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Topic - warm - up for giving your presentation.

⇒ vocal-warm up exercises -

Pay attention to your posture while you do these exercises.
A relaxed posture is important for full and easy range
of motion of muscles.

#1: Jaw release -

Reduces tension in the mouth and jaw area during speaking .

- Place your palms on the sides of your face and slowly manage your jaw and cheek muscles with slow small circular motions .

#2: Lip thrills -

Reduces lip tension and connects your breathing and speaking .

- Place your lips loosely together and release air in a steady stream to create a trill or raspberry sound
- first try it on an " h " sound . Then repeat on a " b " sound .

- Hold the sound steady and keep the air moving past the lips .

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#3: Tongue trill —

Relaxes the tongue and engages your breathing and voice

- light place your tongue tip behind your upper teeth and exhale while vibrating your tongue tip in a trill.
- Hold the sound steady and keep the breathing connected

#4. Two octave scales —

Stretches your vocal folds.

- Start in a low pitch and slowly go up the scale on an "aa" sound.
- Don't push the top and bottom of your range but do try to increase the range gently each time you do the scales.

#5. Lip-buzzing —

Improves the resonant focus of the sound and continues work with maximal stretch on the vocal folds.

- Put your lips loosely together and exhale by vibrating your lips.
- make sure to keep your tongue relaxed as you trill your lips.

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Topic - Tips for Presentation

⇒ Throughout your educational and professional career, you will likely be asked to give presentations. Designing clear, engaging presentations and communicating your ideas to others is a skill you will continually develop.

#1: Keep your presentation simple:

When putting your presentations together, remember that simpler is better.

- Many presenters follow the "10-20-30" rule - use 10 or fewer slides, keep it under 20 minutes and make your font-size at least 30 point.

#2: Prepare and practice -

After you've put together your presentation, you should dedicate time to preparing your talking points.

- To do this, it can be helpful to ask a few trusted friends or colleagues to listen a test run.

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#3: Start strong and tell stories —

- Present an interesting question, problem or anecdote.
- Quote an influential or interesting person.
- Share a story that leads to the main topic of your presentation.

#4: Show enthusiasm —

Displaying your interest and care for the topic or information you are presenting will engage and capture the audience's attention.

#5: Find a mentor or mimic other inspirational figures —

While you should certainly develop and display your own speaking personality, it can be helpful to learn from other great speakers.

#6: leverage body language, facial expressions and eye contact —

- Calmly move around the stage or floor where you are presenting instead of staying in one place.
- Avoid placing yourself behind a podium or table if possible.

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Topic — Audio-visual aids for facing the audience.

⇒ Audio-visual aids play a vital role in the retention of the topic matter or a protracted amount of your time.

Characteristics of a smart audio-visual aid

#1: Relevancy :

The aid should be relevant to the construct that has to be developed.

E.g., Use of a flip chart to justify dict.

#2: Accuracy :

It is vital to create the audio visual aids correctly.

The aids should be correct in form and size.

#3: Interest :

Almost all the topics are often tutored with the assistance of audio visual materials. As a result, it creates interest through visuals, copy, footage etc.

#4: Understandability :

Audio visual aids ought to relate the new expertise with past expertise ought to be inside the

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Comprehension of the Scholar's World Health Organization are to use it.

- It ought to one with the previous data, so as to create teaching a lot of erection.

5: Motivation -

Audio-visual aids ought to encourage learners by overcoming the educational. They must promote the learning of most scholars.

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Topic - Checking grammar in presentation.

⇒ "Your grammar is a reflection of your image.

Good or bad, you have made an impression.

And like all impressions, you are in total control".

There are many reasons why you should make sure that written material is grammatically correct -

• 1 ⇒ first impressions matter -

You want to make sure you come across as the business professional you are. You want to give your readers a good first impression.

• 2 > Good reputation -

Similarly, clients and suppliers are more likely to trust a company that communicates clearly and correctly.

• 3 > Avoid miscommunication and misunderstanding -

Incorrect spelling or a lack of punctuation

may create confusion.

Your audience may be left guessing what you are

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trying to say.

•4> Make your communications more effective -

It is likely that you do not want to distract your readers from the message you are trying to convey by giving them grammar and spelling mistakes to take note of.

•5> Reduce the risk of costly lawsuits -

Grammatically incorrect documents may convey misinformation, misguiding the reader into taking the wrong action or their reaction to it.

•6> Keep your business' competitive edge -

Bad grammar affects business. The ability to communicate clearly and effectively is likely to give your company a definite advantage over less articulate rivals.

•7> Increase productivity -

Many business rely on written guidelines (for instance, memos or emails) among team members. Correct spelling and grammar will help your employees understand your instructions better.

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Topic — Group discussion in language lab.

→ A group discussion is a discussion between a group of participants on a given subject. A group discussion typically forms a part of the selection process used by organisations and educational institutions.

• The candidates talk about the given topic to present facts, opinions and conclusions.

Importance of group discussion —

- To judge whether the candidate is fit for the job.
- To test whether the candidate is a good team player.
- To assess the candidate's communication skills
- To check whether the candidate is comfortable speaking spontaneously on any subject.

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- To gauge the candidate's diction and pronunciation
- To evaluate the body language and posture along with general composition and maturity.

Tips for group discussion -

- Prepare for different topics — Apart from your own academic qualifications, you should also possess general knowledge.
- Practice public speaking — Check for live or recorded group discussions online and observe how influential people conduct themselves.
- Work on your body language — Be comfortable and pleasant in your demeanour. Avoid artificial gestures or quirky movements, unnecessary hand expressions and pointing fingers.
- Be a good listener — If another candidate is speaking, listen carefully and ask questions to close the topic's flow.
- Intervene without leaving a bad impression.
- Complement the agreeable points.

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- Topic – Brain-Storming Sessions and their importance
⇒ A brain-storming session involves people meeting (either in person or virtually), to discuss, draw out, explain and write down ideas to solve problems or to create something new.
- Why do people brainstorm?
 - # Brain Storming sessions are done for one main reason – to generate ideas !
 - All participants are expected to throw out any ideas they have, even if they seem too simple, too complex, or too odd because they might just work. If not, it's great to have a backlog of ideas for future use.
 - Ideas can always be narrowed down and thought of in more detail as your process progresses, but initial brainstorming is the time to think freely and openly.

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Why is Brainstorming Important ?

- Brainstorming allows people to think more freely without fear of judgement.
- Brainstorming encourages open and ongoing collaboration to solve problems and generate innovative ideas .
- Brainstorming helps teams generate a large number of ideas quickly, which can be refined and merged to create the ideal solution.
- Brainstorming allows teams to reach conclusions by consensus , leading to a more well-rounded and better informed path forward.
- Brainstorming helps team members feel more comfortable bouncing ideas off one another, even outside of a structured session .
- Brainstorming helps team members get ideas out of their heads and into the world , where they can be expanded upon, refined, and put into action .
- Brainstorming is great for team building. No one person has ownership over the results , enabling an absolute team effort .

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Topic - Interview skills with practice of mock interview
⇒ Taking the time to practice for an interview will help you feel comfortable during the job interview, enhance your interview skills, and increase your chances of getting a job offer.

A mock interview with a professional is one way to learn and practice interviewing skills, as well as using an online interview preparation tool.

⇒ Tips for Interview -

- Do-it-yourself Interviewing practice -

There are several ways to prepare for an interview at home without the help of a professional career counselor, interview-coach, or a fee-based service.

- Practice Answering Interview Questions -

The simplest way to prepare is to create a list of common interview questions and answer each question out loud.

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#3- Use flashcards -

Write the questions down on flashcards .

- By shuffling the flashcards , you will become comfortable answering questions in any order .

#4- Record Yourself Practising -

Pay attention to your posture and eye-contact ; you don't want to fidget, become too wordy , or sound unconfident. If you do not have a video camera or tape recorder , practice in front of the mirror .

#5- Recruit a friend or family member -

You can also give a list of questions to a friend or family member and have them interview you and provide constructive feedback .

#6- Dress the part -

One way to make a do-it-yourself practice interview seem more like an actual job interview is to dress in interview attire .

#7- Set up an Interview Space .

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Topic - Case - Study : presentation and speech delivery.

⇒ What is a case study?

In the social sciences, the term case study refers to both a method of analysis and a specific research design for examining a problem, both of which can generalize findings across populations.

In simpler terms - a case study is an investigative research into a problem aimed at presenting or highlighting solution(s) to the analyzed issues.

⇒ How to write a case study :

1 : Identify the program -

Every compelling case study research starts with a
Case Statement definition.

- While in business settings, there's no need to explain your methodology in depth; you should still open your presentation with a quick problem recap slide.

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#2. Explain the solution —

- The bulk of your case study copy and presentation slides should focus on the provided solution(s).
- This is the time to speak at lengths about how the subject went from before to the glorious after.

- This part may take the longest to write.

#3. Collect Testimonials —

Persuasive case studies feature the voice of customers (VOC) data - first-party testimonials and assessments of how well the solution work. These provide extra social proof and credibility to all the claims you are making.

#4. Package the Information in a slide deck —

- Once you have a rough first draft, try different business case templates and designs to see how these help structure all the available information.
- As a rule of thumb, try to keep one big idea per slide.

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