



TECNIA INSTITUTE OF ADVANCED STUDIES

NAAC ACCREDITED GRADE "A" INSTITUTE

Approved by AICTE, Ministry of HRD, Govt. of India Affiliated To GGSIP University
Recognized under Sec 2(f) of UGC ACT 1956

INSTITUTIONAL AREA, MADHUBAN CHOWK, ROHINI, DELHI- 110085

Tel: 91-11-27555121-24, E-Mail: directortias@tecnia.in; Website: www.tiaspg.tecnia.in



Training and Placement Cell

EVENT REPORT

TECNIA INSTITUTE OF ADVANCED STUDIES

NAAC ACCREDITED GRADE "A" INSTITUTE

Approved by AICTE, Ministry of HRD, Govt. of India, Affiliated to G.G.S.I.P. University
& Recognized Under Sec. 2(f) of UGC Act 1956.



WEBINAR ON

EFFECTIVE WRITING SKILLS FOR PROFESSIONALS



Partner
Company



Speaker -



Dr. Sangeeta Mahesh
M.Phil, Ph.D (English)

DATE: 24-06-2021
TIME: 02:00 to 3:00 PM
PLATFORM: MS TEAMS APP

☎ 7417269505

www.uptoskills.com

info@uptoskills.com

In association with-



Event:	Webinar
Topic:	Effective Writing Skills for Professionals
Date:	24.06.21
Time:	3.00 PM
Duration:	One Hour
Mode:	Microsoft Teams
Program:	MBA, BBA and BCA
Coordinator:	Mr. Mayank Arora, Assistant Professor Department of Journalism and Mass Communication
Convener:	Dr. Nivedita, Head Training and Placement Cell
No. of Beneficiaries:	67

Resource Person:

Dr. Sangeeta Mahesh, M.Phil, Ph.D. English, Trainer, Upto Skills

Objective:

- To raise the students' understanding about the importance good writing skills for professionals.
- To raise the students' understanding about the tips of good writing skills.
- To raise the students' understanding about the different tools of english writing.
- To raise the students' understanding about the coomon grammatical errors.
- To raise the students' confidence.

Report:

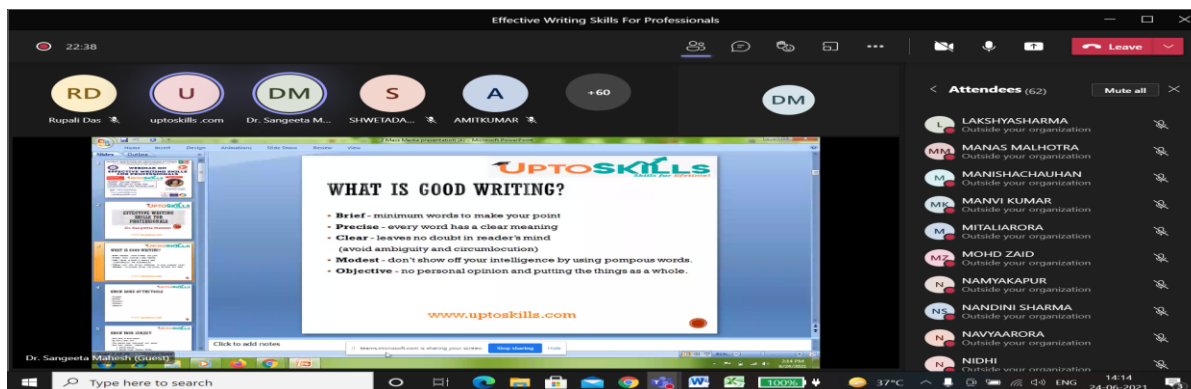
A webinar on the subject, 'Effective Writing Skills for Professionals ' was organized on 24.06.21 by Training and Placement Cell under the Capability Enhancement Scheme. The resource person was Dr. Sangeeta Mahesh, Trainer, Upto Skills. The speaker discussed about the importance of good writing skills for professionals. She discussed about the various tools of effective writing and their appropriate use. She told the students to write simple sentences with clarity and to avoid jargons, clichés and redundancies. She suggested equivalent words for some common clunky phrases. She emphasized to remove negatives and to construct positive sentences. She also discussed about common mistakes of confusing words, punctuations and common grammatical errors.

The session was well coordinated by the Faculty Placement Coordinator Mr. Mayank Arora Assistant Professor, Department of Journalism and Mass Communication. A total of 67 students of BA (J&MC) First year participated in the webinar. Earlier, Dr. Nivedita welcomed the speaker and introduced to her to the students. The session was very interactive and the students were kept engaged throughout the session. They raised relevant question & the speaker responded well. At the end of the session Dr. Nivedita thanked the speaker. The one hour session was well received by the students and was followed by collection of feedback against the projected learning outcomes & objective and a general feedback for the webinar, which was later analysed.

Learning Outcome:

- Students' understanding of importance good writing skills was enhanced after the webinar.
- Students' understanding of good writing skills was enhanced after the webinar.
- Students' understanding about the different tools of english writing was enhanced after the webinar.
- Students' understanding about the coomon grammatical errors was enhanced after the webinar.
- Students' confidence was raised.

Screen Shots:



Effective Writing Skills For Professionals

27:03

Participants: RD, U, DM, S, A, +64, DM

Presenters (4): Dr. Nivedita Mishra (T&NP), Dr. Sangeeta Mahesh (Guest), Mr. Mayank Arora, uptoskills.com

Attendees (66): AASTHA SINGHAL, ADITI BHARDWAJ, ADITI SHUKLA

Slide Content: **KNOW SOME OF THE TOOLS**

- Grammar
- Spelling
- Punctuation
- Dictionary
- Thesaurus

www.uptoskills.com

Effective Writing Skills For Professionals

29:58

Participants: RD, U, DM, S, A, +69, DM

Presenters (4): Dr. Nivedita Mishra (T&NP), Dr. Sangeeta Mahesh (Guest), Mr. Mayank Arora, uptoskills.com

Attendees (71): AASTHA SINGHAL, ADITI BHARDWAJ, ADITI SHUKLA

Slide Content: **KNOW YOUR SUBJECT**

- Don't have to be an expert
- But have a clear idea
- Your readers must understand your content
- Don't know subject - research!
 - Search engines
 - Subject Matter Experts (SMEs)
 - Book stores

www.uptoskills.com

Effective Writing Skills For Professionals

31:27

Participants: RD, U, DM, S, A, +67, DM

Presenters (4): Dr. Nivedita Mishra (T&NP), Dr. Sangeeta Mahesh (Guest), Mr. Mayank Arora, uptoskills.com

Attendees (69): AASTHA SINGHAL, ADITI BHARDWAJ, ADITI SHUKLA

Slide Content: **KNOW SOME OF THE TOOLS**

- Grammar
- Spelling
- Punctuation
- Dictionary
- Thesaurus

www.uptoskills.com

Effective Writing Skills For Professionals

32:59

Participants: RD, U, DM, S, A, +66, DM

Presenters (4): Dr. Nivedita Mishra (T&NP), Dr. Sangeeta Mahesh (Guest), Mr. Mayank Arora, uptoskills.com

Attendees (66): AASTHA SINGHAL, ADITI BHARDWAJ, ADITI SHUKLA

Slide Content: **WRITE SIMPLE WORDS**

- Use simple words - key to clarity
- "many" instead of "numerous" or "diverse"
- "ease" instead of "facilitate"
- Use simple sentences
- Short sentences
- Avoid Fragmented sentences
- Brevity (edit to cut out unnecessary words)

www.uptoskills.com

Effective Writing Skills For Professionals

34:34

Participants: RD, U, DM, S, A, +66, DM

Presenters (4): Dr. Nivedita Mishra (T&NP), Dr. Sangeeta Mahesh (Guest), Mr. Mayank Arora

Attendees (68): AASTHA SINGHAL, ADITI BHARDWAJ, ADITI SHUKLA

CLARITY

- Clarity must be one of the chief goals of a writer for the mass media.
- Facts that are unclearly presented are of little use to the reader.
- Be specific (who, what, when, where, why, and how)
- Unity, coherence and emphasis
- Logical Development of ideas

www.uptoskills.com

Effective Writing Skills For Professionals

37:57

Participants: RD, U, DM, S, A, +63, DM

Presenters (4): Dr. Nivedita Mishra (T&NP), Dr. Sangeeta Mahesh (Guest), Mr. Mayank Arora

Attendees (65): AASTHA SINGHAL, ABHJEEET PURI, ADITI BHARDWAJ

ELIMINATE JARGON, CLICHES AND REDUNDANCIES

- Jargons** - industry technical language.
- Cliches** - overused words and phrases (leave no stone unturned, last but not the least etc.)
- Redundancies** - Words that are not necessarily needed (10.00 a.m. in the morning)

www.uptoskills.com

Effective Writing Skills For Professionals

42:52

Participants: RD, KR, DM, WZ, A, +62, DM

Presenters (4): Dr. Nivedita Mishra (T&NP), Dr. Sangeeta Mahesh (Guest), Mr. Mayank Arora

Attendees (64): AASTHA SINGHAL, ABHJEEET PURI, ABHISHEK SAJWAN

Clunky phrase

- ca A majority of
- ca A number of
- ca Are of the same opinion
- ca At the present moment
- ca Less frequently occurring

Equivalent

- most
- many
- agree
- now
- rare

www.uptoskills.com

Effective Writing Skills For Professionals

43:53

Participants: RD, KR, DM, WZ, A, +62, DM

Presenters (4): Dr. Nivedita Mishra (T&NP), Dr. Sangeeta Mahesh (Guest), Mr. Mayank Arora

Attendees (64): AASTHA SINGHAL, ABHJEEET PURI, ABHISHEK SAJWAN

Beware of

- ca With the possible exception of
- ca Due to the fact that
- ca For the purpose of

Use instead

- except
- because
- for

www.uptoskills.com

Effective Writing Skills For Professionals

44:20

RD KR DM WZ A +62 DM

Rupali Das KOMAL RA... Dr. Sangeeta M... WASAM ZA... AMITKUMAR

UPTOSKILLS

Wordy
In spite of the fact that
in the event that
new innovations
one and the same
period of four days
personal opinion
shorter/longer in length

Pointed
although
if
innovations
the same
four days
opinion
shorter/longer

www.uptoskills.com

Participants

Invite someone or dial a number

Share invite

Presenters (4) Mute all

Dr. Nivedita Mishra (T&NP) Organizer

Mr. Mayank Arora On hold

uptoskills.com Outside your organization

Attendees (64)

AASTHA SINGHAL Outside your organization

ABHJEET PURI Outside your organization

ABHISHEK SAJWAN

Effective Writing Skills For Professionals

45:44

RD KR DM WZ A +62 DM

Rupali Das KOMAL RA... Dr. Sangeeta M... WASAM ZA... AMITKUMAR

UPTOSKILLS

Eliminate negatives; use positive constructions instead

www.uptoskills.com

Participants

Invite someone or dial a number

Share invite

Presenters (4) Mute all

Dr. Nivedita Mishra (T&NP) Organizer

Dr. Sangeeta Mahesh (Guest) Guest

Mr. Mayank Arora On hold

uptoskills.com Outside your organization

Attendees (64)

AASTHA SINGHAL Outside your organization

ABHJEET PURI Outside your organization

ABHISHEK SAJWAN

Effective Writing Skills For Professionals

46:45

RD KR DM WZ A +62 DM

Rupali Das KOMAL RA... Dr. Sangeeta M... WASAM ZA... AMITKUMAR

UPTOSKILLS

✗ He was not often on time
☑ He usually came late.

✗ She did not think that studying writing was a sensible use of one's time.
☑ She thought studying writing was a waste of time.

www.uptoskills.com

Participants

Invite someone or dial a number

Share invite

Presenters (4) Mute all

Dr. Nivedita Mishra (T&NP) Organizer

Dr. Sangeeta Mahesh (Guest) Guest

Mr. Mayank Arora On hold

uptoskills.com Outside your organization

Attendees (64)

AASTHA SINGHAL Outside your organization

ABHJEET PURI Outside your organization

ABHISHEK SAJWAN

Effective Writing Skills For Professionals

47:02

RD KR DM WZ A +62 DM

Rupali Das KOMAL RA... Dr. Sangeeta M... WASAM ZA... AMITKUMAR

UPTOSKILLS

SOME OTHER USEFUL TIPS

- Use simple sentences that follow the subject, verb, object order (example: Maria attended the press conference).
- Use active, not passive voice. Active voice helps with clarity and concise writing.
- Passive voice: The press release was completed by Brian.
- Active voice: Brian completed the press release.

www.uptoskills.com

Participants

Invite someone or dial a number

Share invite

Presenters (4) Mute all

Dr. Nivedita Mishra (T&NP) Organizer

Dr. Sangeeta Mahesh (Guest) Guest

Mr. Mayank Arora On hold

uptoskills.com Outside your organization

Attendees (64)

AASTHA SINGHAL Outside your organization

ABHJEET PURI Outside your organization

ABHISHEK SAJWAN

Effective Writing Skills For Professionals

48:48

RD KR DM WZ A +60 DM

Rupali Das KOMAL RA... Dr. Sangeeta M... WASAM ZA... AMITKUMAR

COMMON ERRORS OR CONFUSING WORDS:
AFFECT / EFFECT

- Affect is usually a verb, and it means to impact or change.
Example:
Her personal problems seem to be affecting her work.
- Effect is usually a noun that is used to indicate the result or change, that is caused by something.
Example:
The e radiation leak had a disastrous effect on the environment.

www.uptoskills.com

Participants

Invite someone or dial a number

Share invite

Presenters (4) Mute all

- Dr Nivedita Mishra (T&NP ... Organizer
- Mr. Mayank Arora On hold
- uptoskills.com Outside your organization

Attendees (62)

- AASTHA SINGHAL Outside your organization
- ABHJEET PURI Outside your organization
- ABHISHEK SAJWAN

14:41 24-06-2021

Effective Writing Skills For Professionals

50:12

RD KR DM WZ A +63 DM

Rupali Das KOMAL RA... Dr. Sangeeta M... WASAM ZA... AMITKUMAR

COMMON ERRORS OR CONFUSING WORDS:
IT'S / ITS

- "Its" refers to the possessive form of the pronoun "it."
Example:
when referring to a pair of shoes, you might say,
"That's not its box."
- "It's" is the contraction for the words "it is" or "it has."
Example:
"It's (it is) going to be a fabulous day" or "It's (it has) been a fabulous day."

www.uptoskills.com

Participants

Invite someone or dial a number

Share invite

Presenters (4) Mute all

- Dr Nivedita Mishra (T&NP ... Organizer
- Dr. Sangeeta Mahesh (Gue... Guest
- Mr. Mayank Arora On hold
- uptoskills.com Outside your organization

Attendees (65)

- AASTHA SINGHAL Outside your organization
- ABHJEET PURI Outside your organization
- ABHISHEK SAJWAN

14:42 24-06-2021

Effective Writing Skills For Professionals

53:43

RD KR DM WZ A +61 DM

Rupali Das KOMAL RA... Dr. Sangeeta M... WASAM ZA... AMITKUMAR

PRINCIPAL / PRINCIPLE

- A principle is a rule, a law, a guideline, or a fact.
- A principal is the headmaster of a school or a person who's in charge of certain things in a company.
- Principal is also an adjective that means original, first, or most important (principle amount)

www.uptoskills.com

Participants

Invite someone or dial a number

Share invite

Presenters (4) Mute all

- Dr Nivedita Mishra (T&NP ... Organizer
- Dr. Sangeeta Mahesh (Gue... Guest
- Mr. Mayank Arora On hold
- uptoskills.com Outside your organization

Attendees (63)

- AASTHA SINGHAL Outside your organization
- ABHJEET PURI Outside your organization
- ABHISHEK SAJWAN

14:45 24-06-2021

Effective Writing Skills For Professionals

54:54

RD KR DM WZ A +59 DM

Rupali Das KOMAL RA... Dr. Sangeeta M... WASAM ZA... AMITKUMAR

MISS / MS AND MRS

- "Miss," when attached to a name, is a title of respect for an unmarried woman.
Example:
Miss Rakhi is the new nursery school teacher.
- Ms is used, when you don't know whether someone is married or not.
- "Mrs" is a title of respect for a married or widowed woman.

www.uptoskills.com

Participants

Invite someone or dial a number

Share invite

Presenters (4) Mute all

- Dr Nivedita Mishra (T&NP ... Organizer
- Dr. Sangeeta Mahesh (Gue... Guest
- Mr. Mayank Arora On hold
- uptoskills.com Outside your organization

Attendees (62)

- AASTHA SINGHAL Outside your organization
- ABHJEET PURI Outside your organization
- ABHISHEK SAJWAN

14:47 24-06-2021

Effective Writing Skills For Professionals

57:28

RD KR DM WZ A +57 DM

Rupali Das KOMAL RA... Dr. Sangeeta M... WASAM ZA... AMITKUMAR

PUNCTUATION

- The Comma (,)
- Represents the shortest pause.
- Used to separate a series of words in the same construction.
- He lost lands, money, reputation and friends.
- He wrote his exercise neatly, quickly and correctly
- (Comma is not used before and)

www.uptoskills.com

Participants

Presenters (4)

- Dr Nivedita Mishra (T&NP ... Organizer
- Dr. Sangeeta Mahesh (Gue... Guest
- Mr. Mayank Arora On hold
- uptoskills .com Outside your organization

Attendees (59)

- AASTHA SINGHAL Outside your organization
- ABHJEET PURI Outside your organization
- ABHISHEK SAJWAN

Effective Writing Skills For Professionals

59:37

RD KR DM WZ A +57 DM

Rupali Das KOMAL RA... Dr. Sangeeta M... WASAM ZA... AMITKUMAR

PUNCTUATION

- Comma is used to mark off a direct quotation from the rest of sentence.
- (Exactly so", said Alice.)
- Wrong use of punctuation can change the meaning completely.
- Example:
- 1: A woman without her man, is nothing.
- 2: A woman, without her, man is nothing.

www.uptoskills.com

Participants

Presenters (4)

- Dr Nivedita Mishra (T&NP ... Organizer
- Dr. Sangeeta Mahesh (Gue... Guest
- Mr. Mayank Arora On hold
- uptoskills .com Outside your organization

Attendees (59)

- AASTHA SINGHAL Outside your organization
- ABHJEET PURI Outside your organization
- AJAYBHARDWAJ

Effective Writing Skills For Professionals

59:58

RD KR DM WZ A +57 DM

Rupali Das KOMAL RA... Dr. Sangeeta M... WASAM ZA... AMITKUMAR

PUNCTUATION

- Colon used in clock time
- 9:15 a.m., 10 a.m.
- Hyphen used in phrasal adjectives
- 7-year-old boy, a little-known man
- Hyphen always used with the prefix "ex"
- Ex-president, ex-chairman

www.uptoskills.com

Participants

Presenters (4)

- Dr Nivedita Mishra (T&NP ... Organizer
- Dr. Sangeeta Mahesh (Gue... Guest
- Mr. Mayank Arora On hold
- uptoskills .com Outside your organization

Attendees (59)

- AASTHA SINGHAL Outside your organization
- ABHJEET PURI Outside your organization
- AJAYBHARDWAJ

Effective Writing Skills For Professionals

01:01:42

RD KR DM WZ A +54 DM

Rupali Das KOMAL RA... Dr. Sangeeta M... WASAM ZA... AMITKUMAR

COMMON GRAMMATICAL ERRORS

- His father died cholera. (of)
- Bread and butter a wholesome food. (is)
- One should do duty. (one's)
- This is most beautiful picture.
- The scissors lying on the floor. (are)
- She agrees my proposal of going to Delhi. (to)
- Do you agree me? (with)
- The orator and the statesman dead. (are)

www.uptoskills.com

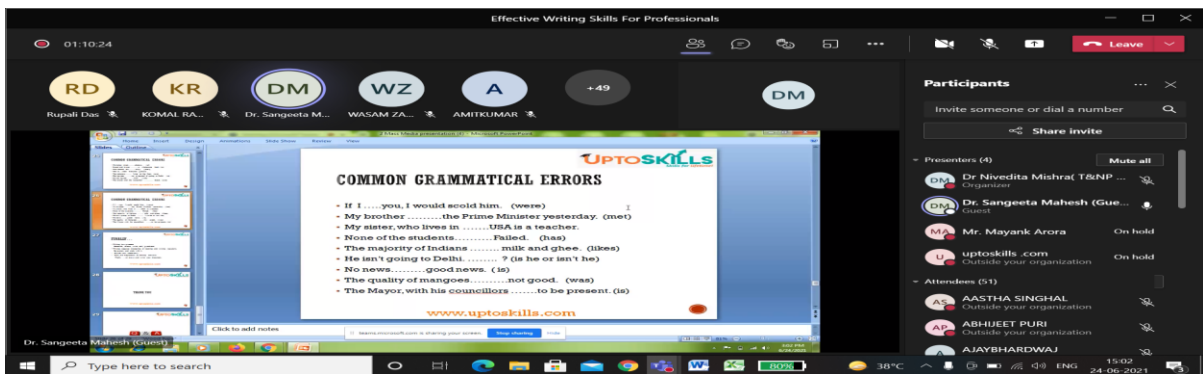
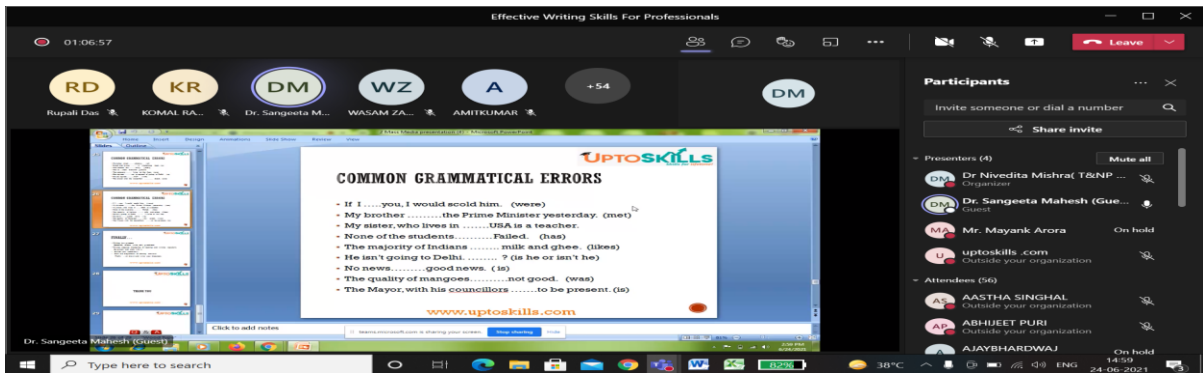
Participants

Presenters (4)

- Dr Nivedita Mishra (T&NP ... Organizer
- Dr. Sangeeta Mahesh (Gue... Guest
- Mr. Mayank Arora On hold
- uptoskills .com Outside your organization

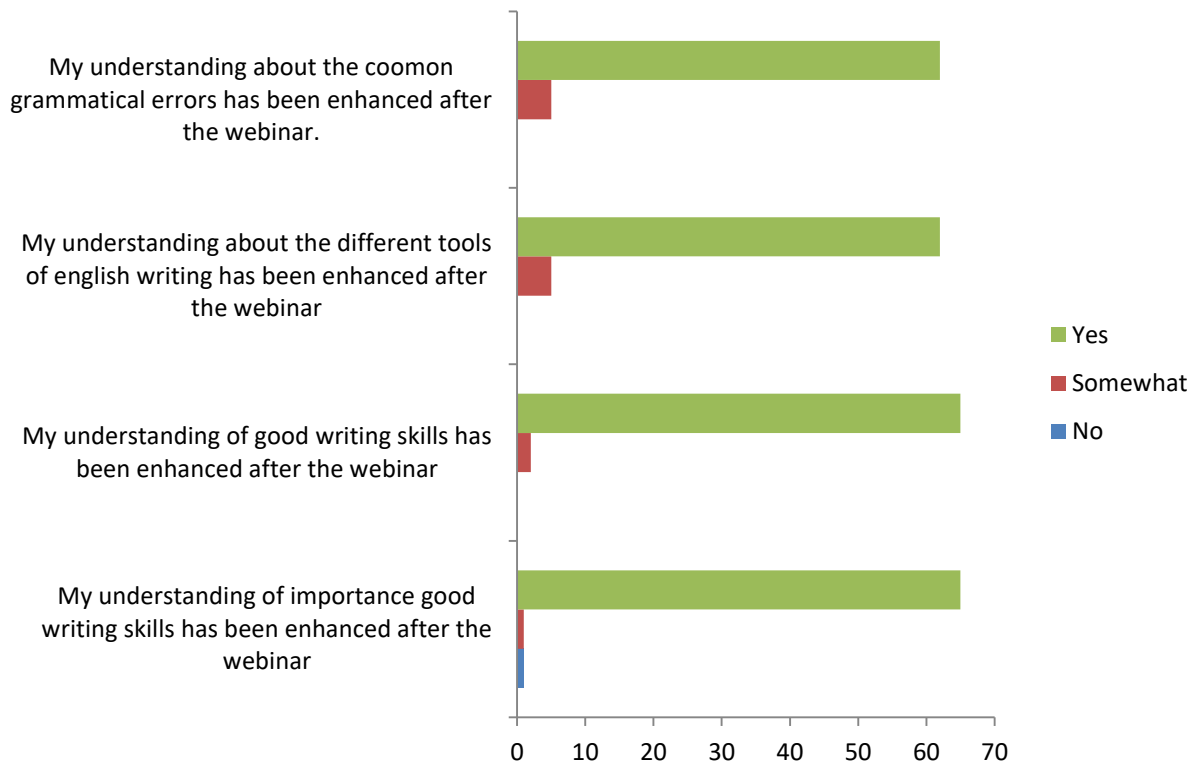
Attendees (56)

- AASTHA SINGHAL Outside your organization
- ABHJEET PURI Outside your organization
- AJAYBHARDWAJ



Feedback:

Total Responses: 67



List of Beneficiaries:

S. No.	Name	Program at TIAS	Enrolment No.	Overall Feedback
1	RIYA BHASKAR	BA (JMC) 2020 -23	7021302420	Excellent
2	AASTHA SINGHAL	BA (JMC) 2020 -23	417002420	Good
3	KAJAL SHARMA	BA (JMC) 2020 -23	4117002420	Excellent
4	KHUSHALI SINGHAL	BA (JMC) 2020 -23	4021302420	Excellent
5	MANVI KUMAR	BA (JMC) 2020 -23	5117002420	Excellent
6	SHRUTI GUPTA	BA (JMC) 2020 -23	8521302420	Good
7	KHUSHI MALHOTRA	BA (JMC) 2020 -23	35517002420	Excellent
8	KHUSHI RAWAL	BA (JMC) 2020 -23	4321302420	Excellent
9	RUPALI DAS	BA (JMC) 2020 -23	7317002420	Excellent
10	TUSHAR AGGARWAL	BA (JMC) 2020 -23	35521302420	Excellent
11	AAKASH KUMAR	BA (JMC) 2020 -23	317002420	Excellent
12	ABHIJEET PURI	BA (JMC) 2020 -23	517002420	Excellent
13	SOMYA TALWAR	BA (JMC) 2020 -23	35121302420	Excellent
14	MANVI BANSAL	BA (JMC) 2020 -23	5017002420	Excellent
15	ARUNDHATI NAUTIYAL	BA (JMC) 2020 -23	1521302420	Good
16	TISHA ARORA	BA (JMC) 2020 -23	9221302420	Good
17	ANUJ ANAND	BA (JMC) 2020 -23	1517002420	Good
18	HIMANG PANDEY	BA (JMC) 2020 -23	3617002420	Excellent
19	YASH SAH	BA (JMC) 2020 -23	10321302420	Excellent
20	PRIYANSHU SINGHAL	BA (JMC) 2020 -23	6317002420	Excellent
21	CHIRAG CHAUHAN	BA (JMC) 2020 -23	2517002420	Excellent
22	DISHANT NARANG	BA (JMC) 2020 -23	3017002420	Good
23	WASAM ZAFFAR	BA (JMC) 2020 -23	10117002420	Excellent
24	SNEHIL WADHWA	BA (JMC) 2020 -23	8817002420	Excellent
25	TARANG CHOPRA	BA (JMC) 2020 -23	9121302420	Good
26	DEVANG SABHARWAL	BA (JMC) 2020 -23	35817002420	Good
27	PRIYANKA SEHRAWAT	BA (JMC) 2020 -23	951502420	Excellent
28	YASHIKA SHARMA	BA (JMC) 2020 -23	10521302420	Good
29	YASHIKA GOEL	BA (JMC) 2020 -23	10421302420	Excellent
30	MITALI ARORA	BA (JMC) 2020 -23	35917002420	Excellent
31	MAYANK	BA (JMC) 2020 -23	5317002420	Excellent
32	ADITI SHUKLA	BA (JMC) 2020 -23	817002420	Excellent
33	SANYA ARORA	BA (JMC) 2020 -23	35717002420	Excellent
34	FREYA UPPAL	BA (JMC) 2020 -23	2521302420	Good
35	YUVRAJ BHOLA	BA (JMC) 2020 -23	10621302420	Excellent
36	SANSKRITI GOYAL	BA (JMC) 2020 -23	7921302420	Excellent

37	SANYA OBEROI	BA (JMC) 2020-23	7917002420	Good
38	KHUSHBOO JOSHI	BA (JMC) 2020-23	35321302420	Excellent
39	KOMAL RAWAT	BA (JMC) 2020-23	4517002420	Excellent
40	SHRUTI JAIN	BA (JMC) 2020-23	8617002420	Excellent
41	LOVEESH SAREE	BA (JMC) 2020-23	4721302420	Excellent
42	ARPIT SINGH	BA (JMC) 2020-23	1817002420	Excellent
43	MANSI	BA (JMC) 2020-23	5121302420	Good
44	GEET SHARMA	BA (JMC) 2020-23	2621302420	Excellent
45	ANJALI KHANNA	BA (JMC) 2020-23	50417002420	Excellent
46	KHUSHI PUNDIR	BA (JMC) 2020-23	4221302420	Excellent
47	DIYA	BA (JMC) 2020-23	2421302420	Excellent
48	RISHABH	BA (JMC) 2020-23	6917002420	Excellent
49	SANYA NARULA	BA (JMC) 2020-23	8021302420	Excellent
50	DHRITI PASRICHA	BA (JMC) 2020-23	2021302420	Excellent
51	NANDINI SHARMA	BA (JMC) 2020-23	5617002420	Excellent
52	NANDITA MISHRA	BA (JMC) 2020-23	6121302420	Excellent
53	PRERNA GOEL	BA (JMC) 2020-23	35417002420	Excellent
54	MUSKAAN AGGARWAL	BA (JMC) 2020-23	5517002420	Excellent
55	AADHYA JUNEJA	BA (JMC) 2020-23	117002420	Excellent
56	SACHIN KUMAR SOLANKI	BA (JMC) 2020-23	7521302420	Good
57	ISHITA GOYAL	BA (JMC) 2020-23	3817002420	Good
58	RAHUL SHARMA	BA (JMC) 2020-23	6621302420	Good
59	ROHIT MALHOTRA	BA (JMC) 2020-23	7217002420	Good
60	LAKSHYA SHARMA	BA (JMC) 2020-23	4621302420	Excellent
61	VIDHI KHANDELWAL	BA (JMC) 2020-23	50221302420	Excellent
62	SARTHAK JAIN	BA (JMC) 2020-23	801724200	Excellent
63	JANVI SINHA	BA (JMC) 2020-23	3721302420	Excellent
64	RAHUL ALEX R DASS	BA (JMC) 2020-23	6617002420	Excellent
65	PRAGYA	BA (JMC) 2020-23	36117002420	Excellent
66	RITESHNA	BA (JMC) 2020-23	7017002420	Good
67	SHWETA DASS	BA (JMC) 2020-23	8621302420	Excellent