

## 1) ACE corporate Interviews :-

\* Interview is a skill that requires practised skill.  
objectives

- i) Explain the Importance of Interview.
- ii) Impart the skills & Expertise on Interview techniques.
- iii) Identify the face-face Engagement Rules of Interview.
- iv) Know How to answer the Interview questions Effectively.
- v) Do's & Don'ts of an effective Interviews.
- vi) Develop a good opening & closing Interview strategy.
- vii) Identify your strength & weakness.
- viii) Describe the steps of organization.

## Interview process - Before the job

- \* Preparation for a job Interview.
- \* Initial preparation.
- \* Investigation of skills.
- \* Accomplishments.
- \* It Includes 4P's → Prepare, Practise, Present & Participate.

For an effective Interview, the requirements are :- A good Assessment of yourself, Researching for an organization, updating your Resume, Preparing a list of commonly Asked questions, Venue details etc.

## \* Do's before an Interview

- i) Dress properly.
- ii) Maintain Cleanliness & Take care of personal grooming.
- iii) Reach 10-15 Minutes Early.

## \* Don'ts before an Interview:-

- i) Don't stay up late at night.
- ii) Don't over eat & Avoid carbonated soft drinks.
- iii) Don't hold Negative thoughts.

## 2) Corporate etiquette:-

- \* Importance of Business etiquette.
- \* The Basic rules of Business etiquette.
- \* We should follow the right Business attire.
- \* To follow received Etiquette.
- \* To practice Do's & Don'ts of Internet and Meeting etiquette.
- \* Business etiquette is defined as all the rules that one has to follow when in a Business Environment. This is done by being courteous to co-workers, respecting them & valuing time.
- \* Business cards:- are used to build your contact list. It is to be shared with Business prospect. In case if you don't have your business card, share your contact details & emails.
- \* Basic rules:-
  - i) keep some distance while speaking.
  - ii) stay calm
  - iii) positive Attitude.
  - iv) Introduction.
  - v) In a meeting, do listen to the speaker carefully.
  - vi) Do not fiddle with your gadgets during a meeting.
  - vii) Don't distract the presenter.
  - viii) using foul language is not appreciated.
  - ix) Maintain a personal Hygiene.
  - x) Don't make an interrupt ~~while~~ when they are speaking. It is considered as rude.
- \* Dressing in Business:- a) follow the office dress code
  - 1) Avoid T-shirts with offensive language printed on them.
  - 2) co-ordinate the colour of belt & shoes.
  - 3) use formal/casual shoes.
  - 4) shoes should be clean & polished well.
  - 5) use mild deo-dorant / perfume.
- \* revised etiquette:- Neat & clean, Maintain calendar, Few documents, Make sure res clean as dustbin, keep a pen & Note pad, switch off the light & Turn off the fan.

### 3) Write an Effective Email?

- \* Describe the structure of an email.
- \* Develop an Effective subject line & Text.
- \* Utilize a few opening & closing phrases.
- \* State the DO's & DON'Ts of Email writing.

Email:- Email is the short form for Electronic Mail. It is the Information sent Electronically b/n two (or) More people over a network. It involves Senders & Recievers.

- \* An Email is a communication that happens b/n people and can get ~~Vari~~ Important data across to people in various Geographies.
- \* An Email is a record of the communication & is stored in the server of organization.

Basic structure of an Email:- It consists of Address field, Subject, salutation part, Information part / Text, Complementary close, signature.

- \* Tone of voice while typing an Email:-> Formal as Informal.

#### \* DO's of email etiquette:-

- a) use a strong subject line.
- b) Type the correct email ID.
- c) keep your email short.
- d) It should be about one topic.
- e) be polite & courteous in tone.
- f) use correct spelling grammar.

#### \* DON'Ts of Email etiquette:-

- a) Don't use all upper case & all lowercase letters.
- b) Don't use unnecessary Humour.
- c) Don't use too many short forms, slang language.
- d) Don't use one word responses.
- e) Don't use email for gossip.
- f) Don't use bright and gaudy colours.