jagadeesh, Mrs. Tasleem, Mrs. Deepthi, Sri Narasimham, and students

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The Convenor
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Govt. College (A), Ananthapuramu