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### Lecture-31

#### Presentation Skills: Overcoming Fear

1. Recall the last time you gave an oral presentation and how it went. Were you able to do it successfully and confidently? If not, then why?

Ans: The last time, I had given an oral presentation was in course of CS677, in which have to present about research paper. I and my partner has read the papers and prepared presentation. I have given presentation well, explained well with open gestures and asked people some questions. But in mid, I was feared due to unable to answer some questions asked by sir and mam. My partner has helped me to recall. Overall it was nice oral presentation, upto me.

2. What is the most frightening aspect of oral presentation, according to you?

Ans: The most frightening aspect of oral presentation, according to me:

- Fear of failure
- Being underprepared
- Evaluation and Criticism
- Time pressure

3. Can you recall an instance where somebody was mocked for their oral presentation?

Ask yourself the reasons why s/he was mocked.

Ans: If somebody was mocked for their oral presentation, it might due to

- Not prepared well in subject
- Not showing open gestures
- Felt fear, nervous
- Always see in book or slides, not making eye contact with people.

4. How can you deal with stage fright?

Ans: Deal with stage fright:

- Be confident
- Have a positive self image
- Avoid comparing yourself with others
- Start practicing at a small, informal level
- Be determined to do something about this fear

### Lecture-32

#### Presentation Skills: Becoming a Professional

1. What can you do to become a professional in presentation skills?

Ans: To become a professional in presentation skills

- View the venue
- Master material
- Calm mind
- Visualize myself speaking
- Avoid apologies
- Focus on message – not the medium
- Gain Experience

2. Imagine you have to give a presentation on developing soft skills and personality. How would you prepare for it?

Ans: If I have to give a presentation on developing soft skills and personality

- I will view the venue
- I will master my material, practice it as many times possible
- Make myself be calm, and change my nervous, fear into positive energy
- Using quotes, small story to activate people to engage

3. What is the importance of public speaking according to you?

Ans: The importance of public speaking according to me

- To entertain (to make audience interest or amuse)
- To educate (inform, teach the audience)
- To provoke (stimulate, impress the audience)
- To influence (convince, persuade the audience)

4. What is the importance of a strong start to a presentation? And how can you give a strong start to your presentation?

Ans: A strong start to a presentation is important because it captures the audience's attention, sets the tone, establishes credibility and interest in topic. We can start strong by

- Begin with a question
- Open with a story
- Start with a quote
- Use a startling statement

5. How can you keep your audience engaged during a presentation? Think of at least five points.

Ans: To keep your audience engaged during a presentation use these

- Interactive elements like polls, quizzes, Q&A
- Visuals
- Story telling
- Audience interaction
- Variety in delivery [like adjusting pace, tone, and body language]

6. How can you give a strong end to a presentation? Exemplify with an example.

Ans: To give a strong end to any presentation:

- Summarize all points
- State conclusion
- Make it relevant to audience

## Lecture-33

### Presentation Skills: The Role of Body Language

1. What is the importance of body language during an oral presentation?

Ans: Body language during an oral presentation is important because it communicates confidence, sincerity, and engagement to the audience without using words. It enhances the speaker's message, captures the audience's attention, and helps to establish rapport and credibility.

2. How your body language should be during an oral presentation? Think of some DOs and DON'Ts.

Ans: Body language should be during an oral presentation

DOs:

- Face the audience
- Relax your facial muscles and Smile!
- Use open posture
- Speak in a natural tone

DON'Ts:

- Do not shift legs
- Do not make frantic movements
- Do not look at the mouse
- Do not put hands in pockets
- Do not read directly from notes or screen

3. Imagine you are giving a presentation in a pair. And your partner is not letting you talk. How should you act?

Ans: To handle by

- Non-verbal cues [like making eye-contact, shifting body position to signal readiness to contribute]
- Assertive communication
- Seeking support
- Address the issue privately

4. What are the important characteristics of good voice quality in an oral presentation?

Ans: The important characteristics of good voice quality in an oral presentation are

- Clarity [clear pronunciation]
- Volume
- Tone
- Pitch

## Lecture-34

### Presentation Skills: Using Visuals

1. What is the importance of visual aids during a presentation? List four visual aids.

Ans: The importance of visual aids during a presentation are:

- Illustrate key points
- Reinforce verbal message
- Stimulate audience interest
- Focus audience attention

Pictures, slides, graphs, pie-charts, short videos, model, etc are visual aids.

2. What are some of the basic guidelines for presenting visual aids?

Ans: Some of the basic guidelines for presenting visual aids are:

- Use bullet points [keywords & phrases]
- Appropriate font size and colors
- Spell-check every slide
- Check visibility
- Remove/ change visual when finished with topic
- Do not leave visual aids too long

3. Have you ever made the use of visual aids for a presentation? How did the visual aids improve your presentation?

Ans: Yes, I have made the use of visual aids for a presentation. I use plots, graphs, data visualization and time series plots etc in presentation.  
It made my presentation visual good and make audience to understand the topic, compare it. It is better than any sentences or words. Pictures speak more than words.

## Lecture-35

### Reading Skills: Effective reading

1. How would you convince a young child to read more?

Ans: To convince a young child to read more

- Make it Fun
- Read together
- Reward system
- Create a reading nook
- Make it habit
- Be patient and encouraging

2. When was the last time you read for leisure? How did it help?

Ans: The last time I read anything in my leisure time was a newspaper story. In which it contains a story of a male and female best friend, in that boy has asked out for girl in chat. The boy was feared, nervous are explained in words well, while I am reading it I felt like I am fearing. At last, girl said yes. The story ended as happy, I felt good. It helped me to not to be feared what might be the answer is.

3. How can you improve your reading?

Ans: I can improve my reading skills by

- Practice regularly
- Active reading
- Take notes
- Read a variety of material
- Reflect and review

4. Skimming, scanning, and close reading are different types of reading. What is the difference between each of them?

Ans: The difference between skimming, scanning and close reading

Skimming	Scanning	Close Reading
<ul style="list-style-type: none"> <li>• It is used to get a general idea or overview of text</li> <li>• Read quickly, focusing on headings, subheadings, and first sentences of paragraphs</li> <li>• It is read fast</li> </ul>	<ul style="list-style-type: none"> <li>• It is used to locate specific information or details</li> <li>• Move eyes rapidly over text, looking for specific words or phrases</li> <li>• It is read faster than skimming but slower than normal reading</li> </ul>	<ul style="list-style-type: none"> <li>• It is used to thoroughly analyze and understand text</li> <li>• Read word-by-word, sentence – by-sentence, analyzing meaning and context</li> <li>• It is read slow and deliberate</li> </ul>

## Lecture-36

### Human Relations: Developing Trust and Integrity

1. What do you understand by the term integrity? Explain with an example.

Ans: Integrity refers to the quality of being honest, ethical, and having strong moral principles. It involves consistency in behavior, adherence to values and beliefs, and doing what is right even when no one is watching.

For example, a student has found a wallet containing a large amount of money on the ground. Despite the opportunity to keep the money for themselves, the student chooses to give it in lost and found office. This act demonstrates integrity because the student is choosing to do honest and morally right thing, even though they could have benefited from keeping money.

2. As an employee, how can you build your employer's trust in you?

Ans: As an employee, I can build your employer's trust in me by

- Communicating effectively
- Being dependable
- Seeking feedback
- Building relationship
- Being honest and transparent

3. How can you rebuild trust with your spouse/partner/close friend after a conflict?

Ans: After a conflict, I rebuild trust with spouse/partner/close friend by

- Requires effort, patience and effective communication
- Apologize sincerely
- Communicate openly
- Listen and validate
- Be patient
- Seek support if needed

4. Why do you think interpersonal relationships are important? How can you sustain them?

Ans: Interpersonal relationships are important because

- Emotional support
- Social connection
- Personal growth
- Increased happiness and health benefits
- Professional success

To sustain them:

- Communication
- Respect
- Trust
- Quality time
- Celebrate achievements
- Express gratitude