

Introductory Individual Presentation

Assignment Scenario

Your recorded interview response went well and now the hiring manager would like to invite you to present yourself in-person by answering a set of guided questions that they sent so that they can get to know your background and skillset more fully. This is another opportunity for you to analyze your strengths and weaknesses and craft a compelling response, practice answering common questions while being interviewed, and leave a positive impression on the employer.

Assignment Purpose

This assignment is designed to help prepare you for handling interview questions. Your task for this assignment is to respond to an interview question using generally accepted business communication principles and protocol and appropriate business conversational tone.

Assignment Guidelines

Here are the questions you need to answer:

- 1) What is one situation in which you have felt that your communication style differed from the expected communication style? How did that affect the way you expressed yourself or the way you were received by others?
- 2) Do any of the opinions about communication style surprise you? How could you respond respectfully if you interacted with a person who valued this style?

For a compelling response: provide specific details about the situation, its significance, and the subsequent insights you gained, showcasing your unique style and skillset. Linking this experience to the position you are seeking is immensely valuable. Practice your reply to ensure a natural delivery. Aim to keep your response **approximately 2 minutes**.

Avoid: reciting from a pre-written script or depend on memorization, as a rehearsed tone may impede your chances of being seriously considered for the position.

Guidelines:

- Address the interview prompt.
- Craft and deliver memorable content.
- Express yourself authentically while making your point engaging and professional.
- Aim for a response duration of **approximately 2 minutes** to maintain a conversational flow.

Structure and content:

- **Step 1:** Treat the prompt as a chance to narrate a compelling story.
- **Step 2:** Begin by expressing gratitude for the interview opportunity and stating the company and position you are seeking.
- **Step 3:** Transition smoothly to acknowledging the interview question.
- **Step 4:** Share a specific experience.
- **Step 5:** Link the lesson learned to the current position you are pursuing.

Verbal and Non-verbal skills (What the audience SEES and HEARS):

- **Step 1:** Practice multiple times, aiming for a balance between familiarity with your content and natural delivery—avoid sounding scripted.
- **Step 2:** Record practice sessions and review your tone, pace, and volume. (Avoid monotone, uptalk, excessively fast/slow speech, or varying volume).
- **Step 3:** Minimize filler words (1-3 maximum for the entire recording).
- **Step 4:** Consider seeking guidance from the Frank Center!

Tasks & Tips

Tasks:

1. Select a specific position that interests you, including the job title and organization.
2. Convey pertinent information genuinely to your audience.
3. Utilize captivating and vivid language along with memorable details.
4. Deliver the content with clarity, confidence, appropriate pace, and volume.
5. Avoid coming across as rehearsed or reading from notes.
6. Maintain suitable eye contact by looking at the camera, not reading.
7. Employ engaged gestures and confident posture as applicable.
8. Choose non-distracting business casual attire.

Submission Instructions

There will be nothing to submit- presentations will be done during class time.