

**RMD SINHGAD SCHOOL OF ENGINEERING,  
WARJE, PUNE-411058.**

**COMMITTEE ACTIVITY REPORT A.Y. 2021-2022**

**Report on “STP-II Module 4: Writing Skills”**

<b>Sr. No</b>	<b>Event Details</b>	
<b>1)</b>	<b>Name of Event</b>	Student Training Program-II Module 4: Writing Skills
<b>2)</b>	<b>Institute name</b>	RMD Sinhgad School Of Engineering
<b>3)</b>	<b>Date, time and Venue of Event</b>	Online & Offline ( <b>Microsoft Teams</b> ) 2 hours sessions conducted on 6 <sup>th</sup> May 2022, 2:15 pm to 4:15 pm
<b>4)</b>	<b>Participants</b>	SE students of E&TC Dept.
<b>5)</b>	<b>Purpose</b>	To enhance the writing skills of students.
<b>6)</b>	<b>Program Coordinator:</b>	Mrs. Shilpa R. Dhanorkar

## About Activity:

The student Training Program (STP) is as an alternative form of education for each year of students in four-year Engineering course in RMD Sinhgad School of Engineering, Warje. Grooming the students for the industry needs and behavioral aspects in life are covered by conducting student Training Program. STP co-ordinator worked cooperatively to successfully complete the STP- II for SE students.

STP-II modules are designed in such fashion that the students try to inculcate the habit of active writing in them which is very much essential thing in life to succeed. The habit of active writing is very important and will surely help students to achieve better prospects. During whole year, the STP coordinator developed a continuous and comprehensive evaluation process using different modules. STP-II includes total four different modules out of which writing skill module was covered by **Prof. Shilpa Dhanorkar**. She has given introduction to the writing process, also explained how the writing skills can be enhanced by choosing the proper verb and noun, she has explained basic rules of email etiquettes. She has made students aware about different types of letters and resume writing they need to use in their overall career. She has also given them assignments regarding letter writing and resume writing, to make them familiar with effective letter writing and resume writing.

## Photos:

### “STP-II Module 4 : Writing Skills



**Introduction of Writing skill was given by Mrs. Shilpa Dhanorkar**



**Introduction on resume writing was given by Mrs. Shilpa Dhanorkar**



**Writing skill process model was explained**



**Assignments regarding letter writing and resume writing.**

## Program Outcome:

Students actively participated in the discussions and were very enthusiastic to attend the sessions. Thus, STP II sessions on writing Skills were conducted smoothly.