

Introduce Oneself

Good Morning Sir / Madam,

First of all, Thank you for giving me this opportunity to introduce myself.

My Name is Suraj, I born in Solapur, Maharashtra. I am 22 years old. I have completed my graduation in B.Tech in stream of Computer Science & Engineering from V.V.P.I.E.T with 85%. I have completed my H.S.C from W.C.A.S with 62%. I have completed my S.S.C from H.D. High School with 87.40%.

I belong to nuclear family. My father is a Business man and my mother is Housewife. I have one sibling. My strength are quick learner, hardworking, smart work and dedicated to my work.

My short term goal is to achieve a good position where I can build my career as well as an organization. My hobbies are learning something new, coding and playing cricket.

As a fresher, I don't have any work experience, but, I will prove it once the opportunity comes. That's all about me.

Thank you so much Sir / Madam.

Know Your Friend

PAGE NO.

DATE.

Full Name

Date of Birth

contact no

Likes / Dislikes

Hobbies

Memorable Day

Favourite Dish

" Colour

" movie

" Actor

" Actress

" Singer

Aim & goal in his life

About friendship.

Introduce yourself
(write your own)

4. Introduction to phonemic symbols.

Phonemic script is a transcription of sounds of a word using phonemic symbols from the International Phonetic Alphabet (IPA).

* Consonants :

- 1) प - /p/ - pen
- 2) ब - /b/ - bee
- 3) ट - /t/ - toe
- 4) ड - /d/ - dog
- 5) क - /k/ - clap
- 6) ग - /g/ - got
- 7) फ - /f/ - fine
- 8) स - /s/ - sad
- 9) ह - /h/ - who
- 10) म - /m/ - map
- 11) न - /n/ - not
- 12) ल - /l/ - like
- 13) र - /r/ - red
- 14) थ - /θ/ - Thanks
- 15) ज - /dʒ/ - Judge
- 16) झ - /z/ - Zebra
- 17) य - /j/ - yak
- 18) श - /ʃ/ - ship
- 19) ढ - /ð/ - that
- 20) ञ - /ʒ/ - songs
- 21) व - /v/ - van
- 22) व - /w/ - wet

23) ङ - /ŋ/ - sing

* Monophthongs :

- 1) अ - /ʌ/ - but
- 2) अ - /ɔ/ - alone
- 3) अ - /ɜ:/ - shirt
- 4) आ - /ɑ:/ - father
- 5) ई - /i/ - kill
- 6) ई - /i:/ - seat
- 7) उ - /ʊ/ - would
- 8) उ - /u:/ - room
- 9) ए - /e/ - bet
- 10) ए / अ - /ɛ/ - bad
- 11) औ - /o/ - got
- 12) औ - /ɔ:/ - all

* Dipthongs

- 1) आइ - /aɪ/ - my
- 2) अउ - /ɔʊ/ - no
- 3) एइ - /eɪ/ - gate
- 4) आउ - /aʊ/ - cow
- 5) एअ - /eə/ - pair
- 6) ईअ - /iə/ - year
- 7) उअ - /ʊə/ - pure
- 8) औइ - /ɔɪ/ - toy

5. Articulation of sounds / words.

- | | |
|-------------|-------------|
| 1) clap | - /kɪdɛp/ |
| 2) Hope | - /hɒp/ |
| 3) late | - /leɪt/ |
| 4) resource | - /rɪsɔ:s/ |
| 5) figure | - /fɪgə/ |
| 6) either | - /i:ðə/ |
| 7) asia | - /eɪʒə/ |
| 8) can't | - /kɑ:nt/ |
| 9) thing | - /θɪŋ/ |
| 10) cream | - /kri:m/ |
| 11) fishing | - /fɪʃɪŋ/ |
| 12) wives | - /wɪvz/ |
| 13) know | - /knəv/ |
| 14) suicide | - /su:saɪd/ |
| 15) win | - /wɪn/ |
| 16) war | - /wɔ:/ |
| 17) tour | - /tʊə/ |
| 18) pencil | - /pensl/ |
| 19) item | - /aɪtəm/ |
| 20) barrage | - /bæɾɑ:ʒ/ |
| 21) firm | - /fɜ:m/ |
| 22) women | - /wɪmɪn/ |
| 23) dumb | - /dʌm/ |
| 24) eyes | - /aɪz/ |
| 25) master | - /ma:stə/ |
| 26) sure | - /ʃʊə/ |

6. Stress and Intonation

Stress and Intonation

In linguistic intonation is variation in spoken pitch when used not for distinguishing words (a concept known as tones) but just function for a range of other function such as indicating the attitude and emotions of the speaker signifying the difference between statement elements of the spoken message also keep to regulate conversation and a healthy interaction. (the term tone is used by some british writers in their descriptions of intonation but to relate to the pitch movement found on the outlets of tonic phrase in an intonation unit).

Although intonations is primarily a pitch variation. It is important to be aware that function attributed to intonation such as the expression of attitudes and emotions on aspects of grammar structure almost always involve concomitant variation in periodic feature.

David Crystal for example says that intonation is not a single system of controls 2 levels but the producer of the interaction of features from different periodic systems. tone, pitch, loudness system occasionally 2 terms in pronunciation.

1) Separated with a space when they have a broader scope.

ex: He found it on the street.
[hi: found It on @ street]

2) Here, rising pitch on the street indicates that the question things on that word on where the found it not whether he found it.

Ex: Yes, he found it on the street.

(↓ yes, hi: found It on ↓ street]

3) Here, as is common with unquestion these is rising intonation on the question word and a falling intonation at the end of the question.

* Functions:

1) Attitudinal function for expressing emotions and attitudinal
Ex - A fall from a high pitch on the more
syuaste of good morning.

Suggest more excitement than a fall from of low pitch grammatical function (to identify grammatical structural).

It is claimed that in english a falling pitch movement is associated with statement but a ~~rising~~ rising pitch returns a statement into a yes or no.

question as in he's going → home?

This use of intonation is more typical of American English than of British

4) Focusing (to show what information in the is new to what is ~~already~~ already known).
Ex. In English. "I saw a man in the garden answer:" whom did you see? or what happened while I saw a man in the garden answer
Did you hear a man in the garden?

5) Indexial function (to act as marker of personal or social identity).

Ex. group membership can be indicated by the use of intonation adopted. specifically by what that group such as street vendors. The so called high rising technical where a statement is said to typical of younger specific to English possibly to be more widely found among young speakers.

7. Basic Debating Skills

Basic Debating Skills

- ① **Style** : Style is the manner in which you communicate your arguments true is the most basic point contact and information is important to deliver your material in a confident and pressure way.
- ② **Speed** : Talk at a pace which is high enough to sound intelligent and allow you time to say what you want slow enough to say easily understand by very sensible. Communicate with proper tone, intonation and proper speed where outcome can hear properly.
- ③ **Tone** : An optimistic and positive tone of voice is always welcome. If you use a pessimistic tone of voice in communication the results may be negative, one of the example of tone is humour. Genuine humor creates trusts and hope and makes your speed memorable.
- ④ **Volume / sound** : During your debate, you want to use your body language to convey a sense of confident.
 - ① Avoid speaking overly fast.
 - ② Keep eye contact with audience & judges
 - ③ Don't look at your note cards through out the debate.
 - ④ Stand up straight & avoid entire debate crossing arms.
 - ⑤ Maintain proper volume / sound during debate.

⑤ Diction : Clear pronunciation is obviously vital after all language, clarity, fluency, stance, gestures, important during debate.

⑥ Teamwork : It is important to work as a team with your partner, refer to each other's speeches as much as possible and insure that what you say links together well. Makes sure you communicate well and you know what the other is thinking, planning.

Group Discussion Do's and Don'ts

What is a group discussion?

A group of participants are given a topic & are made to speak on it for a particular time.

Therefore based on several skills such as, communication skills, knowledge of the topic, ability to perform in a team etc the candidates are analysed.

How is group discussion helpful?

A group discussion (GD) provides a chance to various candidates for being vocal. The candidates must shed away all the shyness & put forth their opinion. Group discussion helps the participants to expand their knowledge as there is an exchange of ideas & opinions.

Do's and Don'ts of a group discussion:-

Maintain an accurate posture sit straight & confidently.

Be Natural. Be yourself in an attempt to become relaxed. Your thoughts will not come across.

Clarify your thoughts, evaluate the pros & cons of the given subject/topic & then speak. If you are through with topic & have full knowledge on the same.

Then do not miss the chance to speak up first. The candidate who initiates the conversation mostly leaves a good impression on the examiner. Learn to choose your friend words, wisely.

Remember you are being judged. Eye contact is a must.

It shows that you are interested in other participants' speaks. Keep nodding your head, it shows receptivity.

Let others speak too. Remember, it is a group, listen to what others have to say. Let them contribute to the discussion as well. In order to express a thought you can also use real life examples, experiences, quotes, facts etc. This shows that you are aware of your surroundings & well read. Be an active participant. Do not forget that the evaluator wants to hear you speak - But at the same times, do not speak more than the required. Nobody wants to hear lengthy answers.

If you are opposing something that the other person has spoken, be very sure & confident of your answer. You must have a solid reason to counter attack. Do not show over-confidence.

Be crisp & clear, do not demonstrate a flop show of confused thoughts.

Presentation Techniques.

We have condensed all of the presentation techniques down to the most effective. Here are the top 10 effective presentation techniques.

1. Use of visual aids :-

Using pictures in your presentations instead of words can double the chances of meeting your objectives.

2. Keep it short & sweet :-

There is an old adage that said - "No one ever complained at a presentation being too short". Nothing kills a presentation more than going on too long.

3. Use the rule of three.

A simple technique is that people tend to only remember three things. Work out what the three messages that you want your audience to take along & structure your presentation arounds them. Use a maximum of three points a slide.

4. Rehearse :-

Practice makes for perfect performance. Many practice say that rehearsal is the biggest single thing that you can do to improve that performance. Perform your presentation out loud at least four times. One of these should be in front of a real & scary audience, family or colleagues. Even the dog is better than nothing.

5. Tell stories:-

All presentation are a types of the story. Tell stories & anecdotes to help illustrate points. It all helps to make your presentation more effective & memorable.

6. Lose the bullet points:- Don't put your speaker notes up the screen

Bullet points are the kiss of death for most presentation most people use bullet points as a form of speaker notes. To make your presentation more effective put your speaker notes in your notes & not up on the screen.

7. Video Yourself:- Set up a video camera & video yourself get

~~up~~ presenting, you will see all sorts of mistake that you are making from now you are standing, if you are juggling ideas, & how well your presentation is structured.

8. Know what slide is coming next

You should always know when presenting which slide is coming up next. It sounds very powerfull when you say "on the next slide you will see". rather than period of confusion when the next slide appears.

9. Have a back up plan

Murphy's law normally applies during a presentation. Technology not working, power cuts, projector blowing a bulb spilling coffee, your front, not enough power, leads no loudspeakers, presentation display strangely on the laptop all of these are things that have given have a back-up plan.

10. Check out the Presentation

Arrive early & check out the presentation room. If you can make sure that you see your slides loaded into the pc & working on the screen work out where you will need to stand.

Interview Techniques

Interview do's

- Dress appropriately. Extremes in fashion or very casual clothes should generally be avoided. Look neat & clean.
 - Be punctual. Make sure that you are 10 min. early & you are going to be unavoidably detained ring & let them know.
 - Express yourself & your views clearly
 - Bring a copy of all relevant documents so you can refer to them if necessary.
 - Listen carefully to the questions & answer clearly & thoughtfully.
 - Make eye contact. Remember to talk to the person.
 - Make sure you fully understand the questions & query any point about you that may be doubtful.
 - If you are being interviewed by a panel, ensure that you direct your answer to the person who asked the question, while still including the other interviewers by making brief eye contact.
 - Ask questions. Selection is a two way process. They select you, but you also select them.
 - Be aware of what your needs are. So as you can assess how well the company can fulfill them.
- the questions "where do you want to be in five years time!!"

Interview Don'ts.

Don't dress too casually or look untidy.

Don't make derogatory remarks about past or present employees.

Don't fidget or twitch try to control other nervous mannerisms.

Conversely don't sit there like a statue. If you feel more comfortable talking with the aid of your hands for emphasis then use them. but try not be too excessive in your gestures.

Don't interrupt the interviewer before they have finished asking you a question & never finish their sentences for them.

Don't lie. If you have to lie about what you are like or your abilities in order to obtain the job. you will are likely to find really like & probably one in which you will have problems fulfilling successfully.