



### Report on Orientation Programme on Soft Skills on the topic ‘Professional Writing’

Skill development Cell, S. B. Deorah College organized an orientation Programme on soft skill by skill development cell, S. B. Deorah College on 27/08/2022. Ms. Risha Baruah, Assistant professor delivered the talk on the orientation programme on Professional Writing where she geared towards informing or persuading the students on a way of writing prevalent in the world of work and commerce. The programme was attended by 30 participants and was convened by Dr. Pallabi Baruah, Assistant Professor of English, S. B. Deorah College. The students were stressed on the importance of the essence of time and how professional communications are often read quickly, or even skimmed, rather than read in depth. This type of writing is expected when applying for a job, when giving presentations at work and when communicating with colleagues via email, to name a few situations.

