



**KESHAV MEMORIAL INSTITUTE OF TECHNOLOGY
(AN AUTONOMOUS INSTITUTION)**

Accredited by NBA & NAAC, Approved by AICTE, Affiliated to JNTUH,
Narayanguda, Hyderabad – 500029



DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

LAB RECORD

PROFESSIONAL AND SOFT SKILLS LAB

B.Tech. III YEAR I SEM (RKR21)

ACADEMIC YEAR 2024-25



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Certificate

This is to certify that following is a Bonafide Record of the workbook task done by

_____ bearing Roll No _____ of _____

Branch of _____ year B.Tech Course in the _____

Subject during the Academic year _____ & _____ under our supervision.

Number of week tasks completed: _____

Signature of Staff Member Incharge

Signature of Head of the Dept.

Signature of Internal Examiner

Signature of External Examiner

Daily Laboratory Assessment Sheet

Name of the Lab:

Name of the Student:

Class:

HT. No:

S.No.	Name of the Experiment	Date	Observation Marks (3M)	Record Marks (4M)	Viva Voice Marks (3M)	Total Marks (10M)	Signature of Faculty
	TOTAL						

Functional English

Functional English is usage of the English language required to perform a specific function like academic study or career progression. Functional English provides the essential knowledge, skills and understanding that will enable the user to operate confidently, effectively and independently in life and at work. Individuals who possess these skills will be able to participate and progress in education, training and employment as well as develop and secure the broader range of aptitude, attitude and behaviour that will enable them to make a positive contribution to the communities in which they live and work.

Functional skills are the essential elements of English that help people to develop higher levels of practical skill, which they can apply to real life contexts. To develop the functional skills it is prerequisite to build vocabulary.

Building Vocabulary

The various techniques to build vocabulary are

- Synonyms and Antonyms
- Prefix and Suffix
- Phrasal Verbs
- Collocations
- Idioms
- One –Word Substitutes
- Study of Word Origin
- Analogy
- Business Vocabulary

Synonyms are words that have the same, or almost the same, meaning as another word.

Antonyms are words that have the opposite meaning of another word.

Choosing the right synonym refines your writing.

Learning common antonyms sharpens your sense of language and expands your vocabulary.

Write the synonyms for the following words:

Abandon .

Abridge

Accumulate

Authentic

Awkward
Behaviour
Bias
Brutal
Brisk
Callous
Calm.
Casual.
Category
Cold
Damage
Decorate
Deformity
Denounce
Diligent.
Earnest
Emergency
Exceptional
Extravagant
False
Fascinate
Ferocious
Fraud.
Genuine
Gigantic
Guilt
Haughty
Hazardous
Humility
Illiterate
Imperious
Impertinent
Inanimate
Inexorable
Jolly
Judicious
Knavar.
Laborious
Lament

Lethargy
Liberty
Magnificent
Marvellous
Meagre
Mean
Mighty.
Misery
Nice
Notable
Notorious
Obliterate
Obsolete .
Opportune
Pensive
Perennial
Persuade
Plentiful
Precarious
Pretence
Quaint
Queer
Questionable
Radiant
Refined.
Rejoice
Relevant.
Renown
Repudiate
Resistance
Rigid
Ruinous :
Sacred
Sate
Scanty
Solitary
Sombre
Specimen
Splendid

Spurious
Talkative
Temperate
Thankful
Thin
Ugly
Urbane
Urge
Vacillatge
Venerable
Vigilance
Voracious
Vulgar
Wealthy
Wickedness
Wild.
Wretched
Wreck
Yield
Yielding
Zeal
Zenith
Zest.

Write the antonyms for the following words.

Ability
Accept
Acquit
Affinity
Awkward
Barren
Benevolent
Bold
Brutal
Callous
Care
Censure
Chaste

Cheap
Cheerful
Competent :
Conceal
Condense :
Confess
Create :
Destory.
Dense
Despair
Diffident
Distant
Early
Elevation
Emancipate
Energetic
Enthusiasm
Equality
Fabulous
Failure
Fickle
Fine
Gain.
Genuine
Gloomy
Guilty
Happiness
Help
Honour
Humane
Hypocrisy
Imperative
Increase
Inhale.
Interested
Interesting
Kind
Knowledge
Lack

Legal
Legible
Liberty.
Mad
Malice
Meagre
Natural
Noble
Normal.
Notorious
Obstinate
Offensive
Optional
Part.
Peace
Persuade
Pride
Prudent
Punishment
Quick
Reject
Religious
Remember
Rich
Sacred
Sensitive
Sober
Sophisticated...
Tedious
Temperate
Thankful
Thrifty
Timid
Tranquil
True
Ugly
Union
Usual

Vain
Violent .
Virtue
Vulgar
Wane
Want.
War
Wild
Yield
Zeal

A root word is a word or word part that forms the basis of new words through the addition of prefixes and suffixes. In traditional root words, these words come from Latin and Greek, and typically do not stand alone as a complete word. Understanding the meanings of common roots can help you out the meanings of new words as you encounter them.

Use the prefix and form words.

- Ambi -
- Ante
- Auto -
- Bi -
- Demi -
- Em -
- En -
- Ex -
- Extra -
- Hemi -
- Homo -

- Inter -
- Intra -
- Multi -
- Out -
- Over -
- Post -
- Pre -
- Pro -
- Pseudo -
- Re -
- Semi -
- Super -
- Tele -
- Ultra -
- Infra -
- Uni -
- Vice -

Use the suffixes and form words;

SUFFIXES

- Acy -
- Age -
- Al -
- Ance -
- Ant -
- Action -
- Cy -
- Ence -
- Hood -
- Ing -
- Ion -
- Ism -
- Ity -
- Less -
- Ment -
- Ness -
- Ship -
- Sion -
- Tion -
- Ure -
- Y -

One Word Substitutes

One word Substitution is one of the integral parts of vocabulary. One Word Substitution simply means **using a specific word replacing a wordy phrase or sentence** and making it shorter, concise and clearer to understand. This way, the word becomes identical with the sentence thus providing the same meaning as the wordy sentence.

One easy method of doing one word substitution is by using the **root method**. Roots are nothing but the words from which the main word has been derived.

Write one word substitutes for the following phrases/sentences.

CRACY = RULE / GOVERNMENT

- A government by the people -
- A government by a king or queen –
- A government by the officials –
- A government by the rich -
- A government by few -
- A government by the nobles -

OMNI = ALL

- One who is all powerful -
- One who is present everywhere -
- One who knows everything -

CIDE = KILLING

- Killing of a human being –
- Killing/ Murder of a king -
- Killing of an Infant/ newborn baby -
- Killing of a race or community -
- Killing of One's sister -
- Killing of self or self-murder -
- Killing of either or both parents -
- Killing of one's brother -
- Killing of one's father -
- Killing of one's mother –
- Killing of one's husband -

- Killing of one's wife –

PHOBIA=KILLING

- Fear of dogs –
- Fear of foreigners –
- Fear of getting fat –
- Fear of being robbed –
- Fear of pleasure –
- Fear of work –
- Fear of water –
- Fear of thirst –
- Fear of snakes –
- Fear of words –
- Fear of poverty –
- Fear of riding a car –
- Fear of speed –

One Word Substitution of Groups

- A place where many types of Images are stored-
- A group of a house in a village-
- A pair of pigeons-
- A bundle of cotton or clothes-
- A list or collection of books or info graphics.-

Idioms

An idiom is a phrase, saying, or a group of words with a metaphorical (not literal) meaning, which has become accepted in common usage.

Write the following idioms in your own sentences.

Idioms		Meaning
S.no	Idioms	Meaning
1	a hot potato	a controversial issue or situation that is awkward or unpleasant to deal with
2.	once in a blue moon	Very rarely

3	raining cats and dogs	Raining heavily
4	Devil's advocate	one who presents a counter argument
5	make a mountain out of a mole hill	to exaggerate a minor difficulty
6	white elephant	an expensive item with no use or purpose
7	a blessing in disguise	a good thing that seemed bad at first
8	storm in a tea cup	an excessive enthusiasm or rage about a minor matter
9	speak of the devil	When someone comes in unexpectedly while being talked about
10	the ball is in your court	the initiative for taking action lies with somebody
11	break the ice	to do or say something that makes people feel more comfortable, especially at the start of a meeting or party
12	no pain no gain	it is necessary to work hard or strive to reap reward
13	part and parcel	something that is a basic or essential element of the whole
14	no picnic	used to express that an activity or action is not fun
15	jump to conclusion	to predict a situation without having sufficient information
16	put in cold storage	to keep a work pending
17	keep the ball rolling	to continue the work
18	pass the buck	passing blame to another person
19	in cold blood	in a cruel way and without pity or other emotion
20	sweep under the rug	try to hide a problem or keep a problem secret instead of dealing with it

Phrasal Verbs

A combination of a verb and an adverb or a verb and a preposition, or both in which the combination has a meaning different from the meaning of the words considered separately.

1	Act on	To take action because of something like information received.
2	Act up	Behave badly or strangely.
3	Back down	Retract or withdraw your position or proposal in an argument.
4	Back off	Retreat.
5	Bash in	Break, damage or injure by hitting

6	Calm down	Relax after being angry
7	Drop out	Quit a class, school
8	Fall apart	Break into pieces
9	Give in	Reluctantly stop fighting or arguing
10	Look down on	To consider inferior
11	Lash into	Criticise strongly
12	Move up	Move to make space
13	Phase out	Remove gradually
14	Run over	Go over quickly as a reminder
15	See -through	Detect the through nature of
16	Look upon	obey
17	Make for	Move towards a place
18	Take off	Put off
19	Turn on	Let it works
20	Work at	Be engaged in

Study of Word Origin

Etymology is the study of the origin of words and how the meaning of words has changed over the course of history.

Analogy

An analogy means a comparison between one thing and another, typically for the purpose of explanation or clarification.

Collocations

Collocation is the combination of words formed when two or more words are often used together in a way that sounds correct.

Business vocabulary

Business vocabulary words and phrases are **terms used to describe events, outcomes, tasks, entities and processes in the workplace**. The stronger your business vocabulary is, the better you will be at communicating important thoughts and concepts to others in your work environment.

Role Play

What is Role Play?

Role play is the act of imitating the character and behaviour of someone who is different from yourself.

What is the importance of Role Play?

A role play area is a fun and a 'playful' activity but also a key component in student's learning. It is a social space that develops speaking and listening skills, as well as giving student the opportunity to reflect on and develop their knowledge of a topic, whilst sparking and enhancing creativity and imagination.

Write dialogues any one of the following situations.

1. You manage a clothes shop. Two of your employees have asked for a vacation time during the

Christmas season. You rejected their request because Christmas is your busiest season. Now, another one of your employees would like to speak with you.

2. You are a junior doctor on a ward with a very sick patient who has been waiting for the results of several tests and scans to come back. The results arrive but you aren't able to tell the patient her results until the Registrar arrives, and he has been held up and will be late. Upon hearing this, the patient becomes angry and insists that you tell her what her results are.

2. ACTIVITIES on READING COMPREHENSION

Reading comprehension is the ability to process text, understand its meaning, and to integrate with what is already known. Fundamental skills required in efficient reading comprehension are -knowing meaning of words, ability to understand meaning of a word from discourse context, ability to follow organization of passage and to identify antecedents and references in it.

The various reading strategies are:

- Intensive reading
- Extensive reading
- Skimming
- Scanning
- Global comprehension
- Local comprehension
- Prediction
- Inference

Intensive reading - Reading in detail with specific learning aims and tasks. The purpose of intensive reading is **to focus on content and grammatical structures**. Intensive reading develops critical thinking, analytical skills, along with improving reading skills.

Extensive reading - **Reading texts for enjoyment and to develop general reading skills.**

Extensive Reading helps learners to build reading speed and reading fluency.

Skimming- Skimming is one of the tools you can use to read more in less time. **Skimming** refers to looking *only* for the general or main ideas, and works best with non-fiction (or factual) material. With skimming, your overall understanding is reduced because you don't read everything. You read only what is important to your purpose. Skimming takes place while reading and allows you to look for details in addition to the main ideas.

Scanning -

Scanning is a method of selective reading, when searching for a particular fact or answer to a question. Scanning can best be described as a looking rather than a reading process.

Global Comprehension - Global comprehension is the understanding of a longer text in its totality. The term global comprehension is associated with extensive reading.

Local Comprehension - Local comprehension is the skill of reading a piece of text closely or intensely for the purpose of extracting specific information from the text. This skill is referred to as intensive reading skill.

Prediction - A prediction is an educated guess (often about explicit details) that can be confirmed

or denied.

Inference - Inference in general is drawing conclusions based on observation.

Critical reading means that a reader applies certain processes, models, questions, and theories that result in enhanced clarity and comprehension. **Critical reading** is a form of language analysis that does not take the given text at face value, but involves a deeper examination of the claims put forth as well as the supporting points and possible [counterarguments](#). The aim of critical reading is not to find fault, but to assess the strength of the evidence and the argument. It is just as useful to conclude that a study, or an article, presents very strong evidence and a well-reasoned argument, as it is to identify the studies or articles that are weak.

EFFECTIVE GOOGLING - Google search is a very powerful search tool. It is helpful and convenient, though tried and true tool for the daily work flow, we don't always right away find the answers we are looking for.

An effective search is one that: **Returns results on highly likely matches or on the correct individuals. Doesn't overwhelm you with too many results or underwhelm you with too little or no results.** To get the results, choose words carefully, use important descriptive words. Use tabs, quotes and hyphens should be used to exclude words, colons to search specific site, for desirable results keep it simple.

Activities:

Read the passage and answer the following questions.

The history of UFOs.

Unidentified Flying Object (or "UFO") is a term commonly used to describe lights or shapes in the sky. It was first coined by the United States Air Force in 1952 to describe sightings of mysterious objects in the sky that could not be explained even after careful investigation. Nowadays UFOs are spotted frequently, and feature in numerous movies and TV shows. Another popular name for such an object is, "Flying Saucer," in reference to the round shape of many UFOs.

The first widely publicized UFO sighting was in 1947, by a pilot called Kenneth Arnold. Following this event, public sightings of UFOs increased dramatically. Movies and TV shows began featuring visitors from outer space, arriving on earth in flying saucers. With the popularity of these images, many people claimed to have seen lights in the sky. Some experts believe that people simply think they see UFOs because of the influence of TV and movies.

However, experts estimate that as little as 5% of these sightings could be called "unidentified." Usually these lights are made by aircraft, satellites, or weather balloons. Top secret air force activities during the Cold War may have been responsible for many of the UFO sightings in America and Europe. Although not actually aliens, the secretive nature of these flying objects is

definitely unidentified.

Another popular idea concerning UFOs concerns the role of world governments. Specifically, people believe that the US government has discovered alien life and operates a “cover-up” to hide the truth from the public. The most widely believed cover-up is that of the Roswell Incident. In July, 1947, a UFO supposedly landed in Roswell, New Mexico, and was examined and hidden by government agents. There have been many investigations into the Roswell Incident, however, these reports always claim that no such event occurred.

Questions

1st Reading (Skimming)

Read through the article and answer each of the following questions.

1. What is the purpose of this report?

- a) To describe the history of alien life.
- b) To describe government cover-ups.
- c) To describe the history of UFO sightings.
- d) To describe UFOs in popular movies.

2. Why are UFO sightings so controversial?

- a) They have never been proved.
- b) There are many sightings.
- c) The government covers up sightings.
- d) There are very few UFO sightings.

2nd Reading (Scanning)

Read the text carefully and answer each of the following questions in the form of a sentence or a short paragraph.

1. Why is Kenneth Arnold famous among UFO believers?

- a) He was at Roswell in 1947.
- b) He found a UFO in 1952.
- c) He saw a UFO in 1947.
- d) He saw a UFO in 1952.

2. How do experts explain many UFO sightings?

- a) There are many alien visitors to earth.
- b) TV and movies make people believe they see UFOs.
- c) Government cover-ups make people paranoid.
- d) They have no idea why there are so many sightings.

3. What do many people believe happened at Roswell?

- a) Famous movies were made.
- b) Kenneth Arnold was born.
- c) The first UFO sighting.
- d) A UFO landed there.

Circle the best answer for each question about the reading passage

1. Which of the following is true?

- a) The first UFO was spotted in 1952.
- b) The word “UFO” was first used in 1952.
- c) The Roswell Incident occurred in 1952.
- d) A UFO landed in America in 1952.

2. What influence did the Cold War have upon UFO sightings?

- a) American pilots saw a UFO in the Cold War.
- b) More UFO movies were made in the Cold War.
- c) Lots of government cover-ups occurred.
- d) Top secret air force activities caused more sightings.

3. **State whether the following statements about the reading are true (T) or false (F) according to the information in the passage.**

- a) Kenneth Arnold saw the first UFO.
- b) The Roswell incident occurred in 1952.
- c) Experts say many normal things account for UFO sightings.
- d) Flying saucers are square shaped.

Activity on prediction.

Read the passage and answer the question based on what you think might have happened.

Angela threw the bedspread over the bed and fussed with it until it was free of wrinkles. She

dusted her dresser and straightened the knickknacks. As she was leaving the room, she noticed that a picture frame on the nightstand was slightly crooked. She went back into the room and straightened the picture frame. She examined her bedroom one more time and gave it a satisfied nod, and then she went to vacuum the living room. As she was running the vacuum, her three-year-old son Jason walked into Angela's bedroom. He was drinking a glass of grape juice and playing with his cars. Angela's bedspread fell as he raced his cars off the bed. While hitting an imaginary jump with his cars, he bumped into the nightstand and knocked over Angela's picture frame. Then, while he lined his cars up at the starting line of a pretend race, he kicked over the grape juice and it spilled all over Angela's white carpet. Jason didn't notice. After Angela finished vacuuming the living room, she tied the cord around the vacuum and went to return it to her bedroom...

What event is most likely to occur next? ____

Activity on Inference

Read the passage and answer the question based on your inference.

Thunder struck and rain poured. Max stared blankly out the window, trying to contain his emotions that raged like the weather. He was beginning to lose it. Dropping the kite from his hand, Max broke out into full sob. His mother comforted him, "There, there, Max. We'll just find something else to do." She began to unpack the picnic basket that was on the counter and offered him a sandwich. Max snapped, "I don't wanna sand-mich!" A flash from the sky lit up the living room. Boom! Mom sighed.

Why is Max upset?

ACTIVITIES ON WRITING SKILLS

Writing skills are an important part of communication. Good writing skills allow you to communicate your message with clarity and ease to a far larger audience than through face-to-face or telephone conversations.

Few communications like - [Writing a report](#), plan or strategy at work; writing a grant application or [press release](#) within a volunteering role; or communicating ideas online via a blog, writing a [CV or résumé](#) with no spelling or grammatical mistakes, writing official/formal letters are necessary aspects of formal written communication.

To write these effective written communication skills are necessary.

To improve written communication

1. Read as much as you can.
2. Keep an English dictionary.
3. Brush up your grammar.
4. Check your spelling before and after writing.
5. Keep a diary in English.
6. Learn how to expand your basic sentences into more elaborate ones.
7. Learn how to organize a paragraph. ...
8. Write an outline.

Letter writing

Writing a Formal Letter In a formal letter often you are addressing a person or organization with whom you are not familiar and the quality of your content, including spelling and grammar will be strongly scrutinized.

Layout of the formal letter:

Sender's Address

Date:

Inside Address: The inside address is the recipient's address.

Body:

Closing

Enclosures:

Format and Font Block Format: When writing business letters, you must pay special attention to the format and font used. The most common layout of a business letter is known as block format. Using this format, the entire letter is left justified and single spaced except for a double space between paragraphs.

Font : Another important factor in the readability of a letter is the font. The generally accepted font is Times New Roman, size 12.

Resume writing

Key Elements of a Resume

Personal Information

Name, Telephone number

E-mail address.

Objective

In one short sentence summarize your goal for your job search.

The goal statement should be related to the specific position for which you are applying. It is also effective to highlight your skills in the goal statement.

Education

Work Experience

Awards and Honors

Activities/Hobbies

Skills

References

Resume Writing Do's

Keep your resume clear and concise

Proofread your resume numerous times

Limit your resume to two pages

Tailor your resume to suit the position you are applying for

Highlight what you have accomplished

Be honest

Quantify your achievements

Use simple words and action verbs

Include unpaid work that show off your skills

Double check and include your contact information.

Write a resume along with a cover letter applying for the job of a Design Engineer. The applicant must have 10 years of experience in testing, evaluating, and analysing software for CDMA mobile phones and designing, implementing, and executing test cases for Java J2ME API's as per internal-external customer requirements. Send the resume to Avaya Pune Development centre, Wing A, Level 2, tower 1, Cybercity, Megarpatta, PUNE.

e-correspondence: -Correspondence is an integrated information management system for organizing and tracking large amounts of correspondence generated within an organization. It brings both the incoming and outgoing correspondence management processes into a single cohesive system with all the outgoing correspondence generated and sent from within the system.

Assume that you have to write an e-mail to the Librarian-in-Charge of the central library of your University requesting him to send you information regarding new arrivals in the library.

REPORT WRITING

WHAT IS REPORT?

A report is a formal document that elaborates on a topic using facts, charts, and graphs to support its arguments and findings.

A report is written for a clear purpose and to a particular audience. Specific information and evidence are presented, analysed and applied to a particular problem or issue.

The information is presented in a clearly structured format making use of sections and headings so that the information is easy to locate and follow.

Different Types of Reports

While the basics of any report are the same, there are notable differences between academic, business, and technical reports.

- Academic Writing:

The academic writing is extremely formal.

Typically, it should be free of contractions and any sort of slang.

- Business Writing:

Business writing also takes on a formal tone.

The goal in a business report is to present new initiatives and "get things done."

- Technical Writing:

Technical reports focus on how to do something.

While an academic or even a business report will attempt to prove something, a technical report is more descriptive in nature.

The structure of a report

Reports are usually arranged in sections, each with a clear heading. A simple report is likely to include at least the following:

Simple report sections

Title Page

This should briefly but explicitly describe the purpose of the report

Terms of Reference

Under this heading you could include a brief explanation of who will read the report (audience) why it was written (purpose) and how it was written (methods). It may be in the form of a subtitle or a single paragraph.

Summary (Abstract)

The summary should briefly describe the content of the report.

Contents (Table of Contents)

The contents page should list the different chapters and/or headings together with the page numbers.

Introduction

The introduction sets the scene for the main body of the report. The aims and objectives of the report should be explained in detail. Any problems or limitations in the scope of the report should be identified, and a description of research methods, the parameters of the research and any necessary background history should be included.

Discussion

The main body of the report is where you discuss your material. The facts and evidence you have gathered should be analysed and discussed with specific reference to the problem or issue. If your discussion section is lengthy you might divide it into section headings.

Conclusion

In the conclusion you should show the overall significance of what has been covered. You may want to remind the reader of the most important points that have been made in the report or highlight what you consider to be the most central issues or findings. However, no new material should be introduced in the conclusion.

Appendices

Under this heading you should include all the supporting information you have used that is not published. This might include tables, graphs, questionnaires, surveys or transcripts.

Bibliography

Your bibliography should list, in alphabetical order by author, all published sources referred to in your report. There are different styles of using references and bibliographies.

Acknowledgements

Where appropriate you may wish to acknowledge the assistance of particular organisations or individuals who provided information, advice or help.

Glossary of Technical Terms

It is useful to provide an alphabetical list of technical terms with a brief, clear description of each term. You can also include in this section explanations of the acronyms, abbreviations or standard units used in your report.

Language of report writing

Reports use clear and concise language, which can differ considerably from essay writing.

They are often broken down into sections, which each have their own headings and sub-headings. These sections may include bullet point

numbering as well as more structured sentences. Paragraphs are usually shorter in a report than in an essay.

Both essays and reports are examples of academic writing. You are expected to use grammatically correct sentence structure, vocabulary and punctuation.

Types of Reports

Progress reports:

It is the information regarding the progress made on a particular project or an assignment over a period of time

Justification reports: to justify specific recommendations /proposals

Compliance reports: tell us whether a business/product/ strategy/proposal adheres to the established guidelines or procedures

Annual reports: about the activities conducted /organised by an organisation throughout the year

Feasibility reports: state a need or proposed idea and recommends a course of action based on that

Business reports: talk about a plan to start a new business or venture.about investments, methods of production, marketing the product, funding, the returns expected etc...

Technical reports: define a set of requirements that a product or assembly must meet or exceed.

Book reports: present the gist of the content and the major features of the book.

UNIT 4

PRESENTATION SKILLS

Presentation skills can be defined as a set of abilities that enable an individual to: interact with the audience; transmit the messages with clarity; engage the audience in the presentation; and interpret and understand the mindsets of the listeners. These skills refine the way you put forward your messages and enhance your persuasive powers.

How to Improve Presentation Skills

Development of good presentation skills is possible if the following aspects are considered but these require efforts and hard work.

- **Research the Audience before Presenting:** This will enable you to better understand the traits of the audience. You can then develop messages that can be better understood by your target audience..
- **Structure your Presentation Effectively:** The best way to do this is to start with telling the audience, in the introduction, what you are going to present. Follow this by presenting the idea, and finish off the presentation by repeating the main points.
- **Do a lot of Practice:** Rehearse but do not go for memorizing the presentation. Rehearsals reduce your anxiety and enable you to look confident on the presentation day.
- **Take a Workshop:** Most medium and large businesses allow their employees to take employee development courses and workshops, as well-trained employees are essential to the success of any company.

PPTs

Slideshows are quick to produce, easy to update and an effective way to inject visual interest into almost any presentation. The key to success is to make certain your slideshow is a visual aid and not a visual distraction. The purpose of presentation is to educate, to inform or to entertain.

Tips for Effective Presentations:

- Keep it simple. Keep your slides simple. It's the visual backdrop to what you are going to say. The most recommended PowerPoint tip for your productivity is called simplicity.
- Reduce the text. Less is more when it is about the text on your slides. ...
- Plan your content first. Think about the message you want to convey and use it to write an outline.
- Use PowerPoint templates. Start with a template to break through any creative blocks.
- Use PowerPoint Shapes for visuals. PowerPoint Shapes is the most powerful graphical tool in your control.
- Choose the right fonts that are modern and pleasing..

- Use visual metaphors for your data. Visuals help everyone get the context behind data at a faster rate. Business executives are used to spreadsheets.
- Customize your slides for different audiences. Save yourself a lot of time by reusing your slides for different audiences.
- Rehearse Your Presentation. Prepare your presentation according to the time allotted.
- Make your PowerPoint presentations accessible. Use PowerPoint's built-in Accessibility Checker to prepare your slides for people with disabilities. Do not read from your slides.
- Do not speak to your slides.
- Many presenters face their presentation onscreen rather than their audience.
- Determine the beginning, middle and the end for more clarity.
- Decide what you want your audience to take away from your presentation.

UNIT 5

GROUP DISCUSSION

Group Discussion (GD) is a formal discussion which involves a group of participants who discuss a given topic or case. It is a methodology used by organizations to gauge whether a candidate possesses certain personality traits and skills. Regarded as an effective tool in the recruitment process besides job interviews, GD plays a vital role in the selection of the best and the most suitable candidates from many who apply for the same position.

Evaluation components:

- Clarity of thought and reasoning ability
- Leadership and discernment
- Openness and objectivity
- Initiative and assertiveness
- Awareness and knowledge
- Motivation and zeal
- Patience and composure
- Active listening skills
- Maturity in expression

Types of Group Discussion

Generally, group discussion categorized into two categories:

- **Topic-Based Group Discussion:** In this discussion, a topic is provided to the candidates about what they have to perform the discussion. This logic has been drawn from the actual work scenarios. In this discussion, the given topics are of three kinds i.e. Factual topics, Controversial topics and Abstract topics (related to intangible things).
- **Case-Based Group Discussion:** Instead of the topics, small case studies are given to the candidates which leads to the questions and they have to discuss those questions. This will help in finding out the problem-solving abilities of the candidates.

Do's of Group Discussion

There are several things about which you have to be careful while group discussion.

- Speak pleasantly and politely in the group.
- Respect and recognize the contribution of every member and represent it with a nod or a smile.
- Agree and acknowledge whatever you find interesting.
- Disagree politely because it is a discussion and not an argument.
- Do a mental revision of what you are going to say. Think of how you can best answer the question or contribute to the topic.
- Stick to the theme of discussion and not get engaged in other irrelevant discussions.

- Follow etiquettes while speaking.
- Be confident.

Don'ts of Group Discussion

- Don't display strong emotions.
- Don't deviate from the topic.
- Don't indulge in parallel discussions.
- Don't speak loudly or aggressively. Always use a moderate tone and a medium pitch.
- Don't do gestures like finger pointing and table thumping. This can appear aggressive, so limit your body gestures.
- Don't dominate the discussion. As confident speakers should allow the quieter, a chance to speak up and contribute to the discussion.
- Don't draw too much on personal experience.
- Don't interrupt when someone else is speaking. Wait for a speaker to finish before you speak.
- Don't end without proper conclusion.

Topics for Group Discussion:

1. Educational qualifications for Politicians
2. E-Learning: A substitute for classroom Learning
3. Social Media: impact on human behaviour and society
4. Cricket is overpowering other sports in India
5. Knowledge is the biggest asset one can accumulate
6. Indian villages: our strength or weakness?
7. Are Indians less quality conscious?

INTERVIEW SKILLS

An interview is a type of conversation where questions are asked to obtain information. It is a formal consultation usually to evaluate qualifications (as of a prospective student or employee). It is a process in which the employer gets an opportunity to see whether the candidate is suitable for the position vacant, and the candidate tries to prove that he/she possesses the desired skills and knowledge. A job interview is one in which a candidate seeking employment is interviewed by one or more people in order to assess the suitability for particular position.

Types of Interviews:

- Job interview
- Promotion interview
- Exit interview
- Reprimand interview
- Grievance interview
- orientation interview

Most desirable qualities in a candidate:
 Being focused, goal-oriented and self –driven
 Good subject knowledge
 Being a good team player
 Effective use of language
 Paralinguistic features

DO's and Don'ts

Do's	Don'ts
Do your research	Be too tense
Dress professionally	Interrupt
Arrive on time	Exaggerate your level of experience
Be prepared to ask some questions	Give yes or no answers
Be polite and courteous	Lie about your skills
Carry a copy of your Resume'	Chew gum or boast
Close the interview properly	Forget to thank the panel

FAQs

1. Tell me about yourself.
2. Why did you leave your previous job?
3. What experience do you have in this field?
4. What is your idea of success?
5. What do others think about your strengths?
6. What do others think about your weaknesses?
7. Why do you want to work for this organization?
8. How long would you expect to work for us?
9. What is your philosophy towards work?
10. Are you a team player?