

PRESENTATION SKILLS- FIFTH SEMESTER BCA.- Assignments

1. Select two students and a message to be transmitted through three different media. List down the similarities and dissimilarities between all the three media.
2. Every student gives 'Self Introduction' to class. Note the difference in subject matter, way of speaking and discuss the best way to 'Self Introduction'.
3. Refer 'Today's Engagements' in columns of daily newspaper. Attend one of the functions noting down speeches made. Compare your report with one which appears in print next day.
4. Case Study: In the premises of M/s. Universal Chemicals Ltd. Smoking is strictly prohibited. One morning during the plant visit of General Manager Mr. Bhosale, he observed 3-4 workmen were smoking near a solvent tank. This was breach of discipline and failure to observe rules. He instantly shouted "Damn fools ! what are you doing ? You are not supposed to smoke here. I will sack you. Bloody bastards." The workers were infuriated. They got together and decided to go on a lightening strike. Human Resource Manager Mr. Sawant was summoned by Factory Manager Mr. Kulkarni. Mr. Bhosale was appraised of explosive situation.
Question- Identify the major problems in communication. If you are G.M., how would you communicate both pre and post critical situation. How can Mr. Sawant help defuse situation. What follow- up action communication is needed ?
5. Watch the colour of attire which individual prefers. Often it matches the mood. Conduct survey and tabulate your results.

| Colour | Mood Tone |
|------------|-----------|
| Red | |
| Light Blue | |
| Orange | |
| Black | |
| Brown | |
| Purple | |
| Green | |
| White | |

6. In the newspapers and Business magazines; Chairmen's Speeches are reported. Select one recently published speech. Read carefully and list out issues addressed.
7. Attend the lecture in which you are not interested. Try to identify the level of responsibility on yourself and the speaker in helping you to listen.
8. List at least five factors that have mentally disturbed you in last one month. In retrospect try to identify situation in which there has been a breakdown in communication because of the element psychological noise.
9. Visit your college library and prepare library usage chart to be put-up on the Notice board.
10. Six of your friends are going on mountaineering expedition with you. Prepare a flow chart of your travel plan to be circulated to all friends.
11. You are a Secretary of Students Council. A meeting has been fixed for 16th October 2011. Prepare an agenda for meeting.
12. As a students representative in the faculty meeting you are expected to prepare minutes of the meeting. The issues discussed were as follows-
 - Attendance
 - Discipline
 - Vacation.Suggest a draft of minutes of meeting.
13. Send an e-mail to your boss informing him of your travel plan.
14. Watch an Advertisement of an automobile on T.V. Note down functions of Advertisement. Discuss the effect of Visuals, Words and Music.
15. Consider Advertisements print and electronic in which celebrity- film or sports personality endorses a product like cement or tyre. Do you consider such Add effective ? Give reasons.
16. Write a narrative paragraph about a time when you made a disvcovery (pleasant or unpleasant) about a teacher.

PRESENTATION SKILLS- FIFTH SEMESTER BCA.- Topics

1. Observe Program "Today in Parliament" on T.V. Think and interpret actions of participants following vocal differentiations.

Actions

Meaning

Yawning
Laughing
Giggling
Whispering
Sniffing
Swallowing
Snoring
Yelling
Coughing
Hiccupping
Sighing
Sharp inhaling
Sharp exhaling
Hissing

2. Go for an evening walk in a crowded public place. Observe how people cloth themselves. Make mental associaton of type of clothing and type of people.

Clothing

Type of person

Whit pajama, long kurta
Black leather jacket
Polyester Safari Suit
Tailored Suit
Dhoti Kurta
Salwar Kameez
Skirt Blouse
Evening Gown

3. Switch on your favourite channel on T.V. and play it mute. Try to understand message being transmitted. List out at least ten gestures that helped you to comprehend the message.
4. List at least five factors that have mentally disturbed you in last one month. In retrospect try to identify situation in which there has been a breakdown in communication because of the element psychological noise

5. Collect ten newspaper Advertisements showing female figure(s). Do you find any logic connecting these figures with the products they promote? Hold a Group Discussion on role of females in Advertisements.
6. Imagin Sachin Tendulkar is now seventy year old, writing his memories. What would he say about his hundredth century still not scored ?
7. Read titles of poems in anthology 'The Golden Treasury', or any other anthology. Describe and discuss the range of subject matters of those poems. What subjects are repeated often ? Why?
8. Select any one poem of William Wordsworth.
Try to answer the following:
Who is the speaker in the poem?
What is the setting / location ?
What is the situation ?
Did you find any images in the poem ?
What did the images convey to you?
9. Recall a favourite song of yours. Try explain what concrete sensory details make the song alive. Which details do you find most vivid and original.
10. Tell a story of the film you have recently watched.

Presentation Topics

1. 'Pancake' is your favourite dish. Present its recipe before the audience through your speech.
2. Your friend meets you after a long time in Chennai. You are delighted to see him/ her. So is he / she, carry out a short conversation using appropriate greeting, and response, to greetings.
3. You are candidate for an interview. You greet the interviewers and introduce yourself carry out imaginary dialogue.
4. Imagine that you are a Journalist. You have visited a flood affected area and also interviewed the flood affected victims. Present your report to the audience.
5. Recite any English poem you like most.
6. Collect some quotations from any quotation book available in the library and present them in front of the class.
7. Collect as much information as you can about RTI (Right to Information Act) and present it in the class.
8. Think of some old person, you know. Try to recall some of their observations/ comments on young people. Why do you think they made them? Discuss them in group.
9. Discuss with your friend the various aspects of your favourite film.
10. Discuss with your friend whether song and dance is an essential aspect of Hindi Films.