

## Oral Presentation

### Intro

I - Attention getting statement (use quotes, brief story or humorous anecdote, ask a question)

II ~~Specific~~ ~~Thesis~~ statement: Specific purpose of presentation

III over view of your main points.

### Body

I First main point

A. Sub. point

(1) Sub. sub point

(II) Sub sub point

B. Sub point

(1) Sub sub point

(II) Sub sub point

(III) Sub sub point

II Second main point

A. - Sub point.

.....

### Conclusion

I Summary statement - Review of your main points.

II concluding statement: closing statement to end the presentation smoothly.

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It is an opportunity to share and receive feedback on your ideas research findings etc.

1- know your audience. Audience will have varied technical knowledge

2- Audience mood:- Friendly audience, skeptical audience  
Friendly audience will accept the early assertion of main point & sometimes supportive details.

3. Audience preference for presentations:

Does your audience expect or require

PPT?

(1) Draft the introduction.

The introduction should explain who, what, when, where and why of your research.

The middle will explain 'how'

(2) concentrate on the middle and conclusion.

what exactly do you want the audience to learn? Prioritize your points in terms of importance. The information in the middle should contribute to the important point.

(3) Organize your argument and support.

write down your points in cards, and organize them, so you can see the entire structure at a glance and make changes. It will help you remove unnecessary information that does not support your main point.

### 3 Elements of Oral presentation

① Content: while preparing for the presentation, there should be two or three main points and make sure everything else is supporting these main points. Always try to make the content simple, logical and clear. It is important to understand what the audience needs to know and construct the presentation accordingly to the audience.

② Design: most important part while designing the presentation is that it should be legible. If you use the presentation requires slides, don't put too much text on the slides. The text should be large enough to read easily. The design should ~~complement~~ complement the content. The images should work to clarify the text.

③ Delivery: Engaging the audience is the most important part of presentation. To achieve this, it is necessary to make eye contact with the audience. Voice modulation plays a major role while emphasizing the points. Use slides only as a support to ~~your~~ <sup>the</sup> presentation.

# Team Building

## (i) Teams

Tasks are achieved more easily by teams with a common purpose rather than by individuals. It is important to develop team work through team building so as to get the best <sup>from</sup> the team. The level of engagement and commitment defines the success of the team.

Some frequent combinations with 'team'.

Team	Leader	: The person in charge of the team
	effort	: The work done together by the team
	Performance	: The result that the team produces
	dynamics	: The way the team works together
	effectiveness	: The degree to which team produces results
	learning	: When people learn in teams rather than individually

## ii) Team Players

Team members or team players include:

- (a) The Implementor: A ~~person~~ team member who converts the team's plan into something achievable.
- (b) The Coordinator: A confident member who sets objectives and define team member's roles.
- (c) The Shaper: A member who defines issues, shapes ideas and leads the action.
- (d) The Plant: A creative and imaginative person who supplies original ideas and solve problems.

- (e) The Resource Investigator: A person who communicates with outside world and explores opportunities.
- (f) The Team Worker: A member who builds the team, supports others and reduces conflict.
- (g) The Completer: A member who meets deadlines, corrects mistakes & makes sure nothing is forgotten.

(iii) Stages of Team Life:

A typical team goes through a series of stages:

- (a) Forming: A group is anxious and feels dependent on a leader. The group tries to discover how it is going to operate and what the 'normal' ~~work~~ ways of working will be.
- (b) Storming: The atmosphere may be conflict between the members, who may resist control from any one person. There may be a feeling that tasks cannot be alienated.
- (c) Norming: At this stage, members of the group feel closer together and the conflicts are forgotten. The members of the group will start to support each other. There is a feeling that ~~the~~ tasks are alienable.
- (d) Performing: The group is carrying out the tasks for which it was formed. Members feel safe to express differences of opinions in relation to others.
- (e) Mourning: The group's work is finished, and its members begin to have pleasant memories of their activities & achievements.

## Letter writing.

Letters are a form of written communication, aiming to share information between one party and another.

There are two types of letters.

- Formal letter
- Informal letter.
- Formal letter is written for business or professional purposes with specific objective in mind. It uses simple and precise language that can be easy to read and interpret.
- Informal letters are written for friends or relatives and uses casual or emotional tone.
- Objective of formal letter is to furnish professional communication, whereas informal letter aims personal communication.
- A formal letter is written in prescribed format whereas an informal letter does not have any prescribed format.
- A formal letter is written to a business enterprise, college/institute, employer, organisations etc. An informal letter is written to friends, family and acquaintances etc.
- In a formal letter, sentences may become complex according to the complexity of information but an informal letter will have simple sentences.

→ The size of a formal letter will be concise whereas an informal letter will be either large in size or concise.

→ Contractions and abbreviations are normally avoided in a formal letter, but in an informal letter contractions & abbreviations are ~~not~~ freely used.

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A formal letter is a letter written in professional language, with prescribed format. It can be a recommendation letter, enquiry letter, complaint letter, cover letter and so on.

A formal letter should be

- \* written in specified format
- \* ~~to~~ avoid the use of unnecessary words
- \* straight to the point.
- \* relevant and objective
- \* polite, even if it is a complaint letter
- \* It should be free from any mistakes, i.e., grammatical or spelling.

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An informal letter is written to someone you know very well. It can be used to convey message, news, giving advice, request information, asking questions etc. It is a personal letter written to whom you are familiar with & there is no specific format for writing this letter.

## Report Writing

~~Answer:~~

A report aims to ~~to~~ inform and sometimes to persuade. They should be written clearly with evidence about a topic, problem or a situation.

A report is similar to an essay in

- ① Its formal style.
- ② Introduction, body and conclusion
- ③ Analytical thinking
- ④ Research for information and evidence to support a conclusion
- ⑤ Careful proof reading and neat presentation.

A report is different from an essay in

- ① It is a presentation of facts and information rather than a discussion of various opinions.
- ② It is written for a very specific audience
- ③ It is structured so that it can be scanned easily by a reader
- ④ It uses numbered headings and subheadings.
- ⑤ uses short paragraphs.
- ⑥ uses graphs if necessary (tables, illustrations etc.)
- ⑦ Makes recommendations

How to write a report.

Planning:

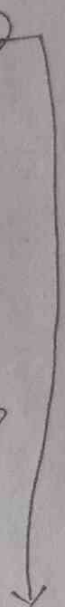
- ① who has requested a report.



- ② why have they asked for a report?
- ③ what do they need to know?
- ④ who is your audience? (e.g. clients, lecturers, managers etc.)

### Analysing your task.

- ① what type of report is needed? (experimental, technical, business)
- ② How long does the report need to be?
- ③ what is required in the report?
- ④ what is the problem to be solved?
- ⑤ what is the aim of the report?
- ⑥ what information do you need to collect?



### Format of a report

Title, author(s), date  
 { Title page: Describes what the report is  
 Abstract or executive summary: 200 words.  
 It states the problem, how it was investigated, what was found, & what does it mean.

Table of contents: list of sections of report.

Introduction: Gives the background information about the topic.

- \* A business report aims to
- \* examine how organization can achieve an objective.
- \* Highlight a problem & offer a solution
- \* Offer information, analysis & recommendation.

main body: It is organized into sections. It includes what was investigated, how was it investigated, and what was found.

conclusion: Summary of what the report achieved & the significance of the findings

Recommendations: what is recommended as a course of action

References: A list of all the sources you used.

→ An experimental report

- \* An experiment or research

- \* what is achieved during the course of experiment

- \* what was concluded & how it is compared with previously published results.

→ Technical design report

- \* Solve a problem

- \* Recommend a design.

Formal or informal report, short or long report, informational report (annual reports, monthly reports), vertical or lateral reports, internal or external reports, periodic reports (during scheduled dates, unonesupward direction), functional reports (accounting, marketing, financial reports)

## Different types of interviews.

### Introduction:

Purpose of an interview is to evaluate the credentials and attitude of the candidate to make sure that the person is qualified to carry out future professional responsibilities. Each employer has a preferred method of obtaining the information necessary to finalize the hiring decision. They follow different types of interview styles to select suitable employees. An interviewer may resort to different mediums such as telephone, skype and other electronic channels, face-to-face method etc. to conduct the interviews.

The styles of the interview include:

#### (i) Structured Interview:

A structured interview is generally known as formal or organized interview. This type of way include several interviewers and can be referred to as panel interview. In such an interview, an interviewer may start the conversation with an 'ice breaker' question, with the purpose of providing relaxation ~~for the~~ to the candidate before more serious questions to be asked. An interviewer may provide information about day-to-day work responsibilities and company philosophy. He or she may then ask the candidate questions regarding the educational, co-curricular and work experience.

#### (ii) Unstructured Interview:

As the ~~name~~ name implies, an unstructured interview will have no solid structure or the only structure would be the structure provided by the candidate. The primary interest of the interviewer would

be hearing or listening to the candidate and may ask a ~~series~~ series of open ended questions. This type of interview is more conversational and less formal in style when compared to structured interview.

### (iii) Stress Interview:

This type of interviews are conducted while hiring for positions that require high level of ~~the~~ daily stress in work atmosphere. (i.e., sales, stockbroker etc.)

Stress interview contains same questions that are asked during structured or unstructured ~~int-~~ interviews. However, the main difference is in the behaviour of the interviewer. Interviewer may appear ~~distra-~~ distracted, contrary or indifferent to the interviewee. The aim of this interview is to assess the reaction of the candidate to pressure of indifference, rejection and overall stress.

### (iv) Behavioral Interview:

This ~~is~~ approach is based on the belief that past performance is the best predictor of future ~~performance~~ behavior. Therefore, interview questions are designed to probe previous experience in order to determine behavior in similar situations in future. Behavioural interview questions generally start with any of the following phrases.

(a) Tell me about a time when...

(b) Tell me how you approached a situation where...

(c) Share an instance in which you demonstrated...

(v) Problem Solving or Case Interview:

This type of interview contains questions to test the candidate's analytical ability and communication skills. In such an interview, candidate will be presented with a ~~real~~ real or simulated problem to consider and solve. The candidate is not necessarily expected to come to the 'correct answer'.

(vi) Panel Interview:

In such an interview, employers collect the opinions of several staff members before deciding which candidate to hire. To accomplish this, a candidate ~~may~~ may be interviewed by a ~~number~~ number of people at once. Panel ~~inter~~ interviews can vary in style and tone; but generally they will be formal.

## Group Discussion

Group discussion or GD is a form of many-on-many discussion. It is considered to be an important part of admission to management and technical institutes and selection in campus interviews. The purpose of conducting GD is to identify the abilities of the candidates to fulfill the specifications of the companies. Below given are the elements that evaluators look for in their potential employees.

(i) Knowledge: In a GD the knowledge of the participant can not be replaced by anything else. While participating in GD a candidate should speak the points which are of substantial value. It is necessary to be a good reader to increase your knowledge on various subjects. TV, Newspapers, magazines, internet etc. could function as good sources of knowledge.

(ii) Alertness and Presence of mind

In GD, participant is required to listen carefully to other persons' thoughts so that he/she can keep an argument, example, supportive statement, fact etc. to participate in discussion. It is at this juncture that the ability to be alert and act immediately becomes an important factor in GD.

(iii) Communication:

Good communicative skill is an important part of GD. Even if a participant has good knowledge about the topic of discussion, if he/she fails to communicate them effectively,

It will become a failure, to impress the evaluator  
Therefore putting ones' knowledge across clearly  
and effectively is an important part of succeeding  
in GD.

(iv) confidence:

Self confidence of the candidate  
adds a lot of value to their candidature. The  
body language and communication of the participant  
should express confidence. Maintaining eye contact  
with other participants and avoiding unnecessary  
movements are necessary part of ~~an~~ expressing  
confidence.

(v) leadership and Team Skills:

Participation in GD promotes  
not only the leadership skills but the ability of  
a participant to work in a team. ~~And~~ In order  
to meet the group objectives, a ~~is~~ good leader  
should also be a good team player.

(vi) Goal orientation:

As there are many participants  
in GD, it is possible to move the discussion  
away from the topic. Ability to focus on the  
goal of GD can get a participant, some extra points,  
~~as~~ since the purpose of GD is to ~~to~~ reach to a  
comprehensive idea about the subject discussed.

## Do's and Don'ts of participating in GD

### Do's of participation in GD

- Listen to the subject carefully
- Put down your thoughts on a paper
- Initiate the discussion if the subject is familiar
- Listen to others if you don't know the subject.
- Support the point with facts and figures.
- Give others chance to speak
- Speak politely and pleasantly.
- Respect contribution from other members.
- Disagree politely and agree with what is right
- Make short contributions of 25-30 seconds 3-4 times
- Summarize the discussion if the group has not reached conclusion.

### Don'ts of participating in GD

- Don't criticize the discussion if you don't have enough knowledge about the given topic.
- Don't overspeak, intervene or snatch others chance to speak.
- Don't argue and shout during the GD
- Don't talk irrelevant things and distract the discussion
- Don't pose negative body gestures like leaning



back on the ~~left~~ chair, ~~know~~ knocking the table  
with pen etc.

Don't mention wrong statistics.

Don't ~~display~~ display low self confidence, wobbly  
shaky hands, trembling voice etc.

Don't try to dominate the discussion.

### Introduction

A group discussion. abbreviated as GD is a form  
of many-on-many discussion.

## Preparation Before and During the Interview

When it comes to job interviews three of the biggest things people want to know are:

What to do before an interview, <sup>and</sup> what to do during an interview, and what to do after an interview.

So basically as much as possible about the entire process...

Being interviewed is a critical aspect of the hiring process. After the submission of a resume that followed a prescribed format, and the consequent overview of it is done by the interviewer, the next procedure is face-to-face interaction with the potential employer.

It is essential that you put your best foot forward and allow the interviewer to get to know the person they'd be working with. They learned about your accomplishments from your resume; now show them your personality and how you handle yourself in a professional environment. This means you need to know what to do before an interview, what to do during an interview, and what to do after an interview as well.

Here are some of the important things to do:

### What to do before an interview

The things to do before an interview are typically a bit more mental than anything else. Usually the build up to an interview is much more nerve-wracking than the actual interview itself. With that in mind, shift your focus to preparation and do whatever you can to practice relaxation beforehand! Nerves can be useful if they motivate you to act. So take a deep breath, and read through our suggestions on things to do before an interview that will help you be prepared when you get into the room.

1. Get a good night's sleep the night before. You'll look better and feel better. This lets you make the best first impression.
2. Do your research. Know the company that you are interviewing with so you can answer their questions well and in the right context. It will also show that you are truly interested in the company.
3. Eat a good breakfast. You'll be more alert and focused.
4. Prepare questions beforehand. Know the answers to basic questions that they will most likely ask you. Also come up with a few questions about the company or position you are applying for to show that you're interested.

Some typical interview questions are:

- i. Can you tell me a little about yourself?
- ii. How did you hear about the **position**?
- iii. What do you know about the company?
- iv. Why do you want this **job**?
- v. Why should we hire you?
- vi. What are your greatest professional **strengths**?
- vii. What do you consider to be your weaknesses?
- viii. Tell me about a challenge or conflict you have faced at work, and how you dealt with it.
- ix. Where do you see yourself in five years?
- x. What is your dream job?
- xi. What type of work environment do you prefer?
- xii. How do you deal with pressure or stressful situations?

5. Make a few copies of your resume and put them somewhere where you won't forget to bring them.
6. Search the web. It is likely someone else has interviewed with the company, so search the web and see what others are saying about it.
7. Make sure your clothes are clean and wrinkle-free.
8. Know who will be interviewing you, and learn a bit about their background.
9. Know your strengths and put together a list of them.
10. Prepare a solid list of references that you can give your interviewer on the spot.
11. Know how to answer the question, "What will you add to the company by joining it?"
12. Carry a tissue or handkerchief in your pocket to dry your hands in case you are nervous before you go in.
13. Turn off your cell phone.
14. Prepare for the different types of interviews: behaviour, experiential, or combination.

That is our list of the most important things to do before an interview. You don't need to memorize everything on that list. Just make yourself familiar with them.

### **What to do during an interview**

Now that you're well-rested, prepared and at the designated location a little early – there are a few things to keep in mind once you're actually in the thick of things. Here's what to do during an interview:

1. Ask the permission of the interviewer while entering the interview chamber.
2. Answer the question that was asked.
3. Shake the interviewer's hand.
4. Let the interviewer show you your chair – now is the time to be submissive, so as to not offend the interviewer.
5. Say "Yes," not "Yeah."
6. Take a second before answering a question to show you are putting some thought into your answer.
7. Take notes.
8. Let your achievements speak for you.
9. Ask questions, including asking for a full description of the type of work that you will be doing.
10. Keep eye contact.
11. Be yourself.
12. Start with conversation topics that you are comfortable with. This will allow you to direct the interview to a certain degree and present yourself in a positive light.

Now that you know what to do during an interview that brings out the list of...

### **What not to do during an interview**

While we do highly recommend that you focus your energy on what to do during an interview – make sure that you have at least a preliminary grasp of the no-nos. These can hurt or kill your chances of landing the job, and they are all very preventable. Make it second nature to avoid these and you will be in a very good spot when it's time to interview. Remember, there are a lot of other people who will be committing these interview sins. This alone can help you make it past the first wave of interviews.

1. Don't talk too quickly.

2. Don't digress from your points. Answer questions directly.
3. Don't use slang.
4. Don't use words you don't know the meaning of.
5. Don't be arrogant.
6. Don't talk about your personal life.
7. Don't give the employer any reason to think you will not perform well.
8. Don't act nervous. You probably will be, but it is best if you take a few seconds and clear your mind; your answers will be less jumbled. If you find yourself getting really nervous, excuse yourself and go to the bathroom to get some air. Don't take too long but it is better to collect your thoughts than to plow ahead when you can't focus.
9. Don't fidget. This might be something you have to practice but it is worth it.
10. Don't get defensive. The interviewer will be asking technical questions. Everyone has their weak spots and that is okay – work with it and practice for it.