

LANGUAGE AND  
COMMUNICATION SKILLS  
2019-2020



08-03-2020

To,

The Principal

JBR Architecture college

Moinabad

Subject: Request for Permission to Conduct seminar on Team collaboration and communication.

Sir/mam

I am writing to request permission to conduct a seminar on team collaboration and communication at JBR Architecture College for our 1<sup>st</sup> year students. The seminar aims to provide valuable insights and practical strategies to enhance the teamwork and communication skills of students and faculty members.

Dates: 15-04-2020 & 16-04-2020

Resource Person: We have invited a certified instructor Ar.Praveen with 8 years of experience in team collaboration and communication skills which has a proven track record of conducting successful workshops and has the expertise to make the learning experience engaging and informative for our students.

We believe that this seminar will greatly benefit the students and faculty members of JBR Architecture College by equipping them with essential skills for success in their academic and professional endeavours. We assure you that we will adhere to all college policies and guidelines during the conduct of the seminar.

Thank you for considering our proposal, and we look forward to your positive response.

*Rashmi Bhatt*

Sincerely,

Ar.Rashmi Bhatt

Assistant professor

*Mouli Pasbur*

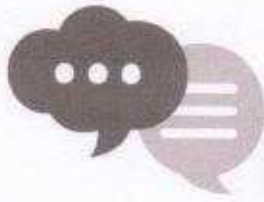
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Moinabad (M), R.R. Dist-500 075. T.S



*Gayatri J*

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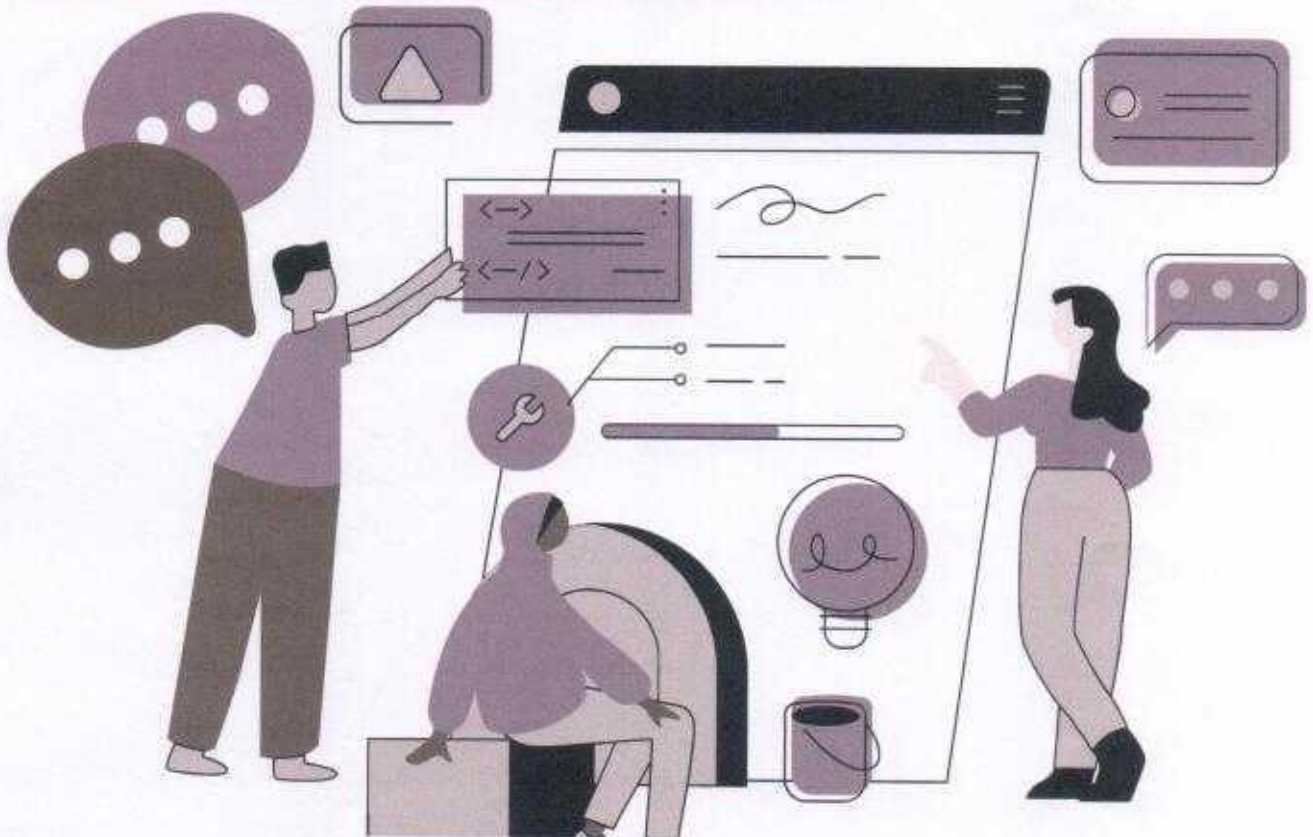
# SEMINAR ON TEAM COLLABORATION AND COMMUNICATION

15&16  
APRIL 2020

**VENUE: JBRAC AUDITORIUM , BHASKAR  
NAGAR, MOINABAD**

**SPEAKER: PRAVEEN KRISHNA**

**COORDINATOR: MS RASMI BHATT**



**JBR**  
ARCHITECTURE COLLEGE  
HYDERABAD



*Gayatri*  
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**J.B.R. Architecture College**  
Bhaskar Nagar, Yenkapally (V),  
Moinabad (M), R.R. Dist-500 075. T.S

**Ar. Mohammad Munavar Pasha**  
Principal  
JBR Architecture College



**Circular**

10-04-2020

Dear 1<sup>st</sup> year Students,

We are pleased to announce an upcoming seminar focused on the pivotal themes of team collaboration and communication, tailored specifically for the vibrant community here at JBR Architecture College for 1<sup>st</sup> year students. In today's interconnected world, mastering these skills is imperative for personal and professional growth.

**Workshop Details:**

Workshop Title: Team collaboration and communication.

Dates: 15-04-2020 & 16-04-2020

Venue: Auditorium

Event coordinator

Principal

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**Report on Seminar on team collaboration and communication for 1<sup>st</sup> Year Students by Ar. Praveen**

**Date:** 15-04-2020 & 16-04-2020

**Duration:** 2 Days

**Coordinator** – Ms. Rashmi Bhatt.

**Introduction:**

The seminar on "Enhancing Team Collaboration and Communication" was conducted over two days at JBR Architecture College. The seminar aimed to equip students with essential skills and strategies for effective teamwork and communication in the field of architecture.

**Objectives:**

The key objectives of the workshop were as follows:

1. To equip students with the necessary skills for effective teamwork and collaboration in architectural projects.
2. To enhance communication skills, enabling students to convey design ideas clearly and persuasively.
3. To provide practical strategies for resolving conflicts and overcoming communication barriers within design teams.
4. To foster a culture of innovation and mutual respect within the architectural community.

**Workshop Highlights:**

**Inauguration:** The workshop commenced with an inauguration ceremony, featuring a welcome address and followed by an introduction to Ar. Praveen and an overview of the workshop's objectives.

**Day 1:**

**Session 1: Understanding Team Dynamics**

The seminar began with an exploration of team dynamics and the importance of collaboration in architectural projects. Participants learned about the stages of team development and the roles and responsibilities of team members.



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### **Session 2: Effective Communication Strategies**

The second session focused on communication strategies for architects. Participants engaged in interactive exercises to improve their verbal and nonverbal communication skills, including active listening and body language.

### **Session 3: Building Trust and Resolving Conflicts**

In the final session of the day, participants learned about the importance of trust in teams and techniques for resolving conflicts constructively. Case studies were used to illustrate effective conflict resolution strategies.

### **Day 2:**

### **Session 4: Tools and Technologies for Collaboration**

The second day of the seminar featured a session on tools and technologies for collaboration in architecture. Participants were introduced to project management software, collaborative design platforms, and virtual communication tools.

### **Session 5: Cultivating a Collaborative Culture**

The final session focused on cultivating a collaborative culture within architectural firms. Participants learned about the importance of leadership in fostering teamwork and were encouraged to develop action plans for implementing collaborative practices in their future careers.

**Q&A and Interaction:** Ar. Praveen encouraged active participation through a question-and-answer session, providing students with the chance to seek clarification and advice on specific challenges they faced.

### **Feedback and Evaluation:**

Participant feedback was collected through surveys, indicating high levels of satisfaction with the workshop content, Ar. Praveen teaching style, and the overall organization of the event. The feedback will be instrumental in refining future workshops and ensuring they continue to meet the needs of the students.



*[Signature]*  
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**Conclusion:**

The seminar on team collaboration and communication was well-received by participants, who expressed appreciation for the practical insights and strategies shared. Overall, the seminar was successful in achieving its objectives of enhancing teamwork and communication skills among architecture students.

We express our gratitude to Ar. Praveen for sharing his expertise, and we remain committed to organizing such enriching workshops to foster the professional development of our students.



Pictures taken while seminar is happening

*Rashmi Bhat*

Event Co-Ordinator



*Praveen Padan*

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**JBR ARCHITECTURE COLLEGE HYDERABAD****ATTENDANCE SHEET 1st year****SEMINAR ON TEAM COLLABORATION AND COMMUNICATION****DATE : 15-04-2020 Day 1**

S.No	Roll No	Name	Attendance
1	19171AA001	ADAPA MANASVI	P
2	19171AA002	ADIRE AKANKSHA	P
3	19171AA003	AISETTY DHANYA LAKSHMI	P
4	19171AA004	AKULA SHANMUK RAM CHARAN	P
5	19171AA005	ALLI INDU	P
6	19171AA006	AMMARA FATIMA	P
7	19171AA007	ANUPOJU MADHURIMA	P
8	19171AA008	ANUSHA P.	P
9	19171AA009	ARYAKATIKA JAMALPUR MANISH	P
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11	19171AA011	BASIREDDY VAISHNAVI	P
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14	19171AA014	CHALLA SATHVIKA REDDY	P
15	19171AA015	DAMODAR MEENAAMRUTA	P
16	19171AA016	DAVAL GARI CHENNA KESHAVA REDDY	P
17	19171AA017	DHAVALA BALA BHAGYASHREE	A
18	19171AA018	DHUNNAPOTHULA DEVENDER	A
19	19171AA019	EMADUDDIN	P
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40	19171AA040	KOTHAPETA SAI KRISHNA	P



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73	19171AA073	ZEESHAN MASOOD MOHD	P

*Rashmi*  
Event coordinator

*Pravita* *Pastor*



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**JBR ARCHITECTURE COLLEGE HYDERABAD****ATTENDANCE SHEET\_1st year****SEMINAR ON TEAM COLLABORATION AND COMMUNICATION****DATE : 16-04-2020\_Day 2**

S.No	Roll No	Name	Attendance
1	19171AA001	ADAPA MANASVI	p
2	19171AA002	ADIRE AKANKSHA	p
3	19171AA003	AISETTY DHANYA LAKSHMI	p
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41	19171AA041	KOVVURI RUTHUJA	A
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Rashmi Event coordinator			Manika Reddy



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**JBR**  
ARCHITECTURE COLLEGE  
HYDRABAD

08-10-2019

To,

The Principal

JBR Architecture college

Moinabad

Subject: Request for Permission to Conduct seminar on Speaking symphony

Sir/mam

I am writing to request your permission to conduct a two-day seminar on speaking symphony for our first and second-year students at JBRAC. As part of our commitment to providing comprehensive education and equipping our students with practical skills, we believe that this workshop will be immensely beneficial to their academic and professional development.

Dates: 06-11-2019 & 07-11-2019

Resource Person: We have invited a certified instructor Mr. P. Devakanth with 9 years of experience in teaching speaking skills has a proven track record of conducting successful workshops and has the expertise to make the learning experience engaging and informative for our students.

We assure you that we will take every measure to ensure minimal disruption to the regular college schedule, and the workshop will be conducted outside of class hours.

We kindly request your permission to proceed with the workshop and seek your support in making it a successful event.

Thank you for considering our proposal, and we look forward to your positive response.

Sincerely,

Mr. Chintan

Assistant professor

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Moinabad (M), R.R. Dist-508 075, T.S.



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# SEMINAR ON SPEAKING SYMPHONY

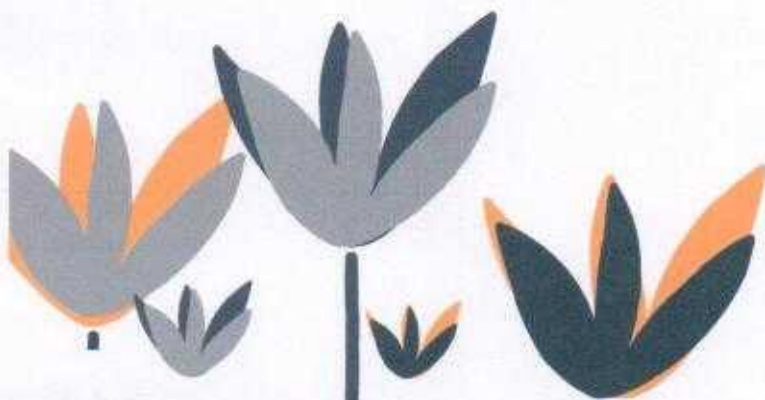
## P.DEVAKANTH

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**DATES: 6&7 NOVEMBER 2019**


**VENUE: JBRAC AUDITORIUM, BHASKAR  
NAGAR, MOINABAD**

**COORDINATOR: MR.CHINTAN**



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Ar. Mohammad Munavar Pasha  
Principal  
JBR Architecture College



Circular

01-11-2019

Dear 1<sup>st</sup> and 2<sup>nd</sup> year students

We are delighted to announce an upcoming Seminar on "Speaking Symphony" designed to empower our 1<sup>st</sup> and 2<sup>nd</sup> year students with effective communication abilities and confidence in public speaking.

**Workshop Details:**

Title: Seminar on speaking skills

Dates: 06-11-2019 & 07-11-2019

Venue: Auditorium

Event coordinator

Principal

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**JBR ARCHITECTURE COLLEGE HYDERABAD****ATTENDANCE SHEET\_1st year****SEMINAR ON SPEAKING SYMPHONY****DATE : 06-11-2019\_Day 1**

S.No	Roll No	Name	Attendance
1	19171AA001	ADAPA MANASVI	P
2	19171AA002	ADIRE AKANKSHA	P
3	19171AA003	AISSETY DHANYA LAKSHMI	P
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 Event coordinator			 PRINCIPAL



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**JBR ARCHITECTURE COLLEGE HYDERABAD****ATTENDANCE SHEET\_2nd year****SEMINAR ON SPEAKING SYMPHONY****DATE : 06-11-2019\_Day 1**

S.No	Roll No	Name	Attendance
1	18171AA001	ABDULLAH	P
2	18171AA002	ACHO BHARGAVI	P
3	18171AA003	ADEPU SAICHANDRIKA	P
4	18171AA004	AKHSA NAZ	P
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40	18171AA040	MERAJ SULTANA	P



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**Report on Speaking skills workshop for 1<sup>st</sup> and 2nd Year Students by Mr. P.Devakanth**

**Date:**06-11-2019 & 07-11-2019 **Duration:** 2 Days

**Coordinator** – Ar.Chintan

**Introduction:**

JBR Architecture College organized a two-day speaking skills workshop for first and second-year students, conducted by Mr. P.Devakanth. The workshop aimed to enhance the students with effective communication abilities and confidence in public speaking.

**Objective:**

The two-day Speaking Skills Workshop aimed to equip participants with essential communication skills and techniques to enhance their confidence and effectiveness in public speaking and various communication scenarios.

**Workshop Overview:**

Spanning two full days, the workshop provided an intensive learning experience with comprehensive sessions and practical exercises focused on improving participants' speaking abilities.

**Day 1:**

1. Overcoming Stage Fright: Techniques to manage nervousness and build confidence in public speaking.
2. Effective Verbal Communication: Enhancing clarity, tone, and articulation for impactful communication.
3. Body Language and Nonverbal Communication: Understanding and utilizing gestures, posture, and eye contact to convey messages effectively.
4. Structuring Speeches: Guidance on organizing and delivering well-structured speeches.
5. Adapting Communication Styles: Tailoring communication for different audiences and settings.

**Day 2:**

6. Engaging Delivery Techniques: Methods for captivating an audience through storytelling, vocal variety, and engaging presentations.
7. Handling Q&A Sessions: Strategies for confidently addressing questions and managing interactive sessions.
8. Practical Speaking Opportunities: Participants delivered short speeches, receiving constructive feedback for improvement.



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9. Applying Skills in Real-life Situations: Discussions on applying learned skills in professional and personal settings.

**Feedback and Evaluation:**

Participants actively engaged in the workshop activities, demonstrating enthusiasm and a willingness to apply newly acquired skills. Feedback received at the end of each day indicated a high level of satisfaction, with attendees expressing appreciation for the practical nature of the sessions and the relevance of the topics covered.

**Conclusion:**

The two-day Speaking Skills Workshop concluded successfully, equipping participants with valuable tools and techniques to enhance their communication prowess. Many attendees reported feeling more confident in their speaking abilities and expressed eagerness to implement these skills in their professional and personal spheres.

We express our gratitude to Mr. P.Devakanth for sharing his expertise, and we remain committed to organizing such enriching workshops to foster the professional development of our students.



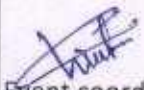
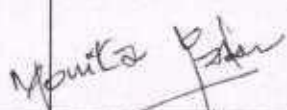
Picture taken while seminar happening.

*Chintan*  
Event Coordinator



*Jayanti J*  
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*Monika Patil*  
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75	18171AA075	VENNAMPALLY RAM SAI	P
76	18171AA076	VENYA KESHI REDDY	P
77	18171AA077	VISHNU PRIYA MAMIDALA	P
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79	18171AA079	YATHAVAKILLA SRILASYA	P
80	18171AA080	YELAVARTHI PRANITHA	P
 Event coordinator			



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**JBR ARCHITECTURE COLLEGE HYDERABAD****ATTENDANCE SHEET 2nd year****SEMINAR ON SPEAKING SYMPHONY****DATE : 07-11-2019 Day 2**



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*Guyathu*  
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