# SOFT SKILL

# PG DIPLOMA IN WEB DESIGNING

# Lecture 1

# Basic Of Communication

Here is a **full content solution** on the **Definition and Process of Communication**, suitable for academic, professional, or general understanding.

## Definition and Process of Communication

### Definition of Communication

Communication is the process of **transmitting information, thoughts, ideas, emotions, or messages** from one person, group, or organization to another. It involves the **exchange of meaning** through commonly understood symbols, language, or behavior.

In simple terms, communication is the **act of sharing or exchanging information** through speaking, writing, signals, or behavior.

### Key Definitions by Experts:

- **W.H. Newman and C.F. Summer**:
  *"Communication is an exchange of facts, ideas, opinions, or emotions by two or more persons."*

- **Peter Little**:
  *"Communication is the process by which information is transmitted between individuals and/or organizations so that an understanding response results."*

- **Keith Davis**:
  *"Communication is the process of passing information and understanding from one person to another."*

### The Communication Process

The communication process refers to the **steps or elements involved** in successfully sending and receiving a message. It ensures that the message is understood as intended.

**1. Sender (Communicator/Source)**

- The person or entity who **initiates the message**.

- They are responsible for the creation and encoding of the message.

**2. Message**

- The **idea, information, or thought** that the sender wants to convey.

- Can be verbal (spoken or written) or non-verbal (body language, facial expressions, etc.)

**3. Encoding**

- The process of **converting the message into symbols**, such as words, images, or gestures.

- It must be done considering the receiver's understanding and background.

**4. Medium (Channel)**

- The **means by which the message is transmitted**.

- Examples: spoken words, written documents, emails, phone calls, body language, etc.

**5. Receiver**

- The person or group who **receives and interprets** the message.

- They must decode the message to understand its meaning.

**6. Decoding**

- The process where the receiver **interprets or makes sense** of the message.

- The effectiveness of communication depends on how well the message is decoded.

**7. Feedback**

- The **response given by the receiver** back to the sender.

- It shows whether the message was understood as intended.

- Can be verbal or non-verbal (e.g., nodding, asking questions, replying).

**8. Noise (Barrier)**

- Any **disturbance or interference** that affects the message's transmission or understanding.

- Types include:

    - **Physical Noise** (loud sounds, poor signal)

    - **Psychological Noise** (stress, prejudice)

    - **Semantic Noise** (language or jargon misunderstanding)

## Diagram of the Communication Process

```
Sender → Encoding → Message → Channel → Decoding → Receiver → Feedback
                       ↑                                ↓
                 Noise (can affect the entire process)
```

## Types of Communication

1. **Verbal Communication**: Spoken or written words (e.g., conversations, emails)

2.  **Non-Verbal Communication**: Body language, gestures, facial expressions

3.  **Visual Communication**: Images, charts, graphs, signs

4.  **Formal and Informal Communication**: Official communication in organizations vs. casual everyday conversations

**Importance of Effective Communication**

- Builds relationships

- Increases productivity

- Enhances understanding

- Helps in decision-making

- Resolves conflicts

- Encourages collaboration

Here is a **complete content solution** on the **Types of Communication**— covering **Formal and Informal**, **Oral and Written**, and **Verbal and Non-verbal Communication**. This is suitable for school, college, presentations, or general understanding.

# Types of Communication – Full Content

Communication can be classified in various ways depending on the **style, medium, and mode** of exchange. The major classifications are:

## 1. Formal and Informal Communication

### Formal Communication

**Definition**: Formal communication refers to the **official exchange of information** that follows the organization's structure and rules.

**Features:**

- Follows a chain of command

- Professional tone and structure

- Used in organizations, government, and institutions

**Examples:**

- Business meetings

- Company memos

- Official letters

- Reports

- Circulars

**Advantages:**

- Clear structure

- Accountability

- Helps maintain professionalism

**Disadvantages:**

- Slower due to hierarchy

- Can be impersonal

### Informal Communication

**Definition**: Informal communication is the **casual or unofficial exchange of information**, usually without any structure or rules.

**Features:**

- Spontaneous and personal

- No fixed format or channel

- Fast and direct

**Examples:**

- Casual conversations

- Chatting with friends or coworkers

- Social media messages

- Gossip or grapevine

**Advantages:**

- Builds relationships

- Encourages free expression

- Faster communication

**Disadvantages:**

- Risk of rumors or misunderstandings

- No formal record

## 2. Oral and Written Communication

### Oral Communication

**Definition**: Oral communication is the process of **speaking and listening** to exchange messages.

**Features:**

- Spoken words
- Real-time interaction
- Often informal but can also be formal

**Examples:**

- Face-to-face conversation
- Telephone calls
- Group discussions
- Speeches or presentations

**Advantages:**

- Quick and direct
- Allows immediate feedback
- Personal and expressive

**Disadvantages:**

- No permanent record
- Misunderstanding due to unclear speech
- Affected by tone or mood

### Written Communication

**Definition**: Written communication is the process of **sending messages through written symbols** (letters, texts, documents).

**Features:**

- Permanent and organized
- Useful for long or detailed information
- Can be referred to later

**Examples:**

- Letters
- Emails
- Reports
- Notices

- Text messages

**Advantages:**

- Accurate and documented

- Easy to store and retrieve

- Useful for official and legal matters

**Disadvantages:**

- Time-consuming

- No immediate feedback

- Misinterpretation due to poor writing

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# 3. Verbal and Non-Verbal Communication

## Verbal Communication

**Definition**: Verbal communication uses **words** (spoken or written) to convey messages.

**Includes:**

- Oral Communication (speech, conversation)

- Written Communication (letters, emails, reports)

**Features:**

- Relies on language

- Can be formal or informal

- Allows clarity and detail

**Examples:**

- Talking over the phone

- Writing a letter

- Giving a lecture

**Advantages:**

- Precise and clear

- Easy to explain complex ideas

- Suitable for large audiences

## Non-Verbal Communication

**Definition**: Non-verbal communication is the **transmission of messages without words**, using body language, gestures, facial expressions, tone, etc.

**Features:**

- Often subconscious or instinctive

- Can support or contradict verbal communication

- Universal in many forms

**Examples:**

- Facial expressions (smile, frown)

- Gestures (thumbs up, waving)

- Posture and body language

- Eye contact

- Tone of voice

- Silence

**Advantages:**

- Quick and often more genuine

- Helps express emotions

- Supports verbal communication

**Disadvantages:**

- Can be misinterpreted

- Varies across cultures

## Summary Table

| Type | Subtypes | Examples |
| --- | --- | --- |
| **Formal** | Memo, report, meeting | Office memo, circular |
| **Informal** | Gossip, friendly chat | Talking with a friend, group chat |
| **Oral** | Spoken words | Speech, interview |
| **Written** | Written words | Letter, email, report |
| **Verbal** | Spoken or written words | Conversation, article |
| **Non-Verbal** | Gestures, body language | Nodding, smiling, eye contact |

Here is a **complete content solution** on **Communication Barriers and How to Overcome Them**, suitable for school, college, presentations, or professional use.

# Communication Barriers and How to Overcome Them

## What Are Communication Barriers?

Communication barriers are **obstacles or hindrances** that interfere with the **effective exchange of information**. They can distort, block, or completely stop communication between sender and receiver.

Overcoming these barriers is essential for **clear understanding**, **good relationships**, and **effective collaboration**.

# Types of Communication Barriers

## 1. Physical Barriers

**Definition**: Barriers caused by the physical environment or distance.

**Examples:**

- Noise and distractions
- Poor lighting or ventilation
- Faulty technology (e.g., bad internet, microphone)
- Long distances between people

**How to Overcome:**

- Use quality communication tools
- Choose quiet, well-lit environments
- Reduce physical distractions
- Use video conferencing or telecommunication when face-to-face is not possible

## 2. Language Barriers

**Definition**: Problems caused by **differences in language**, jargon, slang, or poor vocabulary.

**Examples:**

- Using unfamiliar technical terms
- Accent or pronunciation differences
- Multilingual settings

**How to Overcome:**

- Use simple, clear, and plain language

- Avoid jargon or explain it clearly

- Use visual aids (charts, images)

- Encourage feedback to ensure understanding

## 3. Psychological/Emotional Barriers

**Definition**: Barriers due to **mental state, emotions, or attitudes** of the sender or receiver.

**Examples:**

- Anger, stress, or anxiety

- Low self-esteem or confidence

- Prejudice or bias

- Fear of judgment

**How to Overcome:**

- Stay calm and respectful

- Build a positive and trusting environment

- Be empathetic and understanding

- Avoid being judgmental or aggressive

## 4. Cultural Barriers

**Definition**: Differences in **customs, values, traditions, and beliefs** between cultures that affect understanding.

**Examples:**

- Differences in gestures or body language

- Cultural assumptions or taboos

- Language differences

**How to Overcome:**

- Learn and respect other cultures

- Be culturally sensitive and inclusive

- Avoid using culturally specific idioms

- Ask questions when in doubt

## 5. Organizational Barriers

**Definition**: Barriers caused by **hierarchy, structure, or policies** within an organization.

**Examples:**

- Too many layers of authority
- Poor communication channels
- Lack of transparency

**How to Overcome:**

- Promote open communication
- Flatten communication channels where possible
- Use regular meetings and feedback systems
- Ensure clarity in policies and instructions

## 6. Perceptual Barriers

**Definition**: When people **see the same message differently** based on their own opinions, experiences, or background.

**Examples:**

- Assuming the sender's intent
- Misinterpreting tone or body language
- Stereotyping

**How to Overcome:**

- Clarify and confirm understanding
- Ask questions to avoid assumptions
- Listen actively and with an open mind

## 7. Technological Barriers

**Definition**: Barriers arising from **inappropriate or unreliable communication technology**.

**Examples:**

- Internet outages
- Software incompatibility
- Inadequate digital skills

**How to Overcome:**

- Train users in using tools effectively
- Use reliable platforms
- Keep backup systems in place

# General Strategies to Overcome Communication Barriers

1. **Active Listening** – Focus fully on the speaker, avoid interrupting, and show interest.
2. **Feedback and Clarification** – Ask questions and repeat key points to ensure mutual understanding.
3. **Empathy and Respect** – Understand the feelings and perspectives of others.
4. **Appropriate Medium** – Choose the right method (oral, written, visual) for the message.
5. **Training and Development** – Offer communication skill training in organizations.
6. **Body Language Awareness** – Match your non-verbal cues with your message.
7. **Use of Visual Aids** – Support verbal or written communication with visuals like graphs, images, and charts.

# Conclusion

Communication barriers can seriously affect personal and professional relationships. Identifying and overcoming these barriers is essential for **effective communication**, **strong teamwork**, and **successful outcomes**. With empathy, awareness, and proper techniques, most communication challenges can be resolved.

Here is a **full content solution** for both:

1. **Barriers to Communication**
2. **Tools of Communication**

Great for assignments, presentations, or general study.

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# 1. Barriers to Communication – Full Content

Communication barriers are **obstacles that hinder the proper exchange of ideas** between individuals or groups. These can occur at any stage in the communication process and may lead to misunderstanding, confusion, or total communication breakdown.

**Types of Communication Barriers**

### a) Physical Barriers

- Caused by the physical environment.
- **Examples**: Noise, poor lighting, long distances, closed doors.
- **Solution**: Choose appropriate settings, reduce noise, use technology.

### b) Language Barriers

- Occurs when people speak different languages or use complex words.
- **Examples**: Use of jargon, accents, unfamiliar vocabulary.
- **Solution**: Use simple language, avoid slang/jargon, clarify terms.

### c) Emotional/Psychological Barriers

- Due to mental state or emotional factors.
- **Examples**: Anger, stress, lack of confidence, fear.
- **Solution**: Stay calm, promote trust, use positive tone, active listening.

### d) Cultural Barriers

- Differences in traditions, beliefs, or customs.
- **Examples**: Different meanings for gestures, taboos.
- **Solution**: Be respectful, culturally aware, avoid stereotypes.

### e) Organizational Barriers

- Barriers due to organizational structure or workplace politics.
- **Examples**: Long chains of command, poor hierarchy, unclear instructions.
- **Solution**: Encourage open communication, simplify processes.

### f) Perceptual Barriers

- When people interpret the same message differently.
- **Examples**: Biases, past experiences, assumptions.

- **Solution**: Clarify messages, give feedback, avoid generalizations.

### g) Technological Barriers

- Arise due to dependence on technology.
- **Examples**: Poor internet, outdated software, digital illiteracy.
- **Solution**: Train staff, ensure backup, use reliable tech.

### Summary Table:

| Barrier Type | Examples | Solutions |
|---|---|---|
| Physical | Noise, distance | Quiet spaces, use of tech |
| Language | Jargon, unfamiliar terms | Simple language, translations |
| Emotional | Stress, anger | Empathy, emotional intelligence |
| Cultural | Misinterpreted gestures | Awareness, respect |
| Organizational | Long hierarchy | Open-door policies, training |
| Perceptual | Misunderstanding tone | Clarification, active listening |
| Technological | Tech failure, poor tools | Up-to-date systems, user training |

# 2. Tools of Communication – Full Content

**Communication tools** are the **channels, instruments, or technologies** used to send and receive messages effectively. They can be categorized based on the medium and purpose.

### a) Verbal Tools

Involve spoken words for communication.

**Examples:**

- Telephone
- Video conferencing (Zoom, MS Teams)
- Face-to-face meetings
- Group discussions
- Voice messages

**Usefulness:**

- Instant feedback
- Personal connection

- Good for urgent or emotional messages

## b) Written Tools

Involve the use of text for communication.

**Examples:**

- Letters
- Emails
- Reports
- Newsletters
- SMS or WhatsApp messages

**Usefulness:**

- Permanent record
- Clear and detailed
- Can be shared widely

## c) Visual Tools

Use of images, graphics, and videos.

**Examples:**

- Presentations (PowerPoint)
- Charts and graphs
- Posters
- Videos and infographics
- Whiteboards

**Usefulness:**

- Enhances understanding
- Ideal for data and statistics
- Supports verbal/written info

## d) Digital Tools (Technological Tools)

Use of modern technology for communication.

**Examples:**

- Email platforms (Gmail, Outlook)

- Instant messaging apps (Slack, WhatsApp)

- Social media (LinkedIn, Instagram, Twitter)

- Video calls (Zoom, Google Meet)

- Collaboration tools (Trello, Google Docs, Microsoft Teams)

**Usefulness:**

- Fast and global

- Useful for teamwork and remote work

- Easy file sharing and updates

## e) Non-verbal Tools

Communication without spoken or written words.

**Examples:**

- Facial expressions

- Gestures and posture

- Eye contact

- Body language

- Tone of voice

**Usefulness:**

- Expresses emotions

- Supports spoken messages

- Builds trust and connection

## Summary Table:

| Tool Type | Examples | Usefulness |
|---|---|---|
| Verbal | Calls, meetings, video chats | Personal and real-time |
| Written | Emails, letters, reports | Formal, recordable |
| Visual | Charts, videos, infographics | Clear and impactful |
| Digital | Zoom, WhatsApp, Trello | Fast, collaborative |
| Non-verbal | Body language, gestures, eye contact | Expressive, emotional support |

# Lecture 2

# Reading Skill

Sure! Here's a **complete unseen passage comprehension set** that includes:

- Reading passage

- Comprehension questions

- Vocabulary-based questions:

    - One word substitution

    - Prefixes

    - Suffixes

    - Antonyms

    - Synonyms

- Answer key and explanations

## Unseen Passage:

In an era dominated by rapid technological advancements, the importance of environmental conservation is often overlooked. Forests, oceans, and wildlife are deteriorating due to excessive industrialization and deforestation. Despite repeated warnings from environmentalists, human activities continue to exploit natural resources recklessly.

Conservation is not merely an act of preservation; it is a responsibility toward future generations. Sustainable development ensures that the needs of the present are met without compromising the ability of future generations to meet their own needs. This balance between development and conservation is crucial.

Educational institutions and media play a vital role in spreading awareness. Small efforts like recycling, using public transport, and planting trees can make a significant difference. Every individual must realize that environmental protection is a collective duty, not a choice.

## Comprehension Questions:

1. What is the main idea of the passage?

2. Why is environmental conservation often neglected?

3. Define sustainable development as per the passage.

4. List two actions individuals can take to help the environment.

5. What role do educational institutions play, according to the passage?

## Vocabulary & Language Skills

**One Word Substitution:**

6. A person who studies and speaks out about environmental issues → _____

7. The act of cutting down trees indiscriminately → _____

**Prefixes:**

(Add a prefix to form a new word from the root word)

8. _____responsible (meaning: not responsible)

9. _____development (meaning: over or excessive development)

**Suffixes:**

(Add a suffix to form a noun or adjective)

10. Sustain + _____ → (noun form meaning the ability to be maintained)

11. Aware + _____ → (noun form meaning the state of being informed)

**Synonyms:**

12. Recklessly →
    a) Carefully
    b) Cautiously
    c) Carelessly
    d) Rarely

13. Vital →
    a) Unimportant
    b) Essential
    c) Weak
    d) Passive

**Antonyms:**

14. Preservation →
    a) Conservation
    b) Destruction
    c) Protection
    d) Maintenance

15. Collective →
    a) Individual
    b) Joint

c) Common
d) Combined

## Answer Key & Explanations:

**Comprehension:**

1. The importance of environmental conservation in the age of technology.

2. Because focus has shifted to industrialization and technological development.

3. Sustainable development means meeting present needs without compromising the ability of future generations to meet theirs.

4. Recycling, using public transport, planting trees (any two).

5. They help spread awareness about environmental protection.

**Vocabulary:**

6. Environmentalist

7. Deforestation

**Prefixes:**

8. *Ir*responsible

9. *Over*development

**Suffixes:**

10. Sustainability

11. Awareness

**Synonyms:**

12. c) Carelessly

13. b) Essential

**Antonyms:**

14. b) Destruction

15. a) Individual

# Lecture 3

# Writing Skill

## 1. Picture Composition

**Example Topic:** *"A Day at the Park"*

**Picture Description + Composition:**

In the picture, we see a lively scene at a public park. Children are playing on swings and slides while others are flying colorful kites. Some families are sitting on benches, enjoying snacks and chatting. Trees full of green leaves surround the area, and birds are flying in the sky. The sun is shining brightly, and the sky is clear.

This scene shows the joy and energy of a beautiful day. Parks are important places where people can relax and spend quality time with family and friends. Playing outdoors keeps us healthy and happy. The picture reminds us to take a break from our busy lives and enjoy nature whenever we can.

## 2. Paragraph Writing

**Example Topic:** *"My Favorite Hobby"*

**Paragraph:**

My favorite hobby is reading books. I enjoy reading because it takes me to a different world full of imagination, adventure, and knowledge. I read storybooks, comics, and even science books. My favorite book is *Harry Potter* because it has exciting characters and magical events. Reading helps me learn new words and ideas. It also improves my focus and thinking skills. I like to read in my free time, especially before going to bed. Reading is a habit that makes me feel relaxed and happy.

## 3. Notice Writing

**Format:**

**[School Name]**
**NOTICE**
**Date: [Insert Date]**
**Topic: [Title of Notice]**

**Body:**
Content with details (what, when, where, who, how).

**Signature**
[Name]
[Designation (e.g., Head Boy/Head Girl/Class Teacher)]

**Example:**

**Green Valley Public School**
**NOTICE**
**Date: 5th April 2025**
**Subject: Cleanliness Drive in School**

All students of classes 6 to 10 are informed that our school is organizing a *Cleanliness Drive* on **10th April 2025 (Thursday)** from **9:00 AM to 12:00 PM** in the school garden and surroundings. Students are requested to bring gloves, waste bags, and caps. Participation is mandatory.

For any queries, contact your class teacher.

**Rahul Sharma**
Head Boy

# Lecture 4

# Curriculum Vitae And Resume

Absolutely! Here's a **full content solution** on:

- Curriculum Vitae (CV)
- Resume
- Types of CV

- Types of Resume
- Covering Letter
- Difference between CV and Resume

Perfect for academic or professional use.

# 1. Overview: Curriculum Vitae (CV) and Resume

## Curriculum Vitae (CV)

A *Curriculum Vitae* is a detailed document highlighting a person's **academic background**, **qualifications**, **research**, **skills**, and **achievements**. It is mostly used for **academic**, **research**, **teaching**, or **fellowship** positions.

- **Length**: 2+ pages (can go longer depending on experience)
- **Focus**: Academic history, degrees, publications, projects, etc.

## Resume

A *Resume* is a **short and concise** summary of a person's **skills**, **work experience**, and **qualifications**, tailored for a **specific job**.

- **Length**: 1–2 pages
- **Focus**: Relevant job experience, skills, and qualifications
- **2. Types of CV**

## 1. Chronological CV

- Lists information in reverse chronological order (latest to earliest).
- Most common format.
- Best for those with a strong, consistent work history.

## 2. Functional CV

- Focuses on **skills and abilities** rather than employment history.
- Useful for career changers or those with gaps in work history.

## 3. Combination CV (Hybrid CV)

- Mixes both chronological and functional formats.
- Starts with a skills summary, followed by work history.

# 3. Covering Letter (Cover Letter)

A *covering letter* is a **formal letter** sent along with a CV or resume. It explains **why** you are applying for the job and highlights the **skills and experiences** that make you a good fit.

**Structure of a Cover Letter:**

1. **Header**: Your address, date, employer's address

2. **Greeting**: "Dear Sir/Madam" or specific name if known

3. **Introduction**: State the job you're applying for and why

4. **Body**: Highlight relevant skills, experience, and achievements

5. **Conclusion**: Express interest and willingness for an interview

6. **Sign-off**: "Yours sincerely" or "Yours faithfully"

# 4. Resume: Structure and Essentials

**Main Sections of a Resume:**

1. **Name and Contact Information**

2. **Objective/Summary** (Optional)

3. **Educational Qualifications**

4. **Work Experience**

5. **Skills**

6. **Certifications** (if any)

7. **References** (Optional)

# 5. Types of Resume

## 1. Chronological Resume

- Lists work experience from most recent to oldest

- Best for people with strong work history

## 2. Functional Resume

- Focuses on skills rather than job history

- Ideal for freshers or career changers

## 3. Combination Resume

- Highlights skills first, followed by detailed work history

## 6. Difference Between CV and Resume

| Feature | Curriculum Vitae (CV) | Resume |
|---|---|---|
| Length | Longer (2+ pages) | Shorter (1–2 pages) |
| Purpose | Academic/Research/Grants | Jobs in industry or private sector |
| Content | Detailed info about education, research, publications | Tailored for specific job roles |
| Customization | Usually static | Customizable for each job |
| Use | Common in Europe, Asia, academics | Common in U.S., Canada, and jobs |

# Lecture 5

# Interview Techniques

## INTERVIEW TECHNIQUES & PREPARATION

## 1. Preparing for an Interview

Preparation is the key to a successful interview. Here's how to get ready:

**Steps to Prepare:**

1. **Research the Company:**

   • Understand its history, mission, products/services, and recent news.

2. **Understand the Job Role:**

   • Read the job description carefully.

   • Know the skills and qualifications required.

3. **Know Your Resume:**

   • Be ready to discuss everything on your CV/resume, including experiences and skills.

4. **Dress Professionally:**

   • Choose formal or business-casual attire depending on the company.

5. **Practice Common Questions:**

   • Practice answering frequently asked questions (see Section 4).

6. **Prepare Questions to Ask the Interviewer:**

   • Example: "What does a typical day in this role look like?"

7. **Mock Interviews:**

   • Practice with a friend or mentor to build confidence.

# 2. Interview Formats

## ◈ Types of Interview Formats:

| Format | Description |
|---|---|
| **Face-to-Face** | Traditional, one-on-one meeting. |
| **Panel Interview** | Multiple interviewers, one candidate. |
| **Group Interview** | Multiple candidates interviewed together. |
| **Telephonic Interview** | Done over the phone; usually initial screening. |
| **Video Interview** | Conducted via platforms like Zoom, Skype, etc. |
| **Walk-in Interview** | No prior appointment; candidates appear directly. |
| **Stress Interview** | Tests candidate under pressure using difficult questions or behavior. |

# 3. Types of Interview Questions

**Common Categories:**

1. **Personal Questions**

   • "Tell me about yourself."

   • "What are your strengths and weaknesses?"

2. **Behavioral Questions**

- Based on past experiences.

- Example: "Describe a situation where you had to deal with a difficult teammate."

3. **Situational Questions**

- Hypothetical problems.

- Example: "What would you do if you were given two urgent tasks with the same deadline?"

4. **Technical Questions**

- Specific to the job role.

- Example: For IT: "Explain OOP concepts."

5. **HR Questions**

- General check on personality and fit.

- Example: "Why should we hire you?"

6. **Salary-Related Questions**

- "What are your salary expectations?"

7. **Company-Specific Questions**

- "What do you know about our organization?"

# 4. Mock Interviews

## What is a Mock Interview?

A *mock interview* is a **practice interview** conducted in a simulated environment to give candidates real interview experience.

## How It Works:

- Conducted by a teacher, mentor, or professional.

- Includes typical questions, evaluation, and feedback.

- May use video recording for self-review.

# 5. Benefits of Mock Interviews

| Benefit | Description |
|---|---|
| Builds Confidence | Reduces anxiety and nervousness. |
| Improves Communication | Helps express thoughts clearly. |
| Enhances Body Language | Corrects posture, eye contact, and gestures. |
| Gives Feedback | Identifies strengths and weaknesses. |
| Time Management | Helps in structuring answers within limited time. |