

Received Pronunciation-the standard form of British English pronunciation, based on educated speech in southern England, widely accepted as a standard elsewhere. Received pronunciation, commonly abbreviated as RP, is a once prestigious variety of British English spoken without an identifiable regional dialect. It is also known as British Received Pronunciation, BBC English, the Queen's English, and posh accent. Standard British English is sometimes used as a synonym.

How to activate your passive vocabulary-How to check whether you have a rich active vocabulary? Here is a simple exercise for you. Read a standard newspaper article, a story or an essay written by a good writer. Check whether you know the meanings of all the words in the piece. After reading the piece, try to narrate it to someone or write a summary of it without seeing the text. Check whether you have used only the familiar words or other words too. The words that you came across in the piece but couldn't remember and use belong in the category of your passive vocabulary.

Here is another test for you. Try to recall 10 words which you can recognise when you read them or hear others use them, and you have a reasonable sense of their meaning, but you would not be able to use in your own writing and speech. These words are your passive vocabulary.

Very often, readers of this column, ask me for tips to master vocabulary. Here are a few useful tips to convert passive to active vocabulary. Learning a word does not mean knowing the meaning of the word alone. In English, there are many words for which there are multiple meanings. Only from the context one can understand the actual meaning of a word. Knowing a word means knowing how to use the word appropriately in a sentence and what the word means in a particular context.

It is not a good strategy to learn words out of context. There are learners who memorise words from a dictionary. Those who practise this will build their passive vocabulary but not active vocabulary. Referring to dictionaries is a good practice but memorising words from the dictionary isn't a good practice.

Know what your passive vocabulary is. Prepare a list of your passive vocabulary on a regular basis. Try to use them both in your everyday speech and writing. Revise them. This is the best way to convert your passive vocabulary active.

Technical Presentation- technical presentation is typically to convey a specific topic that is either technical in nature or has a technical component to it that needs to be addressed or understood. However, that doesn't mean the presentation should be overly technical or didactic.

Don't always default to the standard slides

It can be tempting to fire up PowerPoint when creating your technical presentations. While slides can certainly work (we use them a lot), don't be afraid to try a different approach sometimes.

We often document an idea on the whiteboard, which gives the audience a chance to see the idea unfold and to ask questions and make contributions. We like this approach because it feels more like a conversation than a one-way presentation. We also find that ideas take root better when presented in this collaborative manner.

Present the technical and business aspects

We prefer to give technical presentations to a mixed audience of technical and business individuals. While we want to make sure to provide enough technical detail, it is critical to ensure that the business audience has a certain level of familiarity with the subject matter and understands the business value. An opportunity for the tech folks to ask more in-depth questions can be provided during the Q&A.

Cater to the least knowledgeable

It's important to break down the message you want to convey in a way so that the least knowledgeable audience member will quickly be able to grasp it. If possible, find out in advance who will be in the meeting, so you can cater the message and level of depth and detail to the audience. If you can't find out who will be there in advance, assume some non-technical individuals will be there and focus on structuring the presentation on the "why," "what" and "how." Don't talk about code.

Ideas from the pros

We really like these seven ideas from *Presenting to Win: The Power of the WIIFY* by Jerry Weissman:

- Point B: Focus on where you want to take your audience and where you want them to be after the presentation. What perspective shift do you want them to make?
- WIIFY: We've all heard it, but it bears repeating. Focus on the WIIFY – What's in it for you (your audience). Make sure this is clearly presented.

- **Gambit:** Include a short statement to grab your audience's attention. The five classic opening gambits are:
 - The question: A question directed at the members of the audience
 - The factoid: A striking statistic or little-known fact.
 - A look backward or forward.
 - Anecdote: A short human-interest story.
 - Quotation: An endorsement about your business from a respected source.
 - Aphorism: A familiar saying.
 - Analogy: comparison between two seemingly unrelated items that helps to illustrate a complex, arcane or obscure topic
- **Unique Selling Proposition (USP):** Include an explanation of why the idea being presented supports a product's USP.
- **Proof of Concept (POC):** This is not always needed, but it can help validate the USP and tie back to the Gambit.
- **Clarity:** Tell them what you're going to tell them at the start of the presentation, make sure the audience understands the purpose of the presentation and, in some cases, how long the presentation will last.

What is a business presentation?

A business presentation uses public speaking and visual materials to communicate important information to a group of professionals, such as co-workers, supervisors, managers and investors. An effective business presentation goes beyond lecturing and contains elements similar to a story.

How to make a business presentation

Being able to create and present effective business presentations can help you develop leadership skills and prove your potential for advancement.

Follow these steps to create a great business presentation:

1. Know your audience

The first step to creating any type of presentation is to know your audience. Understanding who will be hearing your presentation is critical to creating a presentation that will have relevant information, stories and visuals.

For example, you would use a different presentation style and information for a business presentation to your supervisor than you would for a presentation to your co-workers. Regardless of your audience, it's important to make sure your presentation accurately conveys your topic.

How To Deliver a Presentation in an Interview

2. Know your material

To be a great presenter, you should prepare to show you have a comprehensive understanding of your topic. Have clear goals for your presentation and anticipate any questions your audience may ask. Researching and keeping up to date on the current trends in your area of expertise is essential. Outlining your presentation is one way to help you organize your thoughts and keep your presentation focused on the relevant material.

3. Tell a story

No one likes being lectured, even by an industry expert. Once you've gathered all of your information try to find ways to inject anecdotes into the topic. Do you have examples from real life that can illustrate the points you're making? Do you have visual aids that can bring some of your lecture's themes to life? Audiences react to information that they can relate to so look for opportunities to elevate your speech beyond mere words and facts.

4. Be organized

On the day of your presentation, make sure your slides are in order, you have all the equipment you need and confirm the time and location of your presentation. Being organized will help you effectively deal with any last-minute glitches.

5. Consider the visual appearance of your presentation

Whether you choose to use card stock, a whiteboard or electronic presentation software, visual elements can support and enhance your message. Be cautious of using too many graphics that could distract from the main focus of your presentation.

You can make the visual appearance of your presentation more appealing by using simple graphics, fonts and colors, limiting the amount of text on each slide and removing unnecessary sound effects or music.

6. Practice your presentation

Practice your presentation before the big date so you'll feel more confident during your presentation. You can practice with or without a test audience, whichever will boost your confidence.

7. Prepare what you'll wear

When you are giving a business presentation, it is important to dress professionally with neutral clothing tones and textures. Your clothes should also be clean, free of wrinkles and stains, and should fit you well. If you wear makeup or fragrances, it is important to do so minimally to ensure your audiences' focus remains on the content of your presentation.

Why are business presentations important?

Business presentations are used to convey important ideas and influence an outcome, such as when you're selling a product or service or motivating employees. It can also be a way of showing your area of expertise and reinforcing topics that are important in your company culture.

Questioning Skills

- Create an appropriate climate in which learners will want to ask questions. Let learners know that their active participation is an essential part of the learning process. Effective questioning is key to developing enquiring learners with wider skills, including those related to employability.
- Avoid too many closed questions or questions with an already known answer. Evidence suggests that teachers use too many lower-order questions
- Express questions clearly and concisely and use examples to support them when appropriate. Avoid over-long and complex structures and try not to use two-part questions
- Use appropriate volume and pace of speech to ensure that learners can hear and understand you
- Make sure you know your learners' names so that you can nominate questions and invite those who are reticent to contribute

- Ensure that the content and language of questions are appropriate to the learners. This entails knowing your learners; one way we get to know them is by questioning them
- Get to know your learners and be aware of their previous learning and abilities. Avoid questions which are too easy or too difficult for that group. Questions which are too simple or low level may lead to students becoming bored; questions which are too difficult can lead to anxiety. Be prepared to ask differentiated questions with learners of different abilities in the same group
- Put questions into context and provide necessary background information and explain any unfamiliar terminology
- Make sure you pause and allow learners thinking time – teachers can get nervous if answers don't come immediately. You could consider using collaboration in which pairs of learners work together to provide an answer
- Use prompts and provide clues to help learners get to the answers. Questions can be part of the 'scaffolding' process which provides initial support for learners to reach new heights in their learning. Involve the whole group not just a 'favoured few'. Distribute questions around the group and use people's names to invite them in. When a learner asks a question, ensure the whole group is listening
- Acknowledge and give praise to learners' answers, even if they are not what you were looking for or expected
- Never make light of or disregard learners' responses. Make them feel that their contributions are valued
- Remember the importance of non-verbal communication –especially, smiles; eye-contact; tone of voice – in encouraging learners
- Use follow-up questions to extend thinking and make greater cognitive demands on learners. Encourage thinking skills by using higher-order questions and developing linked questions. Robert Fisher provides some examples of question forms to encourage thinking and extending learning, for example:
 - 'Can you explain that?'
 - 'Can you give me an example of...?'
 - 'How do we know that?'
 - 'Do you have evidence for that?'
 - 'Are there other points of view?'
 - 'What follows from what you have said?'
 - 'In what ways might people disagree with what you say?'

Answering questions involves having a child hear the question, think about the meaning of the question, understand the meaning of the question, form an answer, and speak the answer that they formed.

Pause first. At certain moments you realize you are being asked a precise question. When that happens remind yourself: “pause first.” That pause makes it possible for three things to occur. You can make sure you understand the question. You can assemble your thoughts.

What Are Soft Skills?

Unlike hard skills, which can be proven and measured, soft skills are intangible and difficult to quantify. Some examples of soft skills include analytical thinking, verbal and written communication, and leadership.

Research from the Society for Human Resource Management found that technical abilities like reading comprehension and mathematics aren't prized as much as soft skills, meaning you have to bring more to the table than, say, great sales numbers, coding languages, or test scores.

Basically, you can be the best at what you do, but if your soft skills aren't cutting it, you're limiting your chances of career success. Read on to learn which soft skills are critical to have firmly under your belt and what steps you can take to acquire them.

Soft Skills Examples

1. Communication

Why you need it: Both written and verbal communication skills are of utmost importance in the workplace because they set the tone for how people perceive you. They also improve your chances of building relationships with co-workers. Communication skills boost your performance because they help you to extract clear expectations from your manager so that you can deliver excellent work.

Why employers look for it: Workers are more productive when they know how to communicate with their peers. If you can clearly express the who, what, when, where, why, and how of a project, you'll be a hot ticket.

How to gain it: One way to hone your communication and presentation skills is to join Toastmasters, a national organization that offers public speaking workshops.

2. Teamwork

Why you need it: A company's success is rarely dependent on one person doing something all by him/herself. Success is the result of many people working toward a common goal. When employees can synthesize their varied talents, everyone wins. (Bonus: Having friends at work can also boost your job satisfaction, a Gallup poll found.)

Why employers look for it: Employers look to team players to help build a friendly office culture, which helps retain employees and, in turn attracts top talent. Furthermore, being able to collaborate well with your co-workers strengthens the quality of your work.

How to gain it: To generate goodwill, lend a hand when you see a co-worker in need. ("Hey, I know you have a ton on your plate. How can I help?") Another way to build rapport is to cover for a colleague while she's on vacation.

3. Adaptability

Why you need it: Soft skills help you manage reality. And the reality is, things don't always go as planned. Successful leaders know how and when to be flexible, so instead of digging in your heels, you need to be able to pivot and find alternate solutions.

Why employers look for it: Change in the workplace is one of the only constants. Consequently, employers need workers who can adapt to industry shifts and keep the company current.

How to gain it: Push yourself to be an early adopter of change and someone who is able to meet new challenges. Inquire about training sessions and offer to teach your co-workers what you learn.

4. Problem solving

Why you need it: When something goes wrong, you can either complain or take action. Tip: It's the latter that will get you noticed. Knowing how to think on your feet can make you indispensable to an employer.

Why employers look for it: Nothing is a given. Companies rely on problem solvers—a.k.a. their top performers—to navigate unexpected challenges.

How to gain it: Never bring your boss a problem without also bringing a solution. So when an issue crops up, sit down and think through how you're going to address it before bringing it to your boss' attention.

5. Critical observation

Why you need it: Data doesn't mean much if you don't know how to interpret it. Is there a pattern emerging? What else should you be looking for? Being a critical observer can help make you a better worker all around.

Why employers look for it: Companies need critical thinkers—people who bring a fresh perspective and offer intuitive solutions and ideas to help the company get a leg up on the competition or improve internal processes.

How to gain it: To be a critical observer, you need to be able to analyze information and put it to use. One tactic is to try to identify patterns of behavior at work. For example, does your boss actually read the weekly sales reports? What was her reaction to bad news in the staff meeting? What's the best time of day to approach your manager with a question? By observing how people respond to the constant flow of information you can better understand the critical aspects of improving business operations.

6. Conflict resolution

Why you need it: Any time there's more than one employee in a business, there is going to be conflict. Therefore, being able to resolve issues with co-workers will help you maintain relationships with peers and work more effectively.

Why employers want it: Being able to constructively work through disagreements with people is a sure indicator of maturity—as well as leadership potential. Someone like this helps to promote a healthy, collaborative workplace.

How to gain it: The best way to resolve disagreements between co-workers is to address issues directly but delicately. So, when stepping in as a mediator, let both parties air their grievances in a judgment-free environment and then work together to find a solution.

7. Leadership

Why you need it: Having confidence and a clear vision can help influence your co-workers and get them on board with your ideas now and in the future. Displaying

such leadership skills helps you gain visibility within an organization, which can lead to more opportunities for promotions or salary bumps.

Why employers want it: Bosses and managers are always looking for employees with leadership potential because those workers will one day be taking over the reins and building on the company's legacy.

How to gain it: Being a leader isn't merely about getting people to do what you want. Leadership means inspiring and helping others reach their full potential. One way to do that is to become the internship supervisor, which gives you the opportunity to manage people, learn how to motivate a team, and take on more responsibility.

Body Language or Body Movements (Kinesics)

Body movements include gestures, posture, head and hand movements or whole body movements.

Body movements can be used to reinforce or emphasise what a person is saying and also offer information about the emotions and attitudes of a person. However, it is also possible for body movements to conflict with what is said.

A skilled observer may be able to detect such discrepancies in behaviour and use them as a clue to what someone is really feeling and thinking.

There are several different categories of body movement, these include:

Emblems

Gestures that serve the same function as a word are called emblems.

For example, the signals that mean 'OK', 'Come here!', or the hand movement used when hitch-hiking. However, be aware that whilst some emblems are internationally recognised, others may need to be interpreted in their cultural context.

Illustrators

Gestures which accompany words to illustrate a verbal message are known as illustrators.

For example, the common circular hand movement which accompanies the phrase 'over and over again', or nodding the head in a particular direction when saying 'over there'.

Regulators

Gestures used to give feedback when conversing are called regulators.

Examples of 'regulators' include head nods, short sounds such as 'uh-huh', 'mm-mm', and expressions of interest or boredom. Regulators allow the other person to adapt his or her speech to reflect the level of interest or agreement. Without receiving feedback, many people find it difficult to maintain a conversation. Again, however, they may vary in different cultural contexts.

Adaptors

Adaptors are non-verbal behaviours which either satisfy some physical need.

Adaptors include such actions as scratching or adjusting uncomfortable glasses, or represent a psychological need such as biting fingernails when nervous.

Although normally subconscious, adaptors are more likely to be restrained in public places than in the private world of individuals where they are less likely to be noticed. Adaptive behaviours often accompany feelings of anxiety or hostility.

Posture

Posture can reflect emotions, attitudes and intentions.

Research has identified a wide range of postural signals and their meanings, such as:

Open and Closed Posture

Two forms of posture have been identified, '*open*' and '*closed*', which may reflect an individual's degree of confidence, status or receptivity to another person.

Someone seated in a closed position might have his/her arms folded, legs crossed or be positioned at a slight angle from the person with whom they are interacting. In an open posture, you might expect to see someone directly facing you with

hands apart on the arms of the chair. An open posture can be used to communicate openness or interest in someone and a readiness to listen, whereas the closed posture might imply discomfort or disinterest.

Mirroring

Notice the way a loving couple relate to each other. You might like to observe a close relationship in person or on television. You will see that the partners' postures will match, as if one partner is a mirror reflection of the other. For example, if one partner drapes an arm over the back of a chair this might be replicated in the other person's position. If one partner frowns, it could be reflected in the other partner's facial expression. This 'mirroring' indicates interest and approval between people.

Closeness and Personal Space (Proxemics)

Every culture has different levels of physical closeness appropriate to different types of relationship, and individuals learn these distances from the society in which they grew up.

The study of personal space is called proxemics.

In today's multicultural society, it is important to consider the range of non-verbal codes as expressed in different ethnic groups. When someone violates an '*appropriate*' distance, people may feel uncomfortable or defensive. Their actions may well be open to misinterpretation.

Dress in communication

Dress is considered an aspect of non-verbal communication and has social significance for the audience. Dress also includes the things that people wear such as jewelry, ties, handbags, hats and glasses. Clothing conveys nonverbal clues about a speaker's personality, background and financial status. person's first impression of you is influenced by your appearance. This is why clothing and grooming can be so important in interviewing for jobs, making new friends, and many other life situations. The way you look may make another person or group want to know more about you or lose interest in you.

personal appearance refers to the way the audiences with their expectations of appropriateness, see and evaluate the way you look . The ways you look is all about your outward appearance of clothing, grooming, and make-ups.

Practice good nonverbal communication

It's about demonstrating confidence: standing straight, making eye contact and connecting with a firm handshake That first nonverbal impression can be a great beginning—or quick ending—to your interview.

Dress for the job or company

Today's casual dress codes do not give you permission to dress as "they" do when you interview. It is important to know what to wear to an interview and to be well-groomed. Whether you wear a suit or something less formal depends on the company culture and the position you are seeking. If possible, call to find out about the company dress code before the interview.

Listen

One of the most crucial interview tips: Listen. From the very beginning of the interview, your interviewer is giving you information, either directly or indirectly. If you are not hearing it, you are missing a major opportunity. Good communication skills include listening and letting the person know you heard what was said. Observe your interviewer, and match that style and pace.

Don't talk too much

Telling the interviewer more than he needs to know could be a fatal mistake. When you have not prepared ahead of time, you may ramble when answering interview questions sometimes talking yourself right out of the job. Prepare for the interview by reading through the job posting matching your skills with the position's requirements and relating only that information.

Don't be too familiar

The interview is a professional meeting to talk business. This is not about making a new friend. Your level of familiarity should mimic the interviewer's demeanor. It is important to bring energy and enthusiasm to the interview and to ask questions, but do not overstep your place as a candidate looking for a job.

Use appropriate language

It's a given that you should use professional language during the interview. Be aware of any inappropriate slang words or references to age, race, religion, politics, or sexual orientation—these topics could send you out the door very quickly.

Don't be cocky

Attitude plays a key role in your interview success. There is a fine balance between confidence professionalism, and modesty. Even if you're putting on a performance to demonstrate your ability, overconfidence is as bad, if not worse, as being too reserved. All the interview tips in the world won't save you if you come off as unpleasant to work with.

Take care to answer the questions

When interviewers ask for an example of a time when you did something, they are asking behavioral interview questions which are designed to elicit a sample of your past behavior. If you fail to relate a specific example, you not only don't answer the question, but you also miss an opportunity to prove your ability and talk about your skills.

Ask questions

When asked if they have any questions, most candidates answer, "No." Wrong answer. Part of knowing how to interview is being ready to ask questions that demonstrate an interest in what goes on in the company. Asking questions also gives you the opportunity to find out if this is the right place for you. The best questions come from listening to what you're asked during the interview and asking for additional information.

Don't appear desperate

When you interview with the "please, please hire me" approach, you appear desperate and less confident. Reflect the three Cs during the interview: cool, calm, and confident.

What is Group Discussion

a discussion involving a number of people who are connected by some shared activity, interest, or quality.

Examples: Love marriage is better than an arranged marriage. Joint family is better than a nuclear family. Whatsapp, Facebook, Instagram, and Snapchat are killing creativity. A borderless world is practically impossible

Guidelines for Interaction for Better Class Discussions

- Allow everyone a chance to speak.
- Listen respectfully and actively.
- Criticize ideas, not individuals.
- Commit to learning, not debating.
- Avoid blame, speculation, inflammatory language.
- Avoid assumptions about others, especially based on their perceived social group.

There are two types of Group Discussion, which are listed below: Topic-Based Group Discussion. Case Study Based Group Discussion.

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Topic-Based Group Discussion

- Controversial Topics.
- Knowledge-Based topics.
- Abstract Topics.
- Conceptual topics.

What is Debate?

A debate is a structured argument. Two sides speak alternately for and against a particular contention usually based on a topical issue. Unlike the arguments you might have with your family or friends however, each person is allocated a time they are allowed to speak for and any interjections are carefully controlled.