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BSc Degree

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PRESENTING EFFECTIVELY

Sruthi Ranjani





Script



Slides



Delivery



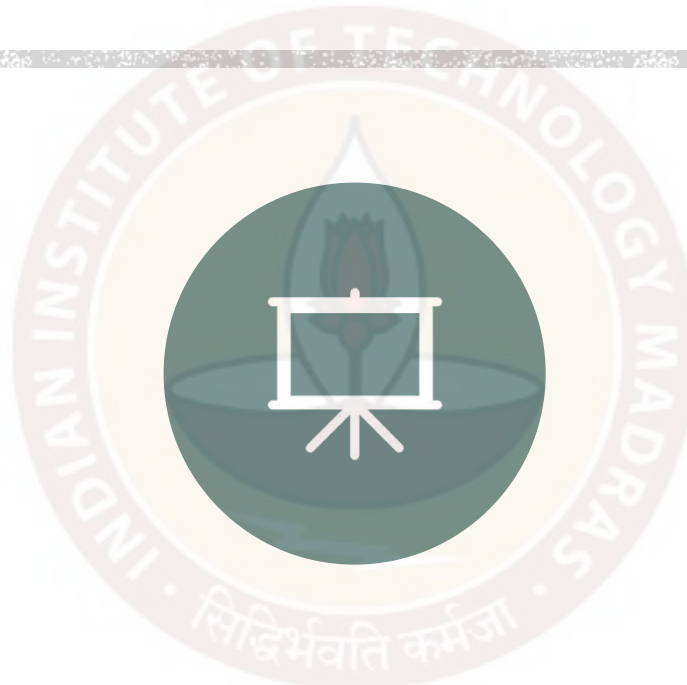
OVERVIEW



ELEMENTS OF A GOOD PRESENTATION*



MESSAGE



SLIDES/VISUALS



DELIVERY

*for typical 15-minute business/class/conference presentations – not public speaking.





THE MESSAGE

Crafting your script for the presentation – preparation is key!

MESSAGE

- Research, research, research
- Brainstorm + mind-map
- Find out your core message – *what is it that you want your audience to take away?*
- It's now time to outline – opening + body + conclusion
- Write a rough draft, then edit it – (CED: Critical, Essential, Desirable)
 - Keep it short! Minimalism is key.
 - For reference: 1200-1800 words for a 10-15-minute presentation.



SCRIPTING STRATEGIES

The PREP Method

The Past-Present-Future Method

The Problem-Cause-Solution Method

The AIDA Method



THE PREP METHOD

- The PREP Method – *Position-Reason-Example-Position*
 - State a claim – back it up – give an example – restate claim
 - Ideal for debatable topics, or topics where you want to make a point strongly
 - Say it – explain it – show it – conclude it



THE PREP METHOD

- Position

- “I think...”
- “I believe...”

- Reason

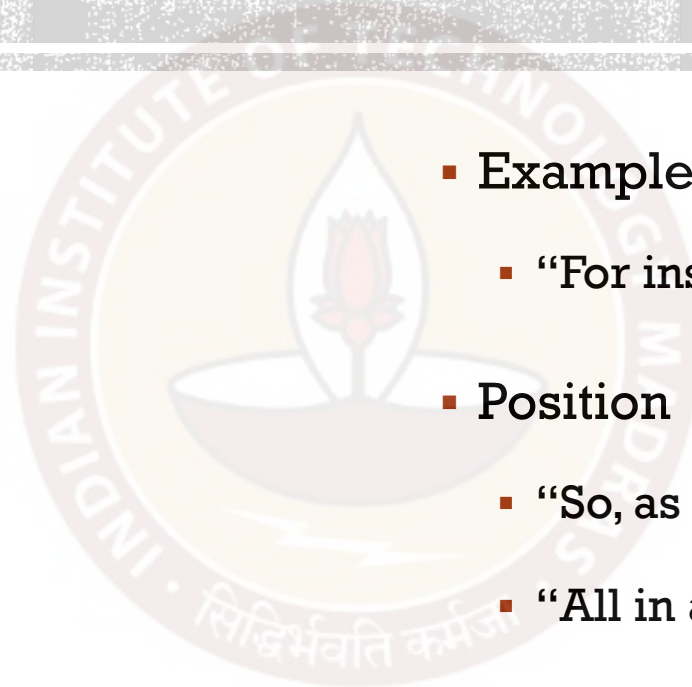
- “Because...”
- “The primary reason is...”
- “Firstly...”

- Example

- “For instance...”

- Position

- “So, as I said...”
- “All in all...”
- “Clearly...”



THE PREP METHOD

- Position

- I think that germline genome editing via CRISPR should not be allowed by any government until the technology is fully developed.

- Reason

- Firstly, at this nascent stage of development of the CRISPR tool, there are all-too-real risks of off-target effects that may destabilize generations to come.

- Example

- For instance, Chinese scientist He Jiankui's experimental editing of the germline genes of two babies a couple of years ago was highly controversial within the scientific community because of how risky it was. We do not yet know how this incomplete procedure will affect these children in the years to come.

- Position

- Clearly, it is an extremely editing genes that can be passed on to future human generations may have unintended consequences, and it should not be encouraged until we know what we are working with.



THE PAST-PRESENT-FUTURE METHOD

- The Past-Present-Future Method
 - Chronological order, used when you're trying to be informative + predictive
 - Ideal for making a case for something via storytelling



THE PAST-PRESENT-FUTURE METHOD

- *Last year, we initiated the Fast-Track Plan – we sped up the company's development efforts and rapidly increased market lines by introducing one product into the market per month.*
- *We have been able to meet this monthly goal over the past 11 months consistently. The quality of products, too, I am happy to note, is better than before, and we are receiving good feedback from customers. The only area that needs improvement is in recruitment and employee training, as we are unable to train them fast enough to join the Fast-Track Plan department.*
- *I am happy to announce that we will continue with the Fast-Track Plan for the next financial year. We will also ensure that recruitment is done faster and more efficiently, through more thoughtful outsourcing.*



THE PROBLEM-CAUSE-SOLUTION METHOD

- The Problem-Cause-Solution Method
 - Ideal for business/policy presentations
 - Recognize the problem – figure out the causes – develop a solution



THE PROBLEM-CAUSE-SOLUTION METHOD

- Problem:

- *FletNix, despite its worldwide popularity and meteoric success, has failed to make a significant impact on the Indian market. We need to address this immediately, especially because India can become our biggest customer base.*

- Causes:

- *The primary cause for the lack of adoption, according to the survey we conducted, was that there isn't enough local content to appeal to local audience.*
- *Secondly, the cost of the streaming service per month is too high and is not affordable for the average Indian consumer, who can choose among many other cheaper streaming services.*

- Solution:

- *Firstly, we could explore alternate pricing models – such as a much cheaper mobile plan that can later be converted to a plan that works across all devices, once trust is established.*
- *Secondly, local content can be commissioned in collaboration with popular regional content creators (on Instagram and YouTube) across the country.*



THE AIDA METHOD

- The AIDA Method – *Attention-Interest-Desire-Action*
 - Ideal for persuasive presentations (sales pitch/product launch/ads ...or just general persuasion)



THE AIDA METHOD

- Attention:
 - *Writing's not that easy. But, Grammarly can help.*
- Interest:
 - *This sentence is grammatically correct, but it's wordy, and hard to read. It undermines the writer's message and the word choice is bland.*
- Desire:
 - *Grammarly's cutting-edge technology helps you craft compelling, understandable writing that makes an impact on your reader. Much better.*
- Action:
 - *Are you ready to give it a try? Installation is simple and free. Visit [Grammarly.com](https://www.grammarly.com) today!*





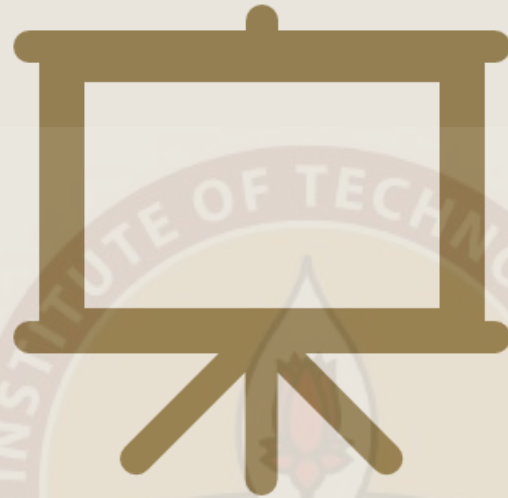
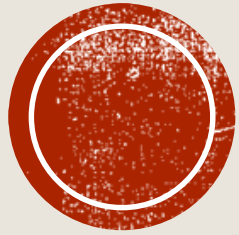
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THE SLIDES

How does one design impactful slides? (Hint: you **don't** have to be a great designer!)

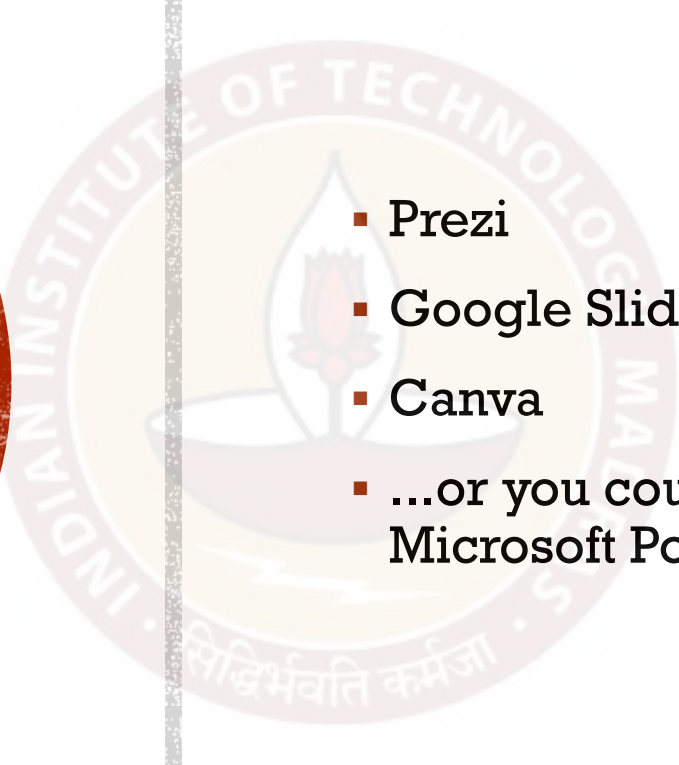
CREATING A SLIDE DECK

Type of Slide	Need	Usage Tips
Cover Slide	Necessary	Title + image
Overview Slide	Necessary	Indicate presentation objectives
Textual Slide	As needed	Legible font, minimal text
Visual Slide	As needed	Relevant pictures
Charts and Graph	As needed	For visualizing data
Section Header Slide	As needed	When there are sections
Summary Slide	Necessary	Call for action + key message
Thank You Slide	Preferable	To indicate conclusion





FOR TEMPLATES...

- 
- Prezi
 - Google Slides
 - Canva
 - ...or you could always simply opt for Microsoft PowerPoint.

IMAGES AND FORMATTING

- Images – use only from Creative Commons. Otherwise, always cite.
- Use graphics and SmartArt!
- Use the same font combination across all slides.
 - Sans serif + serif
 - Try not to use fonts that look too informal – e.g., Comic Sans
- Do not splash your slides with too many different colours.
- Spend some extra time formatting tables and cleaning up text.



Serif

Serifs are intended for a long sequence of words that exceed one line. They have little feet that guide the letters into each other so the letters appear connected, and to help the eye stay within the line of text in dense copy. Serifs possess varying line weights that help the eye identify the letter quickly.

Font

Georgia
Times New Roman
Courier

Personality

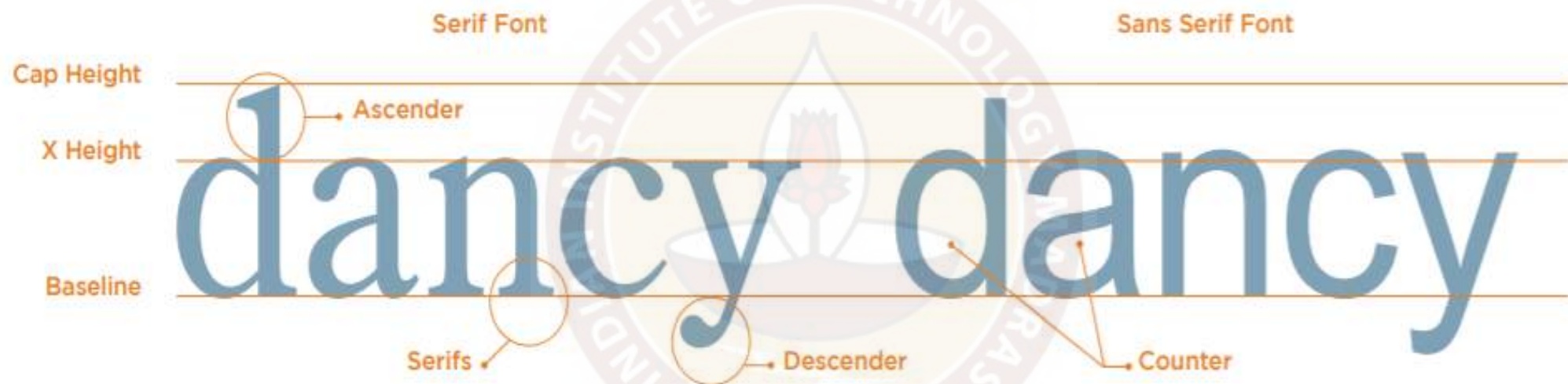
formal, practical
professional, traditional
plain, nerdy

Sans Serif

The word "sans" means without, so sans serif means without serifs. The letterforms are bigger and bolder. Sans serif typefaces are usually used in children's books because of their simplicity. Some believe they are more difficult to read, so they are usually used in short bursts like headlines, subtitles, and captions.

Arial
Tahoma
Century Gothic

stable, conformist
young, plain
happy, elegant



Stock and Sales Report

Countries	Stock	Stk Value	Sales Value
Senegal	143.0	4325120.80	2722104.00
Ivory Coast	221.00	6896150.30	3744516.00
Ghana	173.0	5730348.20	4054304.16
Nigeria	225.0	6327765.00	3239815.68
Uganda	205.0	6255021.50	3295328.40
Kenya	283.00	9090922.20	4047548.40
Tanzania	174.0	5067471.60	2096884.80
Zambia	92.0	2771352.80	1445923.20
Malawi	24.00	794961.60	476976.96
Zimbabwe	14.0	449727.60	231288.48
Mozambique	85.00	2518909.55	1265728.4
South Africa	321.0	11595611.40	6502212.00

Stock and Sales Report, 1st Oct

						Values in \$'000	
Sl	Countries	Stock (Units)	Stk Value	Avg. Monthly Sales Value	No. of Months		
1	Tanzania	174	5,067	2,097	2.4		
2	Kenya	283	9,091	4,048	2.2		
3	Mozambique	85	2,519	1,266	2.0		
4	Nigeria	225	6,328	3,240	2.0		
5	Zimbabwe	14	450	231	1.9		
6	Zambia	92	2,771	1,446	1.9		
7	Uganda	205	6,255	3,295	1.9		
8	Ivory Coast	221	6,896	3,745	1.8		
9	South Africa	321	11,596	6,502	1.8		
10	Malawi	24	795	477	1.7		
11	Senegal	143	4,325	2,722	1.6		
12	Ghana	173	5,730	4,054	1.4		
Total		1,960	61,823	33,123	1.9		

24 units Heavy Truck sales in TNZ & KEN have been postponed to October

REMEMBER...

1

Don't rely on your slides too much.

2

Don't dump too much data or text on your slides.

3

Do customize your slides/speech based on your audience's profile.





THE DELIVERY

Now that your script and the slides are ready, how will you deliver it?
(Being calm, composed, and confident does the trick)

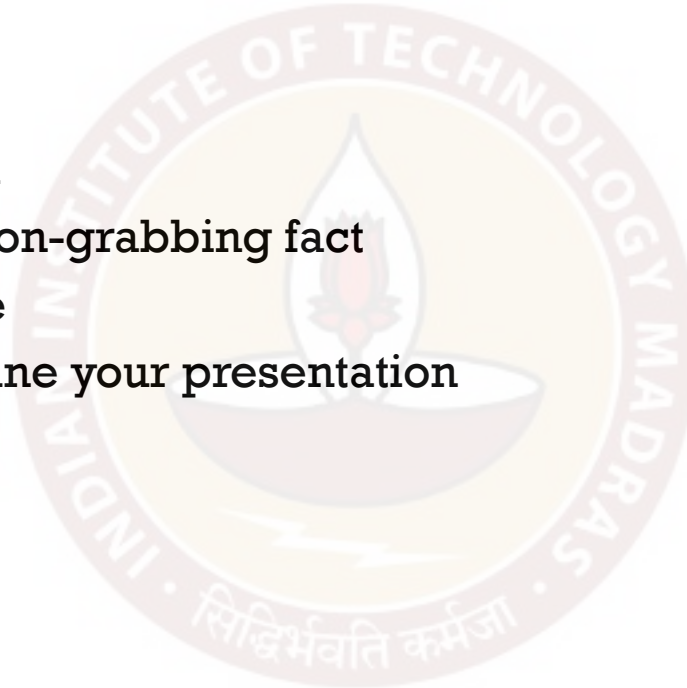
PRE-PRESENTATION

- Rehearse – with a friend, to the mirror, or even your pet.
- Check whether the slides and the script are in sync. Correct any mistakes on the slides.
- Have your script/outline with you. Use it if necessary.
- Go early. If it's on Zoom, figure out the technical stuff well in advance.
- Know where the cameras/audience will be. Plan to position yourself accordingly.
- Dress well – what you wear makes a ton of difference to how you present.
- Breathe, be calm. Speak slowly and clearly.
- Wrap up within time. Do **not** extend your speech.



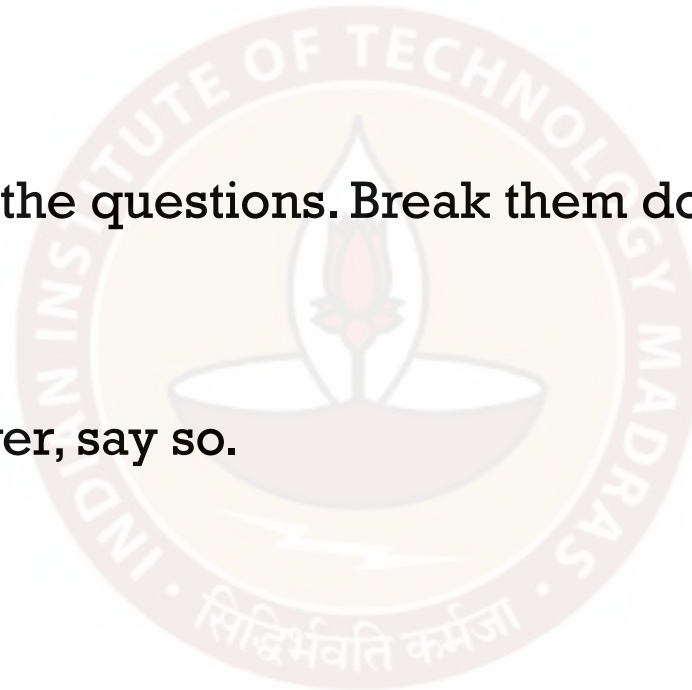
THE OPENING AND CONCLUSION – TIPS

- Opening:
 - Ask a (rhetorical) question
 - State an interesting, attention-grabbing fact
 - Tell a short story/anecdote
 - State the purpose and outline your presentation
- Conclusion:
 - Summary
 - Call for action



POST-PRESENTATION

- Ask for questions.
- Take your time to process the questions. Break them down into chunks if necessary.
- *Respond, don't react.*
- If you don't know the answer, say so.



MAIN TAKEAWAYS



Preparation is key.

No one – not even the most accomplished orators – can get away with a lack of preparation.



You don't have to be a great designer to create great slides.

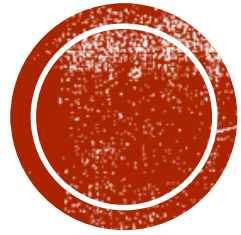
You only need to know where to look.



Minimalism wins.

Crisp and clear presentations always gain a lot more interest than long-drawn out ones.





PRESENTATIONS

How does one create and deliver effective presentations – be it in the classroom, in the workplace, or in the boardroom?

RECAP QUIZ

1. What are the three major elements of a typical business presentation?
2. What is wrong with the slide given below? How would you correct it?

@slideteam.net

Digital Enterprise Services

1. **Digital Marketing:** Design and execute Digital Marketing Plan, capture leads, choose media mix and increase your ROI.
2. **Mobile Insights:** Keep data in the hands of your decision makers wherever they are with interactive solutions on today's mobile devices
3. **Business Analytics:** Understand past performance and prescribe actions through interactive dashboards, reports and predictive analysis.
4. **Social Media:** Setting up social media profiles, maintaining them with relevant updates, and magnify your online reach.
5. **Cloud:** Cloud-based services range from on-demand IT infrastructure and security services to contact center and VoIP services.
6. **Modern Analytics:** Store and analyze large volumes of structured and non-structured data with optimized systems that can scale to meet demand.



DIGITAL ENTERPRISE SERVICES

Digital Marketing



Design and execute Digital Marketing Plan, capture leads, choose media mix and increase your ROI.

Mobile Insights



Keep data in the hands of your decision makers wherever they are with interactive solutions on today's mobile devices.

Business Analytics



Understand past performance and prescribe actions through interactive dashboards, reports and predictive analysis.

Social Media



Setting up social media profiles, maintaining them with relevant updates, and magnify online reach.

Cloud



Cloud-based services range from on-demand IT infrastructure, security services to contact centre & VoIP services.

Modern Analytics



Store and analyze large volumes of structured and non-structured data with optimized systems that can scale to meet demand.

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RECAP QUIZ

- You are asked to give a presentation on whether working remotely is the better option for both employers and employees, going forward in the pandemic.

Which of the following modes of writing your script will you opt for?

- A. The PREP Method
- B. The Problem-Cause-Solution Method
- C. The AIDA Method
- D. The Past-Present-Future Method



RECAP QUIZ

- You are the head of sponsorships for the annual college fest, and one of your biggest sponsors has backed out last minute and now you find yourself short of funds. Which of the following modes of presentation would you opt for, when you want to convene a meeting with your team members to resolve this?
- A. The PREP Method
 - B. The Problem-Cause-Solution Method
 - C. The AIDA Method
 - D. The Past-Present-Future Method



RECAP QUIZ

- You have been asked to give a presentation on the evolution of the telecommunication sector in India. Which of the following modes of presentation would you opt for?
- A. The PREP Method
 - B. The Problem-Cause-Solution Method
 - C. The AIDA Method
 - D. The Past-Present-Future Method






Advantages of Remote Work


- A variety of studies indicate the following results
 - Increase productivity
 - Increase profitability
 - Increase employee satisfaction and retention
 - Improve timeliness of customer service
 - Disaster preparedness benefits of a distributed work environment
 - Environmental benefits



Most important benefits for employers of working remotely





 **MORE PRODUCTIVE**
77% of employees working from home are more productive

 **FEWER ABSENCES**
56% of people working from home reduced their absences

 **BETTER TALENT**
Not bound by geographic location

 **MORE GLOBALLY FOCUSED**
Gain an international perspective

 **BOOST TALENT ACQUISITION**
75% of remote working as one of the best ways to retain employees.

 **CLOSE SKILL GAPS**
Reduce employee gaps in knowledge by recruiting globally

 **MORE AVAILABILITY**
Create a 24/7 workforce

 **FEWER OPERATIONAL COSTS**
No workspace related costs

BENEFITS OF REMOTE WORK

EMPLOYEES

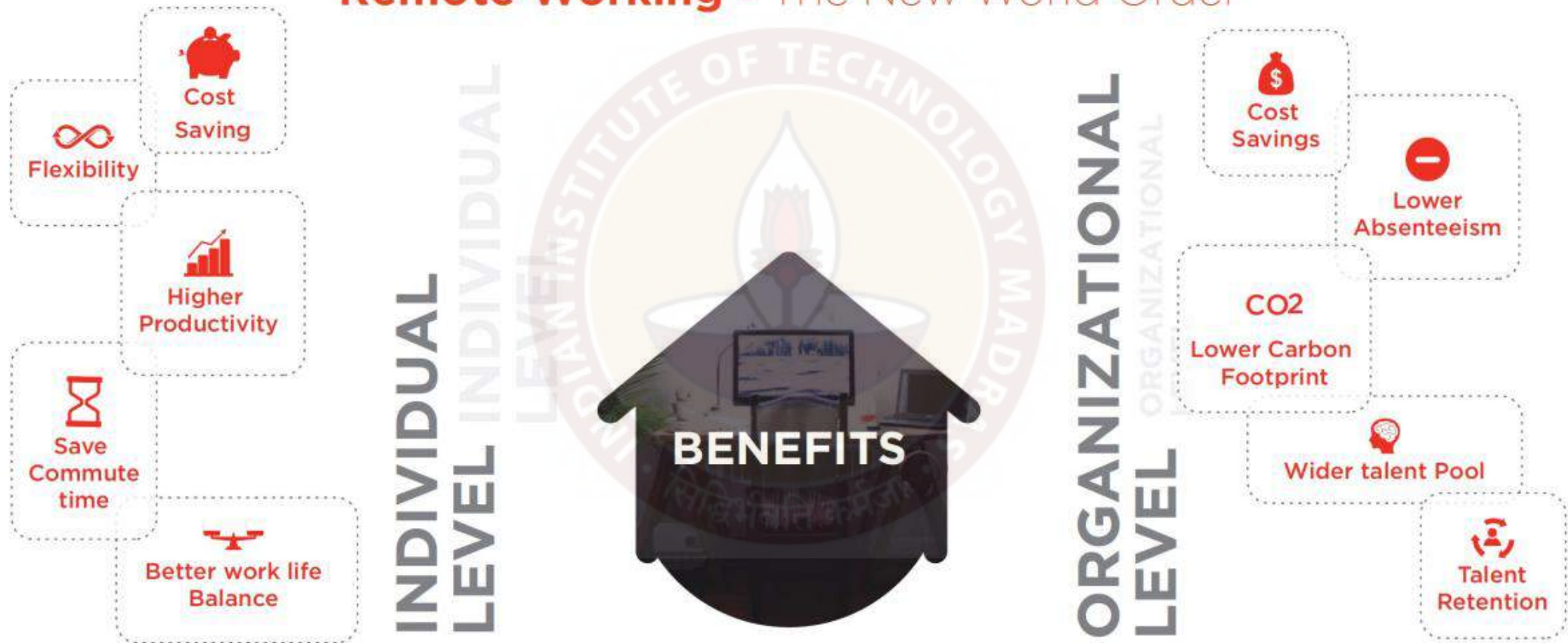
- Work-life balance
- Less commuting
- Location independence
- Improved inclusivity
- Money-saving

EMPLOYERS

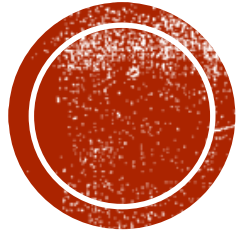
- Increased productivity
- Reduced overhead costs
- Larger talent pool
- Less absenteeism
- Higher retention

@Headway Workforce Solutions

Remote Working - The New World Order







THE TWO-MINUTE ARGUMENTATIVE SPEECH

How does one deliver a very short presentation/paper on a debatable topic?

IIT Madras Online BSc Degree Program - Oral
Communication Skills Workshop

THE TWO-MINUTE SPEECH (ARGUMENTATIVE)

- In this scenario, the typical slide template doesn't really work. Time is of the essence.
 - Introduction
 - Your stand on the argument – the main statement
 - Elaboration of key points introduced (or the main body – the reasons you cite to back your stand)
 - A few potential counter-arguments that can arise
 - Refutation of those counter-arguments with valid reasons and reiteration of your original argument
 - Conclusion



SOME TWO-MINUTE DEBATE PROPOSITIONS

- Humans should extend their technological potential and colonize other planets.
- Editing human genes to enhance intelligence and appearance should be encouraged.
- Security cameras invade our privacy and should be banned.
- Cats make better pets than dogs.
- Samosas should not be eaten with ketchup; chutney is the only recommended pair.
- Living in very cold climates is preferable to living in very hot climate conditions.
- Technology is making people more stupid every day.



ACTIVITY



You will be put into breakout rooms with two people in each room.



Take 10 minutes to know each other.

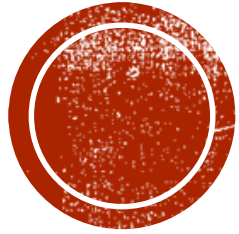
Then, make a 1-3 slide presentation about your colleague.

Focus on three main aspects of your colleague's life – e.g. academic pursuits, hobbies, personality



You will be asked to present it here in front of class in about two minutes.





THANK YOU!



Any questions?

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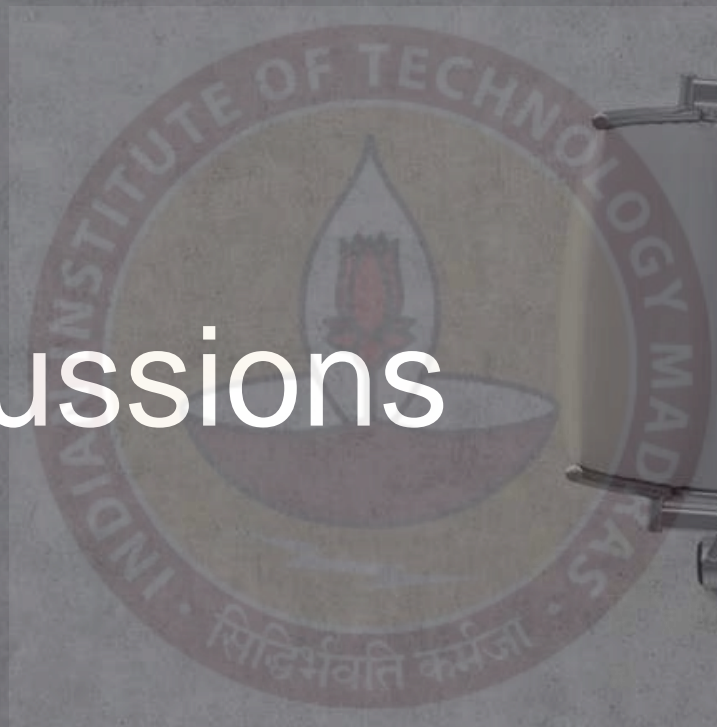
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Group Discussions

Sruthi Ranjani V



Agenda



What is a group discussion?



GDs in job interviews

Testing interpersonal skills



FGDs in market/social sciences research

Focused on people's nature, thoughts and motivations

Why group discussions?



Interpersonal skills (negotiation, teamwork, conflict-resolution)



Listening skills



Crisp and clear communication of core message



Knowledge, creativity, and spontaneity



Value-fit of the candidate with the company

Types of GD Topics

- General

- *Small businesses are an important lifeline of India's cities and need to be supported more.*
- *India lives in the heart of its twenty-somethings.*

- Argumentative/Debatable

- *Qualified professionals should look for opportunities in India, instead of migrating abroad.*
- *A university education is not worth pursuing in India today.*

- Abstract

- *Change is the only constant in existence.*
- *The grass is always greener on the other side.*

Types of GD Topics

- **Caselets/Case-study based**
- You are the area manager of the Indian vertical of a world-famous USA-based content streaming platform. It has been three years since the firm has launched its operations in India; however, there are still not enough adapters in the local market. Upon consultation with your research team, you have concluded that 1) the content provided on the streaming service is not local enough to attract Indian consumers, and 2) the cost of the streaming service per month is too high and is not affordable for the average Indian consumer. What should the next course of action for the company be? How would you discuss this with your team members?



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Rules in a GD

- 10 minutes, 8-9 members
- 3-member panel/judges that will read out the topic/case (1 min)
- 1 minute for the leader to set the direction/context
- 7 minutes for the members to take the discussion forward
- 1 minute for the leader to wrap up/summarize

Leading a discussion

- Listen carefully to the topic and jot down notes
- Volunteer to start **only** if you have a meaningful point to say
 - You can start by saying, "May I start with the permission of the chair and the group?"
- Topic statement + general opinion + your views — direction for discussion
- Take notes throughout – use it for the summary
 - Don't add new points in the summary
- You don't have to know *everything* – but you should be able to facilitate

Example of an effective opening in a GD

- Small businesses are an important lifeline of India's cities, and need to be supported more.
- *I would like to take the lead in this discussion, with the permission of the chair.*
- *COVID-19 pandemic + small businesses (tea and tiffin stalls, tailors, craftsmen, daycare services, beauty parlors)*
- *Remote work is only for the middle and upper-middle class*
- *How can we ensure that small businesses can be disaster resilient? What kinds of support systems can we conceive and install?*
- *I am looking forward to hearing everyone's views on this.*

Participating in a GD

- Grasp the central point of the issue and stick to it
- Jot down 2-3 main points (if it is a case, note down the major problems in the case)
- Structure your argument in your mind
 - Start with a clear and emphatic topic statement
 - Make only one – or at max two – main point(s) in the body
 - Conclude by summarising your stance
 - If possible, open new questions that will help continue the discussion

Participating in a GD – Sample Response

- *The two major problems that the streaming service is facing are:*
 - *Lack of local content*
 - *Affordability*
- *To improve affordability while still breaking even, the company could explore a mobile-only plan for a much cheaper price, given that most Indians get their entertainment from mobile devices.*
- *To improve lack of local content, the streaming service can collaborate with budding content creators on social media to come up with original content with low production cost.*
- *These steps could improve the rate of adoption among Indian consumers.*

Participating in a GD – Useful Phrases

- Making a point
 - I'd like to note here that...
 - One point that I want to make is that...
- Disagreeing
 - I beg to differ, but...
 - I'm sorry, but I must disagree with this because...
- Agreeing
 - I second your opinion, and would also like to add that...
 - I'm glad you mentioned that...
- Agreeing, with reservation
 - I see where you're coming and I agree, but....
 - That may be valid, but only in certain circumstances...
- Interrupting
 - Can I add something here?
 - I'd like to add on to this with...

Participating in a GD – some Don'ts

- Do not repeat something that has already been said.
- Do not look indifferent or uninterested.
 - If you're not speaking or have finished speaking, listen. If you're speaking, pay attention to how others are receiving you.
- Do not just agree with someone; have something of your own to add.
- Do not try to dominate the group – this is a discussion, not a debate.
- Don't make personal, sexist, or casteist attacks or remarks.

Sample topics

- *Too much thinking leads to the death of doing*
- *The youth of India needs to focus on gaining skills more than knowledge*
- *Companies should make working from office optional*
- *Divestment of public sector companies is a good step for India*
- *The brain drain has caused more harm than good for India*
- *The battle against climate change depends on the youth of the world*

Sample topics – Caselets

- You are the familial inheritors to the rare artistry of Rogan textile painting. Your father, who runs the art business, does so at a very small-scale level, relying only on income received from (mostly foreign) tourists who visit only in peak season time: the October–November festival season. You, however, believe that a strong social media presence, coupled with international order shipping, can greatly boost sales.
- Your father is sceptical about this, firstly because he believes a lot could go wrong and money could be lost when shipping internationally, and secondly because he does not understand the concept of social media. How would you discuss this with your three brothers, so that you can convince your father to give your ideas a shot?

Sample Topics – Caselets

- You are the senior manager of a software firm. Last year, your company had initiated a Fast-Track Plan – a plan to speed up the company's development efforts and rapidly increase market lines by introducing one product into the market per month. While your R & D lab has been able to meet this monthly goal over the past 11 months, the quality of the products has suffered unmistakably.
- You are also unable to train employees fast enough to work efficiently, and almost all departments are overwhelmed. Moreover, since the sales and technical specialists haven't had time to develop the expertise needed to help buyers before the sale or support them after the sale, too many customers either buy the wrong product or buy the right product but then can't get knowledgeable help when they need it.
- Discuss this situation with your team members and plan the next course of action.

Sample Topics – Caselets

- You are the senior manager of a software firm. Last year, your company had initiated a Fast-Track Plan – a plan to speed up the company's development efforts and rapidly increase market lines by introducing one product into the market per month. While your R & D lab has been able to meet this monthly goal over the past 11 months, the quality of the products has suffered unmistakably.
- You are also unable to train employees fast enough to work efficiently, and almost all departments are overwhelmed. Moreover, since the sales and technical specialists haven't had time to develop the expertise needed to help buyers before the sale or support them after the sale, too many customers either buy the wrong product or buy the right product but then can't get knowledgeable help when they need it.
- Discuss this situation with your team members and plan the next course of action.

Sample Topics – Caselets

- You are a team of five who have been working at a prominent ed-tech company for over five years. Some of you climbed the professional ladder at this company from scratch, first arriving as a student volunteer teacher, moving on to intern with the R&D vertical of the company (where you generated educational content after extensive research), then taking up a formal research position upon graduation, and finally entering the position of a junior manager for the R&D team.
- In recent months, you have noticed that the company has been spending five times the amount of money on marketing and sales than it is on R&D.
- In a context where circumstances of education during the pandemic are changing, and there is a general need for fast-track innovation in educational strategies, discuss the next course of action with your team mates regarding striking a balance between R&D and marketing/sales.

thank you.





IIT Madras

BSc Degree

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HOW TO ACE IN SPEAKING TESTS?

KARTHIKA SATHYANATHAN

SPEAKING TEST – THINGS TO KNOW

- To work or study in Australia, New Zealand, The United Kingdom, The United States of America, Ireland, and Canada, one must take an English language proficiency test.
- One of the most dreaded sections of such tests is the speaking test.
- Components of a speaking test: Introduction, General topic, and Conversation.



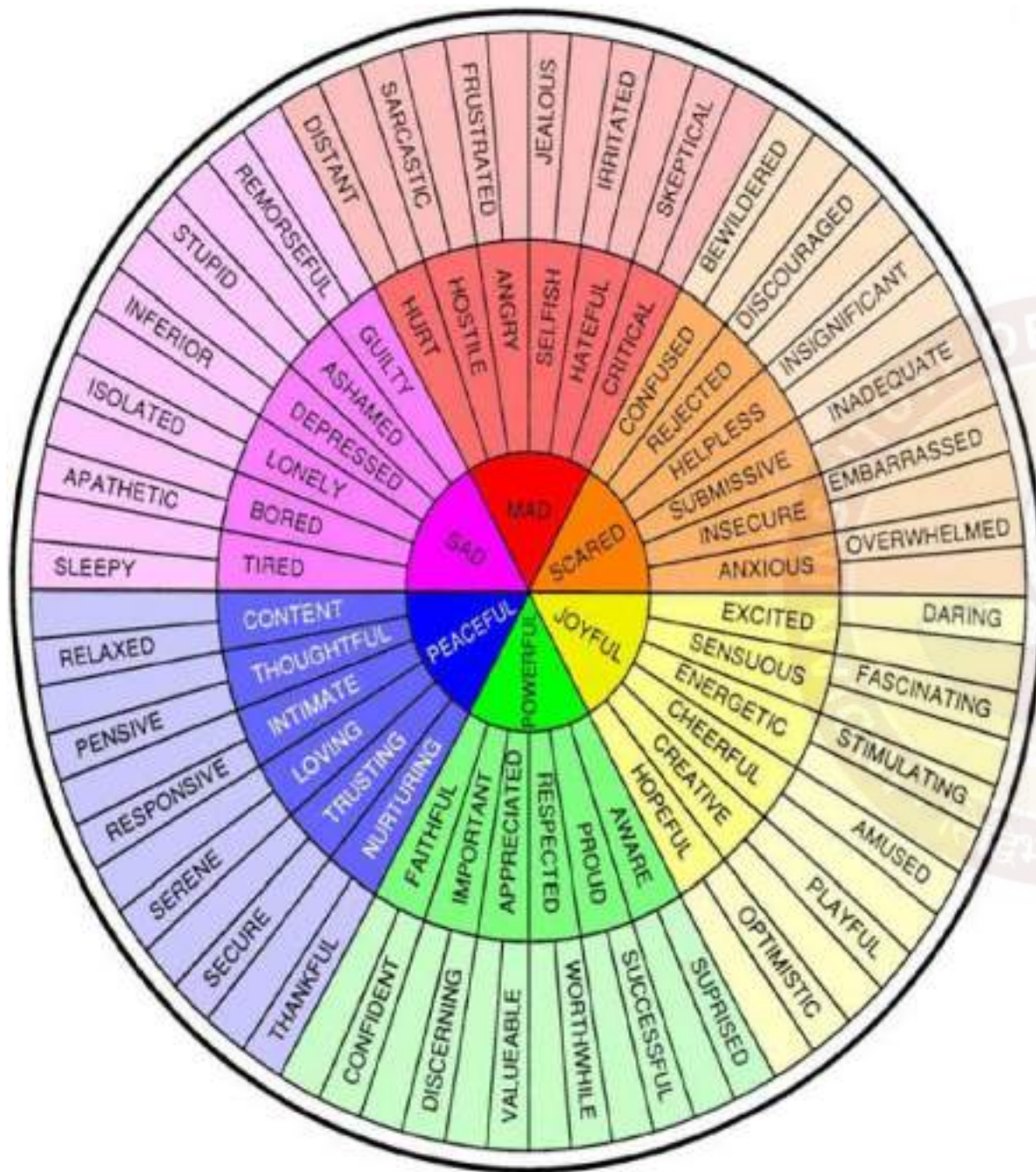
SPEAKING TEST – THINGS TO KNOW

- Part 1 - Introduction (4 to 5 minutes) – Questions on family, work interests, movies and music you like, hobbies, etc.
 - Part 2 – General Topic (3 to 4 minutes) - Topic card and one minute for preparation. The topics don't test your knowledge of the topic or current affairs. Examples: Your last vacation with family, your favorite celebrity or sportsperson, your ideal life, etc.
 - Part 3 – Conversation between you and the examiner (4 to 5 minutes) – Examiner will ask questions related to the topic.
 - Total duration of the speaking test – 15 to 20 minutes.
- The four parameters –
 - a) Fluency (Your ability to form complete sentences)
 - b) Vocabulary (How vast is your vocabulary?)
 - c) Grammar (Are the sentences grammatically accurate?)
 - d) Pronunciation (Rhythm with correct pronunciation)

Please note that the Indian accent doesn't necessarily work against your favor.

HOW TO PREPARE BEFORE THE TEST?

- What to avoid in your speech?
 - a) Redundancy or repetition of words/ideas.
 - b) Use of cliched words (very, awesome)
 - c) Use of slang (chill, stud, dude, LoL)
 - d) Use of cuss words (shit, damn etc)
 - e) Memorise sentences
 - f) Local words/ regional language words (roti, biriyani, dahi)
- Know your speaking style (record yourself and analyse your speech).
- Develop your vocabulary: Use a dictionary and find out the synonyms of the words you commonly use. E.g. breath-taking, astonishing, impressive, etc instead of using the word awesome. (The more words you use, the better your band score will be)
- Learn to express your feelings better. (Instead of using the word happy, use a relevant emotion such as hopeful, optimistic, loving, powerful, joyous, etc.)



Feelings Chart

"Feeling" descriptions for the 4 main categories of emotional disturbance.

ANGER

Agitated
Annoyed
Bitter
Confrontational
Argumentative
Infuriated
Vindictive
Aggressive
Annoyed
Hostile
Furious
Fed Up
Resentful
Steamed
Jealous
Frustrated
Spiteful
Livid
Mad

SADNESS

Distraught
empty
Heart sick
Heavy
Hopeless
Lost
Loveless
Weak
Crushed
Defeated
Depressed
Deprived
Devastated
Grief stricken
Gloomy
Rejected
Hurt
Overwhelmed

FEAR

Jittery
Afraid
Anxious
Distracted
Stunned
Powerless
Trapped
Terrified
Threatened
Uncontrollable
Troubled
Checked out
Vulnerable
Worried
Frantic
Gutless
Forced
Impulsive
Abandoned

SHAME

Disgust
Violated
Horried
Used
Ugly
Terrible
Mixed up
Confused
Embarrassed
Nasty
Worthless
Untouchable
Betrayed
Unwanted
Trashed
Stupid
Grave
Hopeless

SUD Scale





- Do not memorise your answers (especially the introduction part). The examiner can easily identify it and give you zero or less marks if the answer looks prepared.
- Know the English equivalent of your local words. The examiner might not know them. Instead of saying I love roti, replace the word roti with wheat bread or flat bread. Another example: “I am from Chennai, a metro city in the southern part of India”. The examiner would comprehend better.
- Speak as much as you can in English. Talk to your friends in English or find a group where you can speak in English.

WHAT TO REMEMBER DURING THE TEST

- Avoid repetition . Eg: My city is awesome. The people are also awesome here. The food is again awesome. Instead use “ My city is magnificent. People are so warm and welcoming. The food here is delicious. These are simple words but they show variety.
- In part 2, when you are given a topic, and one minute to prepare, write down bullet points related to that topic during that one minute. For example : Topic: Your favourite sportsperson and why? Bullet points will give a nice structure to the talk. It also helps you act as a guide in case you go blank while you speak.
- Maintain a steady pace. Do not talk too fast or too slow. Because then we sound nervous, make mistakes or pronounce words incorrectly. You may slightly speed up or slow down in a few places especially if you are narrating/telling a story.
- Do not give one word answers. (I like badminton because ... give details: Why do you like it? Whom do you play with? How does it make you feel?). The examiner wants to know if you can speak in English fluently. So speak up.
- Realx: Don't think of an examiner as an examiner. Think of them as your friend. Because then you will focus on the content and language instead of worrying about how they are going to judge you or what band score they will give.