



A J INSTITUTE OF ENGINEERING AND TECHNOLOGY

NH-66, Kottara Chowki, Mangaluru -575006, Karnataka, INDIA

A Unit of Laxmi Memorial Education Trust®

(Approved by AICTE, New Delhi. Affiliated to Visveswaraya Technological University, Belagavi)

Name of the event/activity	A talk on Communicating in a Digital World: Best Practices for Online Interaction		
Organized by	Electronics & Communication Engineering		
Date of event/activity (DD-MM-YYYY)	14/03/2020	Time	10:00am-12:00pm
Name of the Resource Person	Ms. Sheela Monteiro, Visiting Faculty, LMET, Mangalore		
Number of the student participated	48		

About the Event:

On March 14, 2020, a talk titled " Communicating in a Digital World: Best Practices for Online Interaction " was conducted for 48 ECE students by Ms. Sheela Monteiro. The session aimed to highlight the significance in creating a more productive, respectful, and safe digital environment, fostering better understanding and collaboration in our increasingly connected world.

Ms. Sheela began by highlighting the significance of digital communication in today's interconnected world. She discussed the shift from traditional to digital communication and its impact on personal and professional interactions. The session covered best practices for email communication, including structuring emails, using appropriate salutations and closings, and maintaining a professional tone. Ms. Sheela stressed the importance of clarity and conciseness in email correspondence. Ms. Sheela provided practical tips for participating in virtual meetings. She discussed the importance of punctuality, active listening, and using video and audio effectively. She also emphasized the need to be mindful of one's surroundings and minimize distractions during online meetings.

The seminar addressed the role of social media in professional communication. Ms. Sheela advised on creating a positive online presence, understanding privacy settings, and engaging with others respectfully. She also discussed the potential risks and benefits of social media interactions

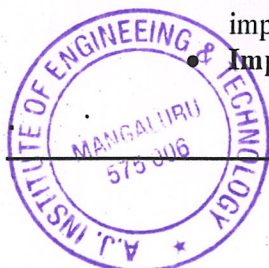
The seminar "Communicating in a Digital World: Best Practices for Online Interaction" by Ms. Sheela was an informative and engaging session that equipped participants with essential skills for effective digital communication. The practical tips and best practices shared by Ms. Sheela are invaluable for anyone looking to enhance their online interaction capabilities.

Objectives:

- **Enhance Understanding of Digital Communication:**

To provide a comprehensive overview of the shift from traditional to digital communication and its implications for personal and professional interactions.

- **Improve Email Communication Skills:**



Principal

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To educate participants on best practices for composing and structuring emails, including the use of appropriate salutations, subject lines, and professional language to ensure clear and effective correspondence.

- **Promote Virtual Meeting Etiquette:**

To impart practical tips for conducting and participating in virtual meetings, focusing on punctuality, effective use of video and audio, active listening, and minimizing distractions to maintain professionalism.

- **Guide Social Media Interactions:**

To highlight the importance of a positive online presence and provide guidelines for engaging respectfully and responsibly on social media platforms, including understanding privacy settings and managing professional boundaries.

Photo:

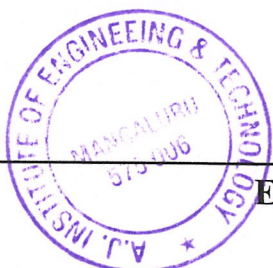


A talk on Communicating in a Digital World: Best Practices for Online Interaction On 14/03/2020 by Ms. Sheela Monteiro, Visiting Faculty, LMET, Mangaluru

Co-Ordinator

HOD

Principal



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