

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 perception.
- 8) Voice modulation keeps the audience engaged.
- 9) Practice improves fluency and confidence.
- 10) Time management is important in presentation.

• 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 a good impression.
- 17) Body language and dressing should be professional.

• Public Speaking

- 18) Overcoming stage fear requires practice.
- 19) Deep breath helps reduce nervousness.
- 20) Engaging opening attracts audience's 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 profile photo
- 27) Add clear project description
- 28) Highlight technical and soft skills.
- 29) Keep content updated regularly.

• PESTLE Analysis

- 30) It stands for Political, Economic, Social, Technological, Environment and Legal
- 31) It helps in analyze external business environment
- 32) Political factor affect legislative and regulation
- 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 animation
- 42) Highlight important keywords.

• Concept of Ikigai.

- 43) Ikigai means 'reason for being'.
- 44) It contain passion, profession, vocation and mission
- 45) Choosing career aligned with ikigai gives satisfaction.

• International certificate.

- 46) International certificate improve employability
- 47) Certificate add value to resume
- 48) They show commitment to learning

• Newspaper and Current affairs

- 49) Reading newspaper improves awareness and vocabulary
- 50) Staying updated with current affairs helps in interview and group discussion.