

Department of Electronics & Telecommunication Engineering

Report on “STP-II Module III: Writing Skill”

Sr. No	Event Details	
1)	Name of Event	Student Training Program-II Module III : Writing Skill
2)	Institute name	RMD Sinhgad School of Engineering
3)	Date,Time and Venue of Event	24/04/2023 12.00 noon to 1.00 am Class Room: 621
4)	Participants	SE students of E&TC Dept.
6)	Purpose	To understand Writing Skills,
7)	Program Coordinator	Mr. Baliram Gayal
8)	Volunteers	Staff Members

Detailed Report:

The student Training Program (STP) is the activity conducted in RMD Sinhgad School of Engineering. Under STP II, i. e. Four Pillars of Communication was considered for teaching. Under Four Pillars of Communication there are four modules included such as Listening, Reading, Writing and Speaking. Students are learned about Listening skills, Reading Skills, writing skills and Speaking skills. Prof. Gayal B. S., Asst. Professor from E&TC department taught module 3 & module 4 which includes Writing skills and Speaking skills.

In module 3 i. e. Writing skills students learned about different types of writing used in day today life, revised about English grammar such as parts of speech etc. Also learned about comprehension. Then student studied and practiced about letter writing, report writing, email writing.

Key for effective Writing skills are,

- Use simple words and short sentences
- Use jargon only when necessary
- Formats to improve readability.

Photos:

“STP-II MODULE III : Writing Skills	
	
Speaker: Mr. Baliram Gayal	Introduction of Writing Skills
	
Speaker interact with students	Attendance of Student



Sinhgad Institutes

Sinhgad Technical Education Society

RMD SINHGAD TECHNICAL INSTITUTES CAMPUS

(Approved by AICTE & Affiliated to Savitribai Phule Pune University, Pune)

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Program Outcome:

The STP-II was completed successfully. All the students could get to know different types of writing, revised about English grammar. Student studied and practiced about letter writing, report writing, email writing.

Mr. Baliram Gayal
Program coordinator

Mrs. Varsha Kshirsagar
HOD E&TC