# tips to improve communication



## Always make an eye contact

tips to improve communication

#### Don't

stare





## Direct eye contact to look bold

#### Happy

inside



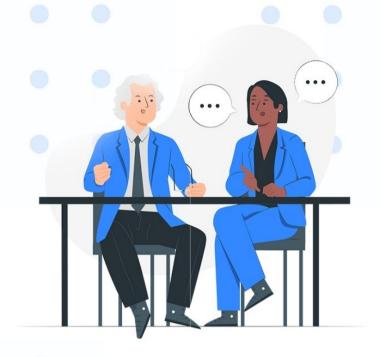
Try to

build trust





### Active listening



Listen without judging

Stay **focused** 



Don't

interrupt





# Asking right question to gain clarity



#### Example

Tell me your biggest sucess story related to Skill









#### Example

How was your overall experience with this company?



Understand other's Viewpoint and show empathy



### Listen carefully

Keep an open mind



Consider their view point





Manage your emotions and opinions when you communicate



## your emotions / opinions before jumping to conclusions

Maintain proper eye contact



Don't cross arms or legs



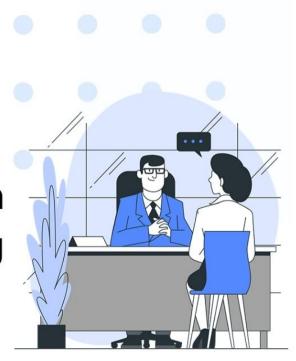


#### Effective body language



movements like clasping hands

Don't offer your hand if other person is not paying attention



Moving your hands





Maintain eye contact



Practice breathing techniques



Talk
slowly
and
calmly



Practice pacing your rate of speech

Remember

to relax

and breathe

Use of Proper words such as I can,

**I will** 



Avoid being too frank



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Prepare
your answers
in your mind
beforehand



Use of **Professional** words



#### Keep your answers concise



#### Dont reply right away

Take a moment to collect an answer to prevent rambling



Use

Describe specific ituation challenge you faced

Explain your role in the situation

Detail the steps you took to overcome challenge

esult

Explain

the results you achieved, including anything you learned

**Prepare** yourself for common questions like why should





Avoid interrupting the interviewer

Listen through

to the end of whatever they're saying

If not clear ask to repeat at the end

If interrupted apologize and wait to

finish



## Don't talk too to much



### Avoid blabbering

Practice beforehand



Match
your
communication
style with
interviewer



Avoidoffering upjokes andfunny stories

Adjust your communication tone but keep professional tone at the end

Always show respect and gratitude cs mock

#### Become Genuinelyintrested

in other people

talking yours listen to

Stop

talking about yourself and listen to others

And talking about other's only



#### Be honest



#### Never lie about your experience

Be clear in your answers



Never forget

"honesty is the best policy"





## Keep your answers concise



is it true?
is it helpful?
is it inspiring?
is it necessary?

is it kind?



Avoid Distractions

Be polite





#### About us:

CS Mock aims to smoothen the placement journey of college graduates by polishing their skills, highlighting the points of improvement and boosting their confidence. We provide 1-on-1 live mock interview and mentorship with industry professionals who are part of hiring team.



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