

Government City College (A) Nayapul, Hyderabad Affiliated to Osmania University Accredited with 2.76 B⁺⁺Grade



REPORT ON WEBINAR

for the academic year 2020-2021

Department	English
Topic	Communication Etiquette
Resource Person	Prof. Sumitha Roy, Former Head, Dept. of English, Osmania
	University
Date	01-02-2021
Report	Report Communication etiquette plays a crucial role in both personal and professional interactions. In the digital age, where communication often takes place through various online platforms, understanding and practicing effective communication etiquette is more important than ever. This report outlines the process and outcomes of conducting a webinar on the topic of communication etiquette. The primary objective of the webinar was to educate participants on the importance of communication etiquette, provide practical tips for improving communication skills, and foster a respectful and productive communication environment. The webinar began with an overview of what communication etiquette entails, emphasizing its significance in building positive relationships and avoiding misunderstandings. The speaker discussed various forms of communication, including verbal, written, and non-verbal, and highlighted the etiquettes specific to each type. Participants were introduced to key principles of effective communication etiquette, such as active listening, clarity, empathy, and respect. Practical tips and strategies were shared for improving communication etiquette in both professional and personal settings. This included guidelines for email communication, virtual meetings, and social media interactions. The webinar on communication etiquette proved to be a valuable learning experience for participants, equipping them with essential knowledge and skills for effective communication in both personal and professional settings. By promoting the principles of clarity, respect, and empathy, the webinar aimed to contribute to the creation of more positive and productive communication environments.
List of Participants	95

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welcome

"Communication Etiquette"







Chief Patron Dr. V. Vijaya Lakshmi

Principal

Govt. City College(A), Hyderabad.

Resource Person **Prof. Sumitha Roy**

former Head, Department of English

Osmania University

Convenor

Dr. JVN Mallikarjuna Dr. B. Krishna Chandra

Head, Dept. of English



Zoom ld: 897 8653 019

Date: 01.02.2021

Organizing Committee:

Dr. A. Ramesh Babu

Sri. K. Srikanth Reddy

Smt. YVN Sunitha

Pass Code: gcc12345

Time: 11.00 to 01.00 PM

