Pre-Interview

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Communication Skills

Other than technical skills, communication skills matter the most in your career. Not only they are essential to land a job or internship but play an important role in your success at workplace afterwards too.

Communication skills is a vast subject (covering enunciation, accent, persuasive voice and body language, knowing what & how to speak, confidence, choice of words, brevity, facial expressions etc.) and not just limited to English proficiency. In fact, in many situations, the other aspects of communication (such as confidence) or knowledge of the subject may be far more important than knowing English. However, in today's age when it has become the default language of the workplace, a good command over English serves as the foundation on which rest of the communication skills are built.

The best way to polish your communication skills is to read, write, and speak - a *lot*. Read novels you like, write a paragraph everyday on a recent news item, and practice speaking in front of a mirror for 5 minutes every day.

Internshala has also started a new series English With Internshala (http://blog.internshala.com/learning-tracks/english-with-internshala/) which will help you build your communication skills and bridge the gap between you and your Dream Job. Do check it out :-)

Extra Read

- The most practical guide ever written to land an internship!
  (http://blog.internshala.com/2014/07/practical-guide-written-land-internship/)
- How (and what) to research about an organization before an interview
  (http://blog.internshala.com/2013/03/and-what-research-organization-interview/)
- How to contact the HR of a company (http://blog.internshala.com/2015/06/how-to-contact-hr/)
- How to use LinkedIn to get hired? (http://blog.internshala.com/2015/02/how-to-use-linkedin-to-
  get-hired/)
- 5 books that you can start reading with to improve your English
  (http://blog.internshala.com/2014/01/5-books-beginners/)

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