

A Report  
**Extempore: Think Fast, Speak Smart!**

The BBA Department organized a vibrant extempore session titled **“Think Fast, Speak Smart!”** on **26 July 2025** within the college premises. First- and second-year students participated enthusiastically, drawing random topics, given a short preparation time, and then delivering impromptu speeches. Throughout the event, they demonstrated spontaneous thinking, clear expression, and growing confidence in front of their peers and faculty.

The speeches were evaluated by a panel of senior faculty on parameters such as content relevance, clarity of thought, confidence and body language, voice modulation fluency and Time Management. The session was well-received, engaging both participants and audience, and the feedback showed that it significantly boosted students’ communication skills, critical thinking and self-assurance. This initiative affirms the institution’s ongoing commitment to developing strong soft skills alongside academic excellence.



To  
The Principal  
Government Collège, Solan

Subject: Permission to Organize an Extempore Session for BBA Students

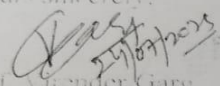
Respected Madam,

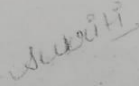
With due respect, We would like to seek your kind permission to organize an **Extempore Session** - "*Think Fast, Speak Smart!*" for the students of the BBA Department on **26th July 2025** within the college premises. The objective of this activity is to enhance the communication skills, confidence, and critical thinking abilities of the students through spontaneous speaking on a variety of topics.

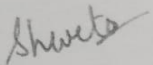
We request your kind approval to proceed with the necessary arrangements.

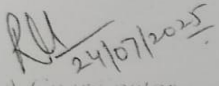
Thank you for your support and encouragement.

Yours sincerely,

  
Prof. Anender Garg

  
Prof. Sukriti Chaturvedi

  
Prof. Shweta Sethi

  
BBA Coordinator

**GOVT. COLLEGE, SOLAN**  
**Department of Business Administration (BBA)**

**NOTICE**

**Date: 24th July 2025**

**EXTEMPORE SESSION**  
***"THINK FAST, SPEAK SMART"***

The BBA Department is organizing an **Extempore Session** on **26th July 2025** to promote communication skills, spontaneity, and confidence among students.

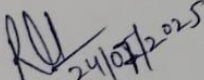
**Time:** 10:00AM-12:00 Noon


**Venue:** BBA Department

**Open for:** BBA 1st, 2nd, and 3rd Year Students

**Event Highlights:**

- Topics will be given on the spot on random basis
- 1 min for preparation, 2 minutes to speak

  
BBA Coordinator

  
Principal  
Govt. College Solan

Extempore Session  
Attendance Sheet

Event Date: 26th July 2025  
Venue: BBA Department, Govt. College Solan

S.No	Roll no.	Name	Semester	Signature
1	142322	Deepanshi	5 <sup>th</sup> Sem	Deepanshi
2	<del>13</del> 132229	Rohit	5 <sup>th</sup> Sem	Rohit
3	142302	Gauri	5 <sup>th</sup> Sem	Gauri
4	142305	Gurgun	5 <sup>th</sup> Sem	Gurgun
5	142321	Manish Singh	5 <sup>th</sup> Sem	Manish
6	142312	Barnekh	5 <sup>th</sup> Sem	Barnekh
7	2401039	Harmit Sharma	3 <sup>rd</sup> Sem	Harmit Sharma
8	2501037	Kartik	1 <sup>st</sup> Sem	Kartik
9	25010180	Ayush	1 <sup>st</sup> Sem	Ayush
10	2501030	Madhav Sharma	1 <sup>st</sup> Sem	Madhav Sharma
11	25002004	Pushpendra garg	1 <sup>st</sup> Sem	Pushpendra
12	2401014	Deepanshu	3 <sup>rd</sup> Sem	Deepanshu
13	<del>2501043</del> 162522	Havish Kumar Garg	1 <sup>st</sup> Sem	Havish
14	2501006	Geopal	1 <sup>st</sup> Sem	Geopal
15	142301	Rohit Gurung	5 <sup>th</sup> Sem	Rohit
16	1423033	Ayush Tripathi	5 <sup>th</sup> Sem	Ayush
17	162518	Aksha	1 <sup>st</sup> Sem	Aksha
18	162505	Ridhima Sharma	1 <sup>st</sup> Sem	Ridhima
19	162514	Ruhani Tripathi	1 <sup>st</sup> Sem	Ruhani
20	162532	Ridhima	1 <sup>st</sup> Sem	Ridhima
21	2401030	Palak Tripathi	3 <sup>rd</sup> Sem	Palak Tripathi
22	2401005	Nidhi	3 <sup>rd</sup> Sem	Nidhi
23	2401024	Kashi	3 <sup>rd</sup> Sem	Kashi
24	142303	Alisha Tanwar	5 <sup>th</sup> Sem	Alisha
25	142311	Jishka	"	Jishka
26	142313	Monika	"	Monika
27	162504	Aryali	1 <sup>st</sup> Sem	Aryali
28	162543	Palak	1 <sup>st</sup> Sem	Palak
29	162530	Polak	1 <sup>st</sup> Sem	Polak

BBA Faculty  
Prof. Vikram Garg

Shweta  
26/07/2025  
Prof. Sukanta Choudhary

Shweta  
26/07/2025  
Prof. Shweta Sethi

Extempore Session  
Attendance Sheet

Event Date: 26th July 2025  
Venue: BBA Department, Govt. College Solan

S.No	Roll no.	Name	Semester	Signature
1	40	Kumkum	3 <sup>rd</sup>	<u>Kumkum</u>
2	37	Shreya	3 <sup>rd</sup>	<u>Shreya</u>
3	17	Harshita	3 <sup>rd</sup>	<u>Harshita</u>
4	29	Anshul Thakur	3 <sup>rd</sup>	<u>Anshul Thakur</u>
5	05	Deepika	3 <sup>rd</sup>	<u>Deepika</u>
6	12	Chanchal	3 <sup>rd</sup>	<u>Chanchal</u>
7	25	Evangelina	3 <sup>rd</sup>	<u>Evangelina</u>
8	16	Palak	3 <sup>rd</sup>	<u>Palak</u>
9	04	Namrta	3 <sup>rd</sup>	<u>Namrta</u>
10	15	Sargam	3 <sup>rd</sup>	<u>Sargam</u>
11	42	Kavya Thakur	1 <sup>st</sup>	<u>Kavya</u>
12	17	AMAN Thakur	1 <sup>st</sup>	<u>AMAN</u>
13	35	Palak	1 <sup>st</sup>	<u>Palak</u>
14	34	Mannat	1 <sup>st</sup>	<u>Mannat</u>
15	15	Ishan	1 <sup>st</sup>	<u>Ishan</u>
16	06	Pooshotam	1 <sup>st</sup>	<u>Pooshotam</u>
17	22	Harshit	3 <sup>rd</sup>	<u>Harshit</u>
18	14	Nidhi Katoch	3 <sup>rd</sup>	<u>Nidhi</u>
19	33	Ridhima Thakur	3 <sup>rd</sup>	<u>Ridhima</u>
20	08	Devina	3 <sup>rd</sup>	<u>Devina</u>
21	08	Ishan	1 <sup>st</sup>	<u>Ishan</u>
22	28	Pankaj	1 <sup>st</sup>	<u>Pankaj</u>
23	39	Pushkar	1 <sup>st</sup>	<u>Pushkar</u>
24	43	Tanmay	1 <sup>st</sup>	<u>Tanmay</u>
25	25	Harsini Thakur	1 <sup>st</sup>	<u>Harsini</u>
26	3	Abhishek	1 <sup>st</sup>	<u>Abhishek</u>

BBA Faculty  
[Signature]  
26/07/2025  
Prof. Vikram Singh

[Signature]  
26/07/2025  
Prof. Subeeti Chaturvedi

[Signature]  
26/07/2025  
Prof. Shweta

Extempore Judgement Worksheet

Event Date: 26th July 2025

Venue: BBA Department, Govt. College Solan

Sr. No.	Name of Participant	Topic	Content Relevance (10)	Clarity of Thought (10)	Confidence & Body Language (10)	Voice Modulation & Fluency (10)	Time Management (10)	Total (50)	Remarks
1	Sargam <sup>II</sup>	God	6	6	7	6	6 1:29	31	
2	Meena <sup>I</sup>	Phone	7	8	8	8	10:20	41	
3	Ayush <sup>III</sup>	Friend	9	9	10	9	7 1:30	44	
4	Anshul <sup>III</sup>	Success	8	8	9	9	4 30sec	38	
5	Pushpendar <sup>I</sup>	Mirror	8	8	8	8	5 56sec	37	
6	Gaurav <sup>III</sup>	Colour	7	8	7	7	4 39	33	
7	Nidhi <sup>II</sup>	Freedom	9	9	9	9	10 1:50	46	
8	Abhinav <sup>I</sup>	Hope	6	6	7	6	4 30sec	29	
9	Rohit <sup>II</sup>	Money	9	9	8	9	9 1:50	44	
10	Shreya <sup>II</sup>	Fear	7	7	7	7	4 36sec	32	

*[Signature]*  
26/07/2025  
Judge Name & Signature

Extempore Judgement Worksheet

Event Date: 26th July 2025

Venue: BBA Department, Govt. College Solan

Sr. No.	Name of Participant	Topic	Content Relevance (10)	Clarity of Thought (10)	Confidence & Body Language (10)	Voice Modulation & Fluency (10)	Time Management (10)	Total (50)	Remarks
1	Aman <sup>I</sup>	Smile	7	7	8	7	5 42sec	34	
2	Alisha <sup>III</sup>	Budget	8	8	8	8	7 1:20	39	
3	Ridhima <sup>II</sup>	Patience	6	6	6	6	5 50	29	
4	Palak <sup>I</sup>	Climate	6	6	7	6	5 49sec	30	
5	Gungun <sup>III</sup>	Aim	8	8	8	7	8 1:50	39	
6	Harshita <sup>II</sup>	Failure	8	7	8	7	9 2:02	39	
7	Ishan <sup>I</sup>	Sleep	8	8	9	8	8 1:23	41	
8	Ishika <sup>III</sup>	Responsibility	8	8	8	7	7 1:13	38	
9	Evangelina <sup>II</sup>	Kindness	9	10	9	9	10 1:25	48	
10	Riya <sup>I</sup>	Teacher	8	7	8	7	7 1:00	37	

*[Signature]*  
26/07/2025  
Judge Name & Signature

Extempore Judgement Worksheet

Event Date: 26th July 2025

Venue: BBA Department, Govt. College Solan

Sr. No.	Name of Participant	Topic	Content Relevance (10)	Clarity of Thought (10)	Confidence & Body Language (10)	Voice Modulation & Fluency (10)	Time Management (10)	Total (50)	Remarks
1	Dehanshi <sup>III</sup>	Anger	7	7	8	7	7 1:25	36	
2	Rashi <sup>II</sup>	Teamwork	7	7	7	7	4 36	32	
3	Kartik <sup>I</sup>	Time	7	6	6	6	6 1:03	31	
4	Manish <sup>III</sup>	Tree	8	8	8	8	5 50	37	
5	Dehanshi <sup>III</sup>	Courage	6	6	6	6	5 1:30	29	
6	Tammy <sup>I</sup>	Pen	7	7	8	7	6 1:15	35	
7	Parvesh <sup>III</sup>	Book	8	8	8	7	8 1:40	39	
8	Chanchal <sup>II</sup>	Leader	6	6	6	5	5 1:00	28	
9	Ridhima <sup>I</sup>	Chair	5	5	6	5	5 1:15	26	
10	Rohit <sup>III</sup>	Rain	7	7	7	7	6 1:16	34	

Shweta  
26/07/2025  
Judge Name & Signature

**Outcome:**

1. The extempore session during the orientation programme helped BBA students enhance their communication skills and confidence by encouraging them to speak spontaneously and express their ideas clearly.
2. It provided an engaging platform for students to think critically, improve their language fluency, and interact confidently with peers and faculty members.

**Impact:**

1. The activity helped students overcome stage fear and build self-assurance, creating a positive start to their academic journey.
2. It promoted active participation, teamwork, and a sense of belonging, setting the tone for an interactive and confidence-driven learning environment throughout the BBA program.

  
COORDINATOR

  
DIRECTOR