Some general / basic questions asked by interviewer are :

1.Tell me about yourself .

2.What are your key experience and accomplishments ?

3.What are your strength and weaknesses?

4.How would your friends , near and dear ones describes you ?

5.Explain your reason for leaving your previous/current job.

6.What do you value in a supervisor?

7.How would you describe your management style ?

8.What appeals to you about this job and organization ?

9.Describe the ideal position in our company .

10.What qualities do you think make someone successful in our industry ?

11.What would you like me to know that is not mentioned in your resume ?

12.Explain your understanding of the issues and trends in your specialty and in overall industry.

13.Why are you qualified for this position or why should we hire you?

14.Give an example of situation where you demonstrated leadership and how you worked on a team.

15.What question do you have about the organization or question for interviewer are general queries that usually focus on the mission ,culture of company and job satisfaction , this is not the time to bring question about salary , benefits , vacations about which you can inquire after you have been offered the job .

PRESENTATION SKILLS

**Presentation skills** are the **skills** one need in delivering effective and engaging **presentations** to a variety of audiences. These **skills** cover a variety of areas such as the structure of your **presentation**, the design of the slides, the tone of presenters voice and the body language they convey.

The **purpose** of the **presentation** not only decides the content and style but also affects the amount of audience interaction. Depending upon the **purpose** – to inform, to analyze, or to persuade – one should be flexible enough to adjust to new input and unexpected audience reaction.

Basically there are 6 p’s (skills ) comes under presentation skills

1. **Preparation** is the single most important part of making a successful **presentation**  it include the aim of the **presentation**, the subject matter, the audience, the venue or place, the time of day, and the length of the talk. It means preparing the aspects of presentation .

In this we prepare , design or give a look to our presentation , while preparing the presentation we must include these four things under that ;

1.Content (the main subject or idea )

2.Organization(way of organizing/arranging the words so content may look good )

3.Notes(how we prepare the notes )

4.Visual aids (images ,graphs ,video clips, data’s that helps us to give an appropriate look to our presentation )

1. Practice - In order **to** become more confident, and even brush away some of those nerves, it is important **to** be well prepared/practiced for a **presentation**. **Practicing can** instill more confidence in a speaker and **help** produce an overall better product.

It can also be known as pre-presentation

Four important instructions we must remember while doing practice

1Introduction:generate interest (the way of introducing ourselves )

2Body: watch the timing

3Body:smooth transactions

4Conclusion:slow at the end

1. Posture - **Position** or attitude of the body. Relative arrangement of body parts for a specific activity. Characteristic manner of bearing one's body.

It helps us to feel calm & confident on the inside and look so from the outside. It demonstrates high status meaning the audience feel one have something worth listening to. It helps us to breathe easily and project our voice

It helps us in ; 1.Displaying confident and interest

2.Making repositioning deliberate

3 .Fitting the setting : formal or informal

4.And Avoiding defensives

1. Projection -Voice **projection** is a powerful skill to learn . It's necessary to ensure our audience can hear us clearly and understand our message. But **projection** is more than a matter of raising your voice and speaking louder it is the strength of speaking .

Projector should have ; 1.Better volume : loudness without shouting

2.Better enunciation : clear articulation

3.Modulation : vary volume and tone

1. **Pronunciation** refers to the ability to use the correct stress, rhythm, and intonation of a word in a spoken language. A word may be spoken in different ways by various individuals or groups, depending on many factors . **While**  speaking in the gathering we should ;

1.Practice problem words & sounds; **use avoidance if necessary. 2.**Be aware of our rhythm 3.Stress key words appropriately and 4. Pay attention to important intonation contour (e.g. for beginning , end , key points, transitions etc )

6. **Performance** skill involves the ability to communicate physically and vocally to a given audience. It involves dealing with the images and stereotypes that an individual have developed from actors portraying lawyers in movies and on television while learning from these actors' clear and concise **presentations**. it is the final and most important skill

While performing in front of audience we should keep these 6 things in mind ,

1.Eye contact 2.Gesture

3.Enthusiasm & desire to communicate 4.Facial expressions

5.Fluency and 6.Pacing and pausing

Things required to write a CV.

Conferences and workshops

Work Experience

Name & Contact details

Job Objective or goal

Educational details or Scholastic details

Achievements & Awards

Skills, reports, research and publications

Training and certifications

References + Declaration

This is how a co-operate or business email is drafted

**Introduction=**Firstly we should know that what exactly the business email is ;

Electronic mail has changed the way we work – allowing us to communicate cheaply and quickly with colleagues, suppliers and other contacts around the world. Many of us now use it as our main means of communication during the working day. But what are the best techniques to use when writing emails? Especially the co-operate mails .

Are the rules for writing emails different to those we have already learned?

Emails are written communications, and their purpose, generally, is to send information. If we relax the rules of grammar and clear communication, we will fail to get our message across. So it is important to stick to the usual guidelines. However, emails are normally less formal than a printed business letter.

8.  **important tips we can use to write the business email**

## 1. Subject Line Says a Lot= No doubt, a subject line is the first thing a recipient reads. The decision of whether or not to open an email depends highly on how the subject line looks. Make sure the subject line is simple, specific, but catchy. Use key words that briefly summarize the content of your message.

## 2. Start Your Email with Greeting=There are many variations of greetings that you can start your email with, but the most standard ones are: Dear mr./mrs/miss Firstname Lastname It is always important to have a contact name, unless a recipient is unknown ( in “to whom it may concern” case).

## 3. Say Thank You=If a person has replied to your email, you should thank him/her by writing “Thank you for your (prompt) reply“. It is important to start an email on a positive note, as it creates a good first impression of you.

## 4. Be Clear and Precise=No matter how complex your email appears to be, try to define its purpose clearly at the very beginning of the email by writing “I am contacting you as…” or “I am writing to you in reference to/regarding”. It helps the reader understand the purpose of your email.

## 5. Save Someone’s Time=Apparently, this is not a pleasant fact! So, to save everyone’s precious time, keep your emails specific and concise. It is also a good idea to split the body of the email into several paragraphs, based on the topics you raise. You can also use bullet-points, which makes it easy to read.

## 6. The Last Vow=Before ending your email, thank the recipient one more time by saying “Thank you for your consideration.” It is also very common to add “should you have any questions, please do not hesitate contact me” or “I look forward to hearing from you“.

7.Write a closing to your mail = it requires a beautiful closing too. There are many ways to do so, and again, it depends on the formality of relationships between you and the reader.Choose the most suitable phrase before typing your name.  
– Yours sincerely, (when you know the name of the recipient, Formal)  
– Best regards, or Kind regards, (Formal, Most common)  
– Take care, Thank you, or Have a nice day (Less Formal)

**8. Proofread Your Email=**Wait! Don’t send it yet! It is very important to reread your email carefully before hitting the send button. Check if there are any typos, grammatical or punctuation errors, or inappropriate word usage

**Write Your Letter Step-by-Step**

1. . If necessary, introduce yourself and/or your company.
2. Indicate why you need the reader's **cooperation** or assistance.
3. Ask the reader to help you. Be specific about your needs.
4. Ask for a reply or for **cooperation**.
5. We should not use any types of email cluches or repitation

Format of business email

Opening lines body lines closing lines

1.Being social 1. Attachment and information 1.When something is expected

2.Emailing first 2. Requests and enquires / asking for clarification 2.Offering/asking help or information

3.Replying 3. Getting or giving approval/good or bad news 3.Apologizing

4.Apologizing 4.Scheduling 4.Closing greetings

An example of business email

Dear shalini

I hope you are well. It was great to hear from you – thank you for your time.

Could we set up a meeting on this? Let me know when’s best for you and we can arrange something. It’d be great to discuss this in person, rather than by email.

If you have any further questions on this, don’t hesitate to ask.

I look forward to speaking to you again.

Kind regards

Jyoti

An email to all staff

Subject line : ……………

Dear staff :

Good morning. As I have been noticing since a week , that some of my staff members have been using school cars and always forget to fill them up with petrol on their return .

Don’t worry, I am not taking any restriction . I just want to tell you , please ! fill them up with petrol after using the school cars on your responsibility.

Also, I want all of you to park/leave the cars at the left corner parking .

And , in the last please deposit the keys to me at office on time .

Thanks

Principal!

Here I’m narrating my experience of travelling in an overcrowded bus

In my personal views, Traveling by a bus is not at all an enjoyable experience in overcrowded cities specially for young ladies and girls like me .

Basically , I usually prefer traveling by my scooty , even at the time of an emergency, I always try to avoid to take risk of boarding an overcrowded bus . it is not only a suffering to enter an overcrowded bus but also to buy your ticket, maintain vertical posture , to stand straight until a seat is available and step out of the bus at desired destination without getting an injury to yourself and property is also a feat.

Actually , according to me travelling in a bus is no less than an adventure

Once I was forced to travel by bus as my dearest scooty has met with an accident and had gone for service .one morning I had to go the my college in an overcrowded bus . so, against my wish I was standing at bus stop and waiting for the bus to come/arrive then after soon bus came , I was at the head of the queue and worried to enter as the bus was overcrowded ,Of a sudden when a friend came from behind , She almost forced me to board the bus telling me not to worry as somebody would give seat to us ladies.

I felt relaxed after hearing her words . A s soon as we entered the bus we slowly departed due to overflowing crowd .

Inside the bus, it was like a packed fish market , I felt confused what to do , with a snails speed , I moved from the entrance to the exit

By the way , I bought my ticked the bus was not just packed to the full but was not even meant for carrying standing passengers. In the process, many boots stepped on my shoes and I too trod on many boots .and then I had no clue where my shoe disappeared

Twice I found myself in very uncomfortable position. Once because a co-possanger tried to relieve his sufferings by smoking near my mouth . Unable to bear the smoke I scolded him and tried to make him feel guilty for whatever he did ,but I failed then I moved away fast. Believe me it was not easy for a girl like me who never travelled before by a public bus. Again , I found myself next to a stinking/strange man who was so annoying and suffocating he was starring me for I did not know why/no reason . Having argued with him , I again moved away

Fortunately my friend’s prediction came true. A young well behaved boy offered me his seat near the exit. I set down for a while But suddenly I saw an old women was standing in front of me, then I decided to help her and I gave her my seat .

In a matter of few minutes , My journey as well as my misery came to an end. I resolved never again to travel by overcrowded bus if I could.

Active voice to passive voice

1. Active = Cats catch mice in a dark room

Passive = Mice are caught by the cats in a dark room

1. Active = They have cut all the internet line cables from the head office

Passive = All the internet cables have been cut by them from the head office

1. Active = Someone has stolen my watch

Passive = My watch has been stolen by someone

1. Active= This watch is stolen

Passive = This watch is been stolen

1. Active = Do cats catch mice?

Passive =Do mice get caught by the cats?

1. Active = Does the grocer sell tea?

Passive = Does tea is sold by the grocer?

1. Active = Has somebody broken the window ?

Passive = Has the window been broken by somebody?

1. Active = The girl was writing a letter to her father

Passive = the letter is being written by a girl to her father

1. Active =They were making a noise

Passive = The noise was being made my them

1. Active = They had not done their work

Passive = Their work had not been done by them

Direct and indirect speech

1.Meera will say, “You must pay attention to your studies”.

Indirect = Meera will have adviced me to pay attention to my studies

2 She said, “My brother is writing a book”.

Indirect = She said that her mother is writing a book

3 The boy said to me, “the old man has been calling you.”

Indirect = The boy informed me that the old man has been calling me

4 The mother tells the boy, “Go and fetch me water”.

Indirect = The mother told a boy to fetch her a water

5 The builder will say, “I will build the building soon”.

Indirect =The builder will have said that he will build the building soon

6 The village woman will say, “I will not live in a “kaccha house”.

Indirect = The village woman will have said that she will not live in a kachcha house

7 John said to the girl, “I know you and your aunt”.

Indirect = John said to the girl that he knew her and her aunt

8 The shopkeeper will say, “The mobile was fantastic to buy”.

Indirect = The shopkeeper will have said that the mobile was fantastic to buy

9 The driver shall say to another driver, “it is difficult for me to learn car at this time”.

Indirect = The driver shall have said to another driver that it will be difficult for him to learn car at that time

10 One girl said another girl, “last night I met a fool.”

Indirect = One girl said to another girl that she had met a fool in the previous night

Transformation of sentences

1. Affirmative into negative

Peter was timid and so tom

I = Neither peter nor tom was brave

II = Peter and tom wasn’t brave

1. Simple into compound

He must run fast to catch the train

I = For catching the train , he must run fast

II=He must run fast or he will not catch the train

1. Compound into simple

The child found the mother absent and began to cry

I = Finding the mother absent , the child began to cry

II= The child started/began crying to not found the mother

Proverbs

1. Grass is greener on the other side

Meaning = The **grass** is always **greener on the other side** of the fence. People **are** never satisfied with their own situation they always think **others** have it better **other** people **always** seem to be in a better situation than you, although they may not be.

Sentence = one of my friend who was a teacher in a cbse school , always thought that the **grass is greener on the other side** and left his profession to become an MBA graduate .then, Guess what? He is still struggling to find a job

1. Its No use crying over a split

Meaning = there is no point in regretting something which has already happened and cannot be changed or reversed. There is **no use** in being upset **over** situations in that we can’t do anything or that is not in our hand

Sentence = my friend shalu’s decision to resign this job was disappointing but now its no use crying over split . company has to hire the another person for this post .

1. Don’t count your chicken before they hatched

Meaning = you should not make plans that depend on something good happening **before** you know that it has actually happened

Sentence =  **Before** committing to make the payment, wait **till** you receive the money from the bank.  I told her not to **count** her **chickens before they hatched**.

1. Barking dogs seldom bite

Meaning = To threaten someone, but not take action or follow through with threats Don't be afraid of people that threaten you (say they will do something bad to you) they cant do anything

Sentence = She keeps saying that she'll complain to the teacher if i will again bother her , but I am not worried as . **Barking dogs seldom bite**.

1. Empty vessel make more noise

Meaning =It refers to  those with the least knowledge, abilities and least talent are the ones who often speak the loudest. people who talk a lot about their knowledge, talent or experience are often not as knowledgeable , talented or experienced as they claim to be

Sentence = megha was getting increasingly annoyed with the new intern . she always jumped in when the seniors were discussing the project and was alike to an empty vessel making noise