

Communication Skills

“Keep your face to the sunshine and you will never see the shadow”

-----Helen Keller

Presentation Skills

- Highlight key points.
- Should be short and to the point, include only key words and phrases for visual, strengthening.
- Layout continuity from frame to frame conveys a sense of completeness.
- Headings, subheadings, and logos should show up in the same spot on each frame.
- Margins, fonts, font size, and colors should be consistent with graphics located in the same general position on each frame.
- Lines, boxes, borders, and open space also should be consistent throughout.

Fonts

- Use font size no smaller than 24 point.
- label each screen.
- Use a larger font (35-45 points) or different color for the title.
- Avoid italicized fonts as they are difficult to read quickly.
- No more than 6-8 words per line. ☐
- For bullet points, use the “6 x 6 Rule.” One thought per line, with no more than 6 words per line and no more than 6 lines per slide.
- Use dark text on light background or light text on dark background. However, dark backgrounds sometimes make it difficult for some people to read the text.
- Do not use all caps (except for titles).

Graphics and Design

- Keep the background consistent and bright.
- Use only enough text when using charts or graphs to explain the concept.
- Clearly label the graphic.
- Keep the design clean and in-order. Leave empty space around the text and graphics.
- Use quality clipart and use it carefully. The graphic should relate to and enhance the topic of the slide.
- Try to use the same style graphics throughout the presentation (e.g., cartoons, photographs).
- Limit the number of graphics on each slide. ☐
- Avoid flashy graphics and noisy animation effects unless they relate directly to the slide.

Color

- Limit the number of colors on a single screen.
- Use no more than four colors on one chart.
- Check all colors on a projection screen before the actual presentation.

They may project differently than what appears on the monitor.

General Presentation

- Check the spelling and grammar.
- Practice the presentation so you can speak from bullet points. The text should be a cue for the presenter rather than a message for the viewer.
- It is often more effective to have bulleted points appear one at a time so the audience listens to the presenter rather than reading the screen.
- Use a wireless mouse, or pick up the wired mouse, so you can move around as you speak.
- If the content is complex, print out the slides so the audience can take notes.
- Do not turn your back on the audience. Try to position the monitor so you can speak from it.

General Tips

- Practice beforehand.
- Try moving around the room.
- Do not stand behind a podium the entire presentation.
- Avoid presentations that have 40-50 slides.
- Try and interact with participants as much as possible by asking questions and include problems and tasks within the presentation.
- When having a break do not leave slide up it is distracting. Use a blank or black slide.
- Less is more – a picture can tell a 1000 words.

Group Discussion

Why Group Discussion?

- leadership qualities
- quality of participation
- analytical skills
- problem solving skills
- oral communication skills
- ability to handle people
- team spirit
- non-verbal behavior
- decision-making ability
- behavior in a group
- body language
- how much importance do you give to the group objective as well as your own
- how well do you listen to viewpoints of others and how open-minded are you in accepting views.

What do selectors look for?

- Did you make any useful contribution at all?
- What was your level of knowledge about the subject?
- Did you communicate effectively?
- Were you a good listener?
- Did you unnecessarily interrupt others?
- How positive or negative was your body language?
- Did you exhibit any analytical skills?
- Did you provide leadership to the group?
- How good a team player were you?
- Did you look or sound “selfish”?
- Did you do anything to bring the group to focus on the topic rather than going outside it?

There are certain skills that must be learned as a candidate in order to crack a GD successfully

- Interpersonal Skills
- Leadership Quality
- Listening Quality
- Convincing Power
- Knowledgeable

Do's And Don'ts

- Keep Eye Contact while Speaking
- Initiate the GD
- Allow others to Speak
- Speak Clearly
- Make sure to Bring the Discussion on Track
- Positive Attitude
- Speak Sensibly
- Listen Carefully to Others
- No need to go into many details
- Formal Dressing

Here is some helpful language style for group discussion

- **Stating an opinion** – It seems to me... – In my view... – I tend to think... – It's obvious that... – I believe... – Clearly...
- **Interrupting** – Excuse me, may I ask for a clarification on this... – If I may interrupt... – Sorry to interrupt but...
- **Handling Interruptions** – Sorry, please let me finish... – If I may finish what I am saying... – Could you please allow me to complete what I'm saying...?
- **Moving the discussion on** – Can we go on to think about...? – I think we should now move on to consider...
- **Expressing Agreement** – I quite agree – I couldn't agree more – Absolutely / precisely / exactly – I think you're right
- **Expressing disagreement Group Discussions** – I think quite differently on this – I don't really think so – I'm afraid I can't agree with you there
- **Checking comprehension / reformulating** – To put that another way... – If I follow you correctly... – So what you're saying is... – Does that mean...? – Are you saying...?
- **Making a suggestion** – I suggest that... – We could... – Perhaps we should... – It might be worth... – What about...? – Why don't we...