



**Bachelor of Information Technology (Hons)
Assignment Cover Sheet**

Course Code: DS3007 Course Title: Professional Development
Assignment Title: Assignment 2 Due Date: 14th December , 2024
Date Submitted: 14th December, 2024 Lecturer Name: Mr. Sashi Prasad Dev

To be completed if this is an individual assignment

I declare that this assignment is my individual work. I have not worked collaboratively nor have I copied from any other student's work or from any other source except where due acknowledgment is made explicitly in the text, nor has any part been written for me by another person.

Student Name:

Student ID:

Signature : _____

To be completed if this is a group assignment

We declare that this is a group assignment and that no part of this submission has been copied from any other student's work or from any other source except where due acknowledgment is made explicitly in the text, nor has any part been written for us by another person.

Student ID	Student Name	Signature
___00020053___	___Paribesh Shrestha___	___paribesh___
___00020042___	___Aabishkar Shrestha___	___aabishkar___
___00020202___	___Rajiv Silwal___	___rajiv___
___00020056___	___Pramod Basnet___	___pramod___
_____	_____	_____
_____	_____	_____

Total Marks: _____

Lecturer's Signature: _____

Feedback to Student:

I/We acknowledged receiving feedback from the lecturer on this assignment.

Student's Signature: _____

Extension certification:

This assignment has been given an extension and is now due on _____.

Lecturer's Signature: _____

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Introduction

The **Professional Development Seminar "Effective Communication Skills"** aimed at highlighting how important it is for one to be able to communicate both on a personal and professional level. On **4th September 2024**, the seminar aimed to meet the requirements of this course and equipped participants with a practical way to improve communication skills.

Good communication deals with the essence of building a relationship, resolving conflict, and clarity. This seminar is aimed at empowering the audience through practical ways of enhancement regarding major aspects like active listening, verbal and non-verbal communication, confident public speaking, and professional rapport-building.

Organized by Paribesh Shrestha, Aabishkar Shrestha, Pramod Basnet, and Rajiv Silwal, the event was organized and implemented to the very detail. The session included role-playing, group discussions, and feedback exercises to assure that the participants would get practical experience along with theoretical knowledge.

The main focus of the seminar was to give participants those communicative skills that would help them be more successful professionally and improve their personal relationships. A non-threatening, interactive atmosphere was established in this session that would make the participants feel easy, confident, and better express themselves.

Objectives

The Seminar aimed to fulfill the following:-

- Meet course requirement by holding a professional development seminar.
- Provide participants with real-life communication tools and techniques.
- Improve interpersonal relationships by listening actively and expressing oneself effectively.
- Build confidence to speak in public and interact professionally.
- Improve clarity and understanding in verbal and non-verbal communications.

Details of the seminar

- **Title:** Effective Communication Skills
- **Date:** 11th December, 2024
- **Duration:** 15 – 25 minutes
- **Location:** Chorma Classroom

Introduction to Group Members and Roles

Our seminar team comprised four(4) members who worked collaboratively to manage various responsibilities while also taking on distinct individual roles.

- Paribesh Shrestha
- Aabishkar Shrestha
- Rajiv Silwal
- Pramod Basnet

Common Roles and Responsibilities:

Team members shared the following responsibilities:-

- **Design of Presentation Slides:** Collaborated in writing and developing the content and graphics of the seminar, clarity and engagement being at the fore of developing key messages across.
- **Delivery of the Seminar:** Co-presented the seminar in a clear and professional manner to ensure participants understood and connected with the content.
- **Q&A Session:** Organized and moderated the question-and-answer session to interactively involve participants, letting them ask for elaboration regarding discussed topics.

- **Event Documentation:** Took pictures throughout the event of the moments that were important for documentation and reporting purposes.

Individual Roles:

1. Paribesh Shrestha - Project Lead and Content Developer

Content Development: Led the research and preparation towards the development of seminar content in effective communication skills. The presentation needed to be engaging, clear, and actionable.

Project Management: Ensured the overall project timeline to ensure all activities fell in place at the right time, with the aim of meeting the objectives of the seminar.

2. Aabishkar Shrestha – Technical Support and Resource Manager

Technical Support: Ensured the technical setup of the seminar, including audio-visual equipment and software configurations, was well done to ensure smooth delivery.

Resource Management: Managed all required materials and resources to ensure the seminar's success with the support of a great team.

3. Rajiv Silwal – Event Coordinator and Presenter

Event Organization: Coordinated the logistics, including participant coordination and the setup of the venue for the smooth running of the seminar. Presentation and

Communication: Delivered parts of the seminar content and engendered participants to have productive discussions during the Q&A.

4. Pramod Basnet – Participant Engagement and Feedback Coordinator

Participant Engagement: Engaged with participants to provide them with a friendly and nonexclusive environment that would allow them to participate actively in the seminar. **Feedback Coordination:** Collected and collated feedback from the audience; ascertained that their valued insights were put into a document for future improvement.

Team members effectively manage and take actions to execute the seminar, through combining effort and skills to present on the topic of effective communication skills presentation.

Project Coordination and Challenges

Our seminar coordination involved three structured meetings that enabled us to be properly prepared. First, the planning meeting was held on 5th December, 2024 in the classroom, where we outlined the objectives, assigned roles, and did a preliminary plan. A second meeting on 7th December, 2024, which was conducted in person, had to do with reviewing the content of the presentation and making any necessary adjustments. This involved the final rehearsal meeting, held on 11th December, 2024, and enabled us to practice its delivery and check that it has many of the technical features we wanted.

Even with the best-laid plans, there were a couple of hitches which arose in the course of this project. First, we had a hard time scheduling, given our different commitments. It was hard to find a time that was suitable for all of us. Some disruptions were experienced on the day of the virtual session: problems connecting, minor issues with the platform used to share our presentation.

Moreover, in the Chorma Classroom live seminar, it was difficult to control the Q&A session because some participants had unclear and irrelevant questions, which required more work to get them on track. We used flexible communication channels, like WhatsApp, to pass quick information; pretested all the technical equipment; and filtered out unnecessary slides from the presentation. A structured Q&A session, which directed the participants towards the relevant discussions, and good time management, helped to resolve these challenges.

Conclusion

The Professional Development Seminar in "Effective Communication Skills" fulfilled both the objectives of improving participants' communication abilities and our requirements for coursework. The seminar, held in person at the Oasis Classroom on 11th December, 2024, was an insightful event into how to communicate effectively, emphasizing active listening, confident public speaking, and the betterment of interpersonal relations.

Through the practice of meticulous planning, consensus meetings, and a somewhat structured approach, we easily surmount some of the normal problems that come up-scheduling conflicts, technical glitches, refining of content. As a matter of fact, the physical format of the seminar served up more engage than anticipated, despite minor tussles in conducting some of the Q&A processes.

This experience has strongly underlined the importance of adaptability, clear communication, and thorough preparation to professional development events organization. Besides, it strengthened such important project management, development of content, and speaking in public skills as well. The feedback provided by respondents revealed that the seminar was found quite insightful and practical, in which the techniques shared could contribute to their personal and professional growth.

PROFESSIONAL DEVELOPMENT: Marking Criteria Grid (Assignment 2)

Name: Paribesh Shrestha ID: 00020053

	CRITERION	75+ (A)	70 -74 (B+)	60-69 (B)	50 - 59 (C)	REFER/FAIL	1 st Marker	2 nd Marker	Marks Agreed
1	Clarity of expression (incl accuracy, spelling, grammar, punctuation) (20%)	Fluent writing style appropriate to document. Grammar and spelling accurate.	Language fluent Grammar and spelling accurate	Language mainly fluent Grammar and spelling mainly accurate	Meaning apparent, but language not always fluent Grammar and/or spelling contain errors	Meaning unclear and/or grammar and/or spelling contain frequent errors			
2	Imagination/ Creativity (20%)	Uses imagination and explores a variety of perspectives. Employs appropriate creative techniques to enhance thinking.	Uses imagination to go beyond boundaries and applies creative techniques with skills.	Uses imagination and a limited range of creative techniques.	Shows little imagination. Aware of some creative techniques and uses them with limited success.	Lacks imagination. does not exercise creative skills.			
3	Interactive and group skills (include. Teamwork, Negotiation/micro-Politics & empathy) (20%)	Can interact effectively within a learning or professional group. Can recognize or support or be proactive in leadership. Can negotiate and handle conflict.	Can interact effectively within a learning group, giving and receiving information and ideas and modifying responses where appropriate.	Meets obligations to others (tutors and/or peers); can offer and /or support initiatives; can recognize and assess alternative options.	Makes efforts to develop interactive skills. Uses basic interactive skills appropriately.	Has problems working with others/avoids work with others. Does not contribute or contributes inappropriately in groups.			
4	Initiative (imagination, leadership, taking action, independence) (20%)	Uses imagination to assess the needs of the situation and underlay a series of actions to achieve goals.	Can assess needs of the situation and takes action towards goals.	With guidance can assess needs of situation and take action necessary to achieve goals.	Where goals and methods are defined will undertake tasks requiring some imagination and independence.	Unable to undertake tasks beyond routine and standardised.			
5	Presentation (oral) (20%)	Imaginative presentation of material resulting in clarity of message and information	Well-structured and signposted presentation. Audible and pace appropriate to audience. Visual aids used to support the presentation.	Clearly structured and addressed to audience. Pace and audibility satisfactory. Visual aids used.	Shows some attempt to structure material for presentation, pace and audibility are satisfactory most of the time.	Material is difficult to understand due to poor structure and/or pace and audibility.			

Comments: _____

Total (100%)			
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Total (15%)			
Peer evaluation (5%) average			
TOTAL (20%)			

PROFESSIONAL DEVELOPMENT: Marking Criteria Grid (Assignment 2)

Name: Aabishkar Shrestha ID: 00020042

	CRITERION	75+ (A)	70 -74 (B+)	60-69 (B)	50 - 59 (C)	REFER/FAIL	1 st Marker	2 nd Marker	Marks Agreed
1	Clarity of expression (incl accuracy, spelling, grammar, punctuation) (20%)	Fluent writing style appropriate to document. Grammar and spelling accurate.	Language fluent Grammar and spelling accurate	Language mainly fluent Grammar and spelling mainly accurate	Meaning apparent, but language not always fluent Grammar and/or spelling contain errors	Meaning unclear and/or grammar and/or spelling contain frequent errors			
2	Imagination/ Creativity (20%)	Uses imagination and explores a variety of perspectives. Employs appropriate creative techniques to enhance thinking.	Uses imagination to go beyond boundaries and applies creative techniques with skills.	Uses imagination and a limited range of creative techniques.	Shows little imagination. Aware of some creative techniques and uses them with limited success.	Lacks imagination. does not exercise creative skills.			
3	Interactive and group skills (include. Teamwork, Negotiation/micro-Politics & empathy) (20%)	Can interact effectively within a learning or professional group. Can recognize or support or be proactive in leadership. Can negotiate and handle conflict.	Can interact effectively within a learning group, giving and receiving information and ideas and modifying responses where appropriate.	Meets obligations to others (tutors and/or peers); can offer and /or support initiatives; can recognize and assess alternative options.	Makes efforts to develop interactive skills. Uses basic interactive skills appropriately.	Has problems working with others/avoids work with others. Does not contribute or contributes inappropriately in groups.			
4	Initiative (imagination, leadership, taking action, independence) (20%)	Uses imagination to assess the needs of the situation and underlay a series of actions to achieve goals.	Can assess needs of the situation and takes action towards goals.	With guidance can assess needs of situation and take action necessary to achieve goals.	Where goals and methods are defined will undertake tasks requiring some imagination and independence.	Unable to undertake tasks beyond routine and standardised.			
5	Presentation (oral) (20%)	Imaginative presentation of material resulting in clarity of message and information	Well-structured and signposted presentation. Audible and pace appropriate to audience. Visual aids used to support the presentation.	Clearly structured and addressed to audience. Pace and audibility satisfactory. Visual aids used.	Shows some attempt to structure material for presentation, pace and audibility are satisfactory most of the time.	Material is difficult to understand due to poor structure and/or pace and audibility.			

Comments: _____

Total (100%)			
Total (15%)			
Peer evaluation (5%) average			
TOTAL (20%)			

PROFESSIONAL DEVELOPMENT: Marking Criteria Grid (Assignment 2)

Name: Rajiv Silwal ID: 00020202

	CRITERION	75+ (A)	70 -74 (B+)	60-69 (B)	50 - 59 (C)	REFER/FAIL	1 st Marker	2 nd Marker	Marks Agreed
1	Clarity of expression (incl accuracy, spelling, grammar, punctuation) (20%)	Fluent writing style appropriate to document. Grammar and spelling accurate.	Language fluent Grammar and spelling accurate	Language mainly fluent Grammar and spelling mainly accurate	Meaning apparent, but language not always fluent Grammar and/or spelling contain errors	Meaning unclear and/or grammar and/or spelling contain frequent errors			
2	Imagination/ Creativity (20%)	Uses imagination and explores a variety of perspectives. Employs appropriate creative techniques to enhance thinking.	Uses imagination to go beyond boundaries and applies creative techniques with skills.	Uses imagination and a limited range of creative techniques.	Shows little imagination. Aware of some creative techniques and uses them with limited success.	Lacks imagination. does not exercise creative skills.			
3	Interactive and group skills (include. Teamwork, Negotiation/micro-Politics & empathy) (20%)	Can interact effectively within a learning or professional group. Can recognize or support or be proactive in leadership. Can negotiate and handle conflict.	Can interact effectively within a learning group, giving and receiving information and ideas and modifying responses where appropriate.	Meets obligations to others (tutors and/or peers); can offer and /or support initiatives; can recognize and assess alternative options.	Makes efforts to develop interactive skills. Uses basic interactive skills appropriately.	Has problems working with others/avoids work with others. Does not contribute or contributes inappropriately in groups.			
4	Initiative (imagination, leadership, taking action, independence) (20%)	Uses imagination to assess the needs of the situation and underlay a series of actions to achieve goals.	Can assess needs of the situation and takes action towards goals.	With guidance can assess needs of situation and take action necessary to achieve goals.	Where goals and methods are defined will undertake tasks requiring some imagination and independence.	Unable to undertake tasks beyond routine and standardised.			
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Comments: _____

Total (100%)			
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Total (15%)			
Peer evaluation (5%) average			
TOTAL (20%)			

PROFESSIONAL DEVELOPMENT: Marking Criteria Grid (Assignment 2)

Name: Pramod Basnet ID: 00020056

	CRITERION	75+ (A)	70 -74 (B+)	60-69 (B)	50 - 59 (C)	REFER/FAIL	1 st Marker	2 nd Marker	Marks Agreed
1	Clarity of expression (incl accuracy, spelling, grammar, punctuation) (20%)	Fluent writing style appropriate to document. Grammar and spelling accurate.	Language fluent Grammar and spelling accurate	Language mainly fluent Grammar and spelling mainly accurate	Meaning apparent, but language not always fluent Grammar and/or spelling contain errors	Meaning unclear and/or grammar and/or spelling contain frequent errors			
2	Imagination/ Creativity (20%)	Uses imagination and explores a variety of perspectives. Employs appropriate creative techniques to enhance thinking.	Uses imagination to go beyond boundaries and applies creative techniques with skills.	Uses imagination and a limited range of creative techniques.	Shows little imagination. Aware of some creative techniques and uses them with limited success.	Lacks imagination. does not exercise creative skills.			
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Comments: _____

Total (100%)			
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Total (15%)			
Peer evaluation (5%) average			
TOTAL (20%)			

Appendix I

Proposal for Professional Development Seminar

Title

Effective Communication Techniques

Date

13th December, 2024

Duration

15-25 minutes

Organizing Team and Their Roles

- Paribesh Shrestha - Project Lead and Content Developer
- Aabishkar Shrestha – Technical Support and Resource Manager
- Rajiv Silwal – Event Coordinator and Presenter
- Pramod Basnet - Participant Engagement and Feedback Coordinator

Objective

This seminar's goal is to give attendees useful communication skills that will enable them to successfully express their views, forge closer bonds with others, and promote teamwork. For both professional and personal success, effective communication is essential, especially in the fast-paced, dynamic environments of today.

Keys Topics to be Covered

1. Key Components of Effective Communication:

- Understanding the foundations of communication: self-awareness, empathy, genuineness, and respect.
- Importance of these elements in building relationships and conveying messages clearly.

2. The 3 Vs of Communication:

- **Verbal:** Choosing the right words to express your message.
- **Vocal:** Using tone, pitch, and volume to add emphasis and emotion.
- **Visual:** Leveraging body language, eye contact, and facial expressions to complement your message.

3. Techniques for Effective Communication:

- Adapting your message to your audience for maximum impact.
- Using storytelling to engage and resonate with listeners.
- Incorporating clear and concise visuals for better understanding.

4. Communication Etiquette:

- Practicing respectful and polite interaction.
- Being mindful of non-verbal cues and their influence.
- Maintaining professionalism in both verbal and written communication.

5. Overcoming Communication Barriers:

- Strategies for active listening and effective feedback.
- Addressing cultural and personal differences in communication.
- Tips for reducing misunderstandings and ensuring clarity.

6. Benefits of Effective Communication:

- Building trust and stronger relationships.
- Enhancing teamwork and collaboration.
- Increasing confidence in public speaking and personal interactions.

Target Audience

Students, young professionals, and everyone else looking to improve their communication abilities are the target audience for this seminar. There is a limit of 35 students in the class, and attendance is required of every student.

Expected Outcomes

- Participants will learn actionable strategies to enhance their communication abilities.
- Attendees will gain insights into effectively conveying their ideas and messages.
- The session will provide practical advice on building strong interpersonal relationships through clear and confident communication.

Format

- Presentation with slides
- Interactive Sessions and feedback to address specific challenges faced by participants.

Conclusion

We are confident that this seminar will provide insightful information and useful strategies that can be used right away to enhance communication skills. We respectfully ask for permission to hold this event on the suggested day.

Appendix II

Meeting Minutes

1st Meeting:

- **Date:** 5th December, 2024
- **Platform:** Classroom
- **Attendees:** Paribesh Shrestha, Aabishkar Shrestha, Rajiv Silwal and Pramod Basnet
- **Agenda:**
 - Introduction of the seminar and its topic,
 - Discussion about key points and how to prepare for it,
 - Roles allocation for each individual like content creation, participant management, presentation, etc and agreement on the topic.
- **Decisions Made:**
 - All team members take charge of doing each individual role task.
- **Action Items:**
 - All team members began their assign work by the next meeting.

2nd Meeting:

- **Date:** 7th December, 2024
- **Platform:** Classroom
- **Attendees:** Paribesh Shrestha, Aabishkar Shrestha, Rajiv Silwal and Pramod Basnet
- **Agenda:**
 - Work progress and its finalization through contribution on each other work,
 - Division of the each slides and preparation for it with some visualization,
- **Decisions Made:**
 - All team members learn how they need to present it and how to make interactive.
- **Action Items:**
 - All team members began rehearsal by the next meeting.

3rd Meeting:

- **Date:** 13th December, 2024
- **Platform:** Classroom
- **Attendees:** Paribesh Shrestha, Aabishkar Shrestha, Rajiv Silwal and Pramod Basnet
- **Agenda:**
 - Full rehearsal and final review of the slides with presentation material,
 - Manage the participant with each individual comfort,
 - Verification of the technical instrument like laptop, projector, etc.
- **Decisions Made:**
 - All team members agreed to presentation content with no need to change.
 - All the technical instrument were confirmed.
- **Action Items:**
 - Ensure the information and content is delivered correctly.

Appendix III

Attendees List

S.N	Student Name	S.N	Student Name
1	Anjali Chaudary	18	Rikina Manandhar
2	Shubhnima Mahato	19	Rohan chudal
3	Jenisha Kandangwa	20	Ujwal Acharya
4	Kishor Chaudhary	21	Rabindra Magar
5	Chiran Rawal	22	Asmit Khadka
6	Davit Tamang	23	Raju Chepang
7	Dil Mahamad Ansari	24	Prakriti Thami
8	Niraj Panta	25	Nikesh Chaudhari
9	Ranjan Maharjan	26	Prabhuram Karki
10	Sami Rajbahak	27	Prabin Sharma Thakur
11	Binita Ghimire	28	Sanjeev Parajuli
12	Roshana Ghemoshu	29	Sugam Thapa
13	Pratik Shakya	30	Pratik Shiwakoty
14	Sushil Basnet	31	Sandesh Ghimire
15	Ganesh Basnet		
16	Kritesh Pokhrel		
17	Saneel Karmacharya		

Appendix IV

PPT

Nilai
UNIVERSITY

Padma
COLLEGE

Presentation 2024

EFFECTIVE COMMUNICATION TECHNIQUES AND SKILLS

Presented by:

Paribesh Shrestha(00020053)

Aabishkar Shrestha(00020042)

Rajiv Silwal(00020202)

Pramod Basnet(00020056)



Content

- 01** Introduction
- 02** Key Components of Effective Communication
- 03** The 3Vs of Communication
- 04** Techniques for Effective Communication
- 05** Communication Etiquettes
- 06** Overcoming Communication Barriers
- 07** Benefits of Effective Communication
- 08** Conclusion



Introduction

What is Communication?
Why Communication Matters?



Communication is the process of exchanging information, ideas, thoughts, and emotions between individuals or groups. It involves both verbal and non-verbal methods, such as speaking, listening, writing, gestures, and body language.



- Builds Relationships
- Enhances Teamwork and Collaboration
- Resolves Conflicts Effectively
- Drives Personal Growth
- Facilitates Decision-Making



Key Components of Effective Communication

Lets look into the components:-

Self-Awareness

Recognize your communication style and how it influences others to improve clarity and connection.

Empathy

Actively listen and understand others' emotions and perspectives to foster trust and mutual understanding.

Genuineness

Communicate honestly and authentically to build credibility and meaningful relationships.

Respect

Value and acknowledge differing opinions to create an inclusive and collaborative environment.





The 3Vs of Communication

Lets discuss about the 3Vs of Communication:-



Techniques for Effective Communication

- **Active Listening:** Fully concentrating on the speaker, reflecting back what you hear to confirm understanding.
- **Non-Verbal Cues:** Being aware of body language, eye contact, and gestures to reinforce your message.
- **Asking Questions:** Encouraging dialogue by asking open-ended questions to foster engagement.
- **Feedback:** Providing constructive feedback to clarify misunderstandings and improve future interactions.

Communication Etiquette

Be Respectful

- Avoid interrupting.
- Show appreciation for others' viewpoints.

Be Polite

- Use courteous language and a positive tone.

Be Timely

- Respond promptly and appropriately

Avoid Overloading

- Communicate clearly and concisely without unnecessary details.

Be Mindful of Non-Verbal Cues

- Maintain appropriate posture, gestures, and eye contact.



Overcoming Communication Barriers

Lets look into the communication barriers:-

Language Differences

Simplifying language or using translation tools when necessary.

Emotional Barriers

Staying calm and composed to facilitate open dialogue.

Physical Barriers

Utilizing technology effectively for remote communication (e.g., video calls).

Perceptual Barriers

Acknowledging different viewpoints and working towards mutual understanding.





Benefits of Effective Communication

- Your Enhances collaboration and teamwork.
- Reduces misunderstandings and conflicts.
- Builds trust and rapport among team members.
- Increases overall productivity by ensuring clarity in tasks.



CONCLUSION

FINALLY WHY COMMUNICATION IS IMPORTANT?



Mastering effective communication techniques is crucial for success in various aspects of life. By focusing on clarity, engagement, and empathy, individuals can significantly improve their interactions, leading to better outcomes in both personal and professional environments.



♥ **THANK
YOU!!** 🙌

**ANY
QUESTION?**



Appendix V

Peer Evaluation Form I

Name: ...Paribesh...Shrestha.....

Date:14th December, 2024.....

Write the names of your group members in the numbered boxes. Then, assign a value listed attribute for each of your group members and total all of the values.

Values: 5 = Superior 4 = Above Average 3 = Average 2 = Below Average 1 = Weak

Attribute	1. Aabishkar Shrestha	2. Rajiv Silwal	3. Pramod Basnet	4.
Participated in group discussions	5	5	5	
Helped keep the group on task	4	5	5	
Contributed useful ideas.	5	5	4	
How much work was done.	5	4	5	
Quality of completed work	5	5	5	
Total	24	24	24	
Mean Value	4.8	4.8	4.8	

Peer Evaluation Form II

Name: ...Aabishkar...Shrestha.....

Date:14th December, 2024.....

Write the names of your group members in the numbered boxes. Then, assign a value listed attribute for each of your group members and total all of the values.

Values: 5 = Superior 4 = Above Average 3 = Average 2 = Below Average 1 = Weak

Attribute	1. Paribesh Shrestha	2. Rajiv Silwal	3. Pramod Basnet	4.
Participated in group discussions	5	5	5	
Helped keep the group on task	5	5	5	
Contributed useful ideas.	5	5	4	
How much work was done.	5	4	5	
Quality of completed work	4	5	5	
Total	24	24	24	
Mean Value	4.8	4.8	4.8	

Peer Evaluation Form III

Name: ...Rajiv...Silwal.....

Date:14th December, 2024.....

Write the names of your group members in the numbered boxes. Then, assign a value listed attribute for each of your group members and total all of the values.

Values: 5 = Superior 4 = Above Average 3 = Average 2 = Below Average 1 = Weak

Attribute	1. Aabishkar Shrestha	2. Paribesh Shrestha	3. Pramod Basnet	4.
Participated in group discussions	5	5	5	
Helped keep the group on task	4	5	4	
Contributed useful ideas.	5	5	5	
How much work was done.	5	4	5	
Quality of completed work	5	5	5	
Total	24	24	24	
Mean Value	4.8	4.8	4.8	

Peer Evaluation Form IV

Name: ...Pramod Basnet

Date:14th December, 2024.....

Write the names of your group members in the numbered boxes. Then, assign a value listed attribute for each of your group members and total all of the values.

Values: 5 = Superior 4 = Above Average 3 = Average 2 = Below Average 1 = Weak

Attribute	1. Aabishkar Shrestha	2. Rajiv Silwal	3. Paribesh Shrestha	4.
Participated in group discussions	5	5	5	
Helped keep the group on task	4	5	5	
Contributed useful ideas.	5	5	5	
How much work was done.	5	4	5	
Quality of completed work	5	5	4	
Total	24	24	24	
Mean Value	4.8	4.8	4.8	

Appendix VI Seminar Snapshot





