



# ST FRANCIS DE SALES COLLEGE

Permanently Affiliated to Bangalore University | Electronics City, Bengaluru - 100

Accredited with NAAC "A" Grade || Recognised under 2(f) & 12(b) of the UGC Act  
A FRANSALIAN INSTITUTE OF HIGHER LEARNING

## Developing Skills of Reporting

**Date:** 14<sup>th</sup> February 2019

**Venue:** College Auditorium

**Conducted By:** Chaucer's Academy, Department of English

**Attended By:** UG Students

**Organised By:** St. Francis de Sales College, Electronic city, Bengaluru

In the light of enhancing writing skills in English among the blooming graduates, St. Francis de Sales College come up with various sessions. The English department has conducted a session titled "**Developing Skills of Reporting**" on **14<sup>th</sup> February 2019**. The objective of this session is to improve the reporting skills of the blooming graduates.

In the Introductory session the resource person of the day narrated "how to Maintaining a diary is generally a very good habit. One can always check facts looking back, remember events, find an outlet and effectively document one's life this way. Some people even name their diaries and address them like an imaginary friend".

A personal journal it's a private possession. This diary usually is just for you and it's not for public reading, so one can write liberally. But for the benefit of the readers, we'd like to show you all how a diary entry is generally written. What we are laying down here are good practices that one can inculcate while writing their diary entry. A Diary is a journal organized by date where you express your thoughts, feelings, opinions, and plans. So, be as candid as you can. Because this journal is your safe place. If you don't know where to start, then start by writing about your day, about yourself, and so on...

Electronics City P.O., Bengaluru - 560 100

Tel: 080-27836065 / 27834611, Fax: 080-27832299, Email: [sfscollege.ecity@gmail.com](mailto:sfscollege.ecity@gmail.com) | [sfscollege@rediffmail.com](mailto:sfscollege@rediffmail.com)

[www.sfscollege.in](http://www.sfscollege.in)



## Tips on How to Write a Diary Entry

- Always mention the date

Pick a corner and keep it for mentioning the dates of your diary entry. You may not write every day. Some people are also specific about time and place as well. Again, it's about personal preferences. Since one usually keeps a diary for a long period of time, it's wiser to think out a general format for your diary entries and stick to it.

- Choose a subject

Just like a chapter, usually, there's a reason why you reached out to make a diary entry. But whatever it is that you picked your journal for, your diary entry will have a topic that way.

- Voice

Now, we always address our entries in the first person. If you want, you can give it a name. Usually, people address their diary entries as – “Dear Diary”

- Be honest, it's you who are talking to

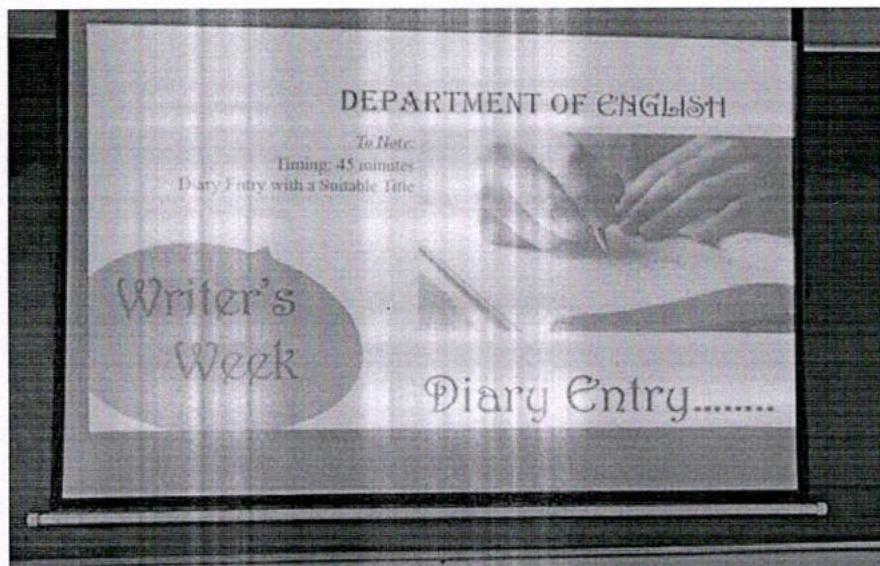
The key thing about a diary entry is that it is always kept truthful, natural and free-flowing. So, trust your thought train and don't stop or mince words for the fear of being watched or judged. As it is your space to let out all your feelings, so don't hold back.

- Make it a habit

It's wonderful how when you let out all the emotions, sometimes the endings get quite conclusive and lead in a positive direction. Like you already knew the answer to your questions yourself. You just had to get all the foggy clouds of emotions out of your way to see it.

The students were given A Day's Events and they were asked to write a Diary Entry on the given events. The students of Humanities, Computer Application and Science were asked to gather for the competition on Thursday, 14<sup>th</sup> February 2019 and for the students of Commerce and Management on Friday, 15<sup>th</sup> February 2019. The students were given a wonderful opportunity to show their talents in preparing their daily entry. Prof Tison Thomas explained the event to the participants. Two Twenty eight students from various departments actively participated in the day's event. Prof Sheeba M and Prof Uma Maheshwari guided the students for the day.

The College encourages the faculty of the English dept to come out with various other activates such as Public speaking, role -play to enhance communication skills.



Students are participating in the Diary Entry activity conducted by Chaucer's Academy on 14th February 2019.

  
**Co-ordinator**  
 Internal Quality Assurance Cell (IQAC)  
 St Francis de Sales College  
 Electronics City Post, Bangalore - 560 100

  
**PRINCIPAL**  
 St. Francis de Sales College  
 Electronics City Post, Bangalore - 560 100

