



Alva's Institute of Engineering & Technology

Shobhavana Campus, Mijar, Moodbidri, D.K – 574225

Phone: 08258-262725, Fax: 08258-262726

(Accredited by NBA New Delhi, 2019 – 2025)

Department of Artificial Intelligence & Machine Learning

CIRCULAR dated 01/05/2023

All the students of 2nd and 3rd year of Artificial Intelligence and Machine Learning department are informed to attend the following Soft Skill Training on 03rd May, 2023, 11:00 am. The following resource person will be delivering you the eminent talks on the below mentioned topic.

Resource Person: **Mr. Chandan Rao, Aerodynamiks, Mumbai.**

Topic: **Email - Etiquettes.**

Everyone's presence & co-operation in this regard is highly expected.

Cc to:

All Class Rooms

Notice Board


01/05/2023
HOD Sign. & Date
Head of the Department
Dept. of Artificial Intelligence & Machine Learning
(Dept. of AIML)
Alva's Institute of Engineering & Technology
Shobhavana Campus, Mijar
Moodbidri, D.K. Karnataka, India



ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

(Unit of Alva's Education Foundation (R), Moodbidri)

Affiliated to Visvesvaraya Technological University, Belagavi & Approved by AICTE, New Delhi. Recognized by Government of Karnataka.

A+, Accredited by NAAC

Shobhavana Campus, MIJAR-574225, Moodbidri, D.K., Karnataka

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DEPARTMENT OF ARTIFICIAL INTELLIGENCE AND MACHINE LEARNING

Report on Soft Skill Training for 6th Semester Students on "Email - Etiquettes"

Resource Person: Mr. Chandan Rao, Aerodynamiks, Mumbai

Venue: AIML department classroom number 201

Total Number of Students Attended: 47

Date and Timings: 03/05/2023; 11:00 AM to 1:00 AM

Email is important for communication. It is always good idea to customize your message to match the cultural context of your recipient. This way, you can avoid miscommunication and build stronger relationships.

Students were been told to use an email address when applying for jobs that has your entire name, first and last names, initials, or a little variant. Try adding a middle name, middle initial or random number if you have a common name or are having trouble coming up with a new email address and also for both safety and ageism reasons – don't use your birth year in an email address. Avoid addresses that include a nickname, hobby, pet's name, or any other personal information. You don't want to showcase something that could lead to discrimination or give a bad impression. And, definitely avoid political, religious, or gender references.

Outcome: Students understood using an email address that is less-than-professional it gives an impression that not only they are treating their job search with an unprofessional attitude but that they may treat their next job the same way.

KUN 04/05/2023.
Head of the Department
Dept. of Artificial Intelligence & Machine Learning
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Moodbidri - 574225, D.K. Karnataka, India