

Name : Akash Aswal Section : G 1 Roll No : 09

Class Learnings

• Presentation Skills

- 1) A good presentation should have a clear structure -
Introduction, body and conclusion.
- 2) Slides should not contain too much text.
- 3) Use bullet points instead of paragraphs.
- 4) Maintain eye contact while presenting.
- 5) Use simple and clear language.
- 6) Confidence matters more than perfection.
- 7) Body posture maintains audience perfection.
- 8) Voice modulation keeps the audience engaged.
- 9) Practice improves fluency and confidence.
- 10) Time management is important in presentations.

• Self Introduction

- 11) A self introduction should be short and structured.
- 12) Start with Greeting, name and education.
- 13) Mention strength and skills clearly.
- 14) Avoid unnecessary personal details.
- 15) End with a positive statement.
- 16) Confidence and smile create good impression.
- 17) Body language and dressing should be professional.

• Public Speaking

- 18) Overcoming stage fear requires practice.
- 19) Deep breath helps reduces nervousness.
- 20) Engaging opening attracts audiences attention.
- 21) Storytelling makes speech impactful.
- 22) Audience interaction improves engagement.
- 23) Confidence grows with regular speaking practices.

• Building E-portfolio

- 24) An E-portfolio showcase skills and achievements.
- 25) I should include projects, certificates and skills.
- 26) Use professional portfolio template.
- 27) Add clear project description.
- 28) Highlight technical and soft skills.
- 29) Keep content updated regularly.

• PESTEL Analysis

- 30) It stands for Political, Economic, Social, Technological, Environmental and Legal.
- 31) It helps in analyze external business environment.
- 32) Political factor affect clientele and negotiation.
- 33) Economic factor influence market conditions.
- 34) Social factor affect customer behavior.
- 35) Technological factor drive innovation.
- 36) Environment factor relate to sustainability.
- 37) Legal factor include laws and compliance.

• Key Points in PPT

- 38) Use minimal text and relevant images.
- 39) Keep font size readable.
- 40) Maintain consistent theme and design.
- 41) Avoid too many animations.
- 42) Highlight important keywords.
- Concept of Ikigai.
- 43) Ikigai means 'reason for being'.
- 44) It contains passion, profession, vocation and mission.
- 45) Choosing career aligned with ikigai gives satisfaction.
- International certificate.
- 46) International certificate improves employability.
- 47) Certificate add value to resume.
- 48) They show commitment to learning.
- News paper and current affairs.
- 49) Reading news paper improves awareness and vocabulary.
- 50) Staying updated with current affairs help in interview and group discussion.