

Language Barrier , Impromptu Speech - IT Policies Briefing :-

1) Body Language :-

- *Body language refers to the non-verbal communication cues that individuals use to express their thoughts, feelings, and intentions. It involves gestures, facial expressions, posture, eye movements, and other physical behaviors that convey messages without the use of words. Body language can provide insight into a person's emotions, attitudes, and level of comfort or discomfort in a given situation.*
- **Key aspects of body language include :-**
- *Facial Expressions: The face is a powerful tool for communication. Facial expressions such as smiles, frowns, raised eyebrows, and squinting can convey a wide range of emotions.*
- *Gestures: Hand movements, arm placements, and other gestures can complement or reinforce verbal communication. They can also convey specific meanings in different cultural contexts.*
- *Posture: The way a person carries themselves, whether they are slouched or standing tall, can communicate confidence, openness, or defensiveness.*
- *Eye Contact: The amount of eye contact someone makes can indicate their level of engagement, sincerity, or confidence. However, cultural norms may influence the interpretation of eye contact.*

- ***Proximity: The distance between individuals during interactions can communicate the level of intimacy, comfort, or formality in a relationship.***
- ***Touch: Physical touch can convey warmth, support, or even dominance, depending on the context and cultural norms.***

2) Communication :-

- ***Communication is the process of two or more people or groups exchanging information, ideas, thoughts, and feelings. It is a basic human activity that enables individuals to communicate with one another and exchange ideas, feelings, and experiences.***
- ***There is a sender, a message, and a receiver in the communication process. The sender is the individual or organization that starts the conversation by encrypting a message and transmitting it to the recipient. The information or concept being communicated is known as the message, which can be done either verbally or by nonverbal clues. Nonverbal cues include facial expressions, body language, and tone of voice, while verbal clues include spoken language.***
- ***The individual or group that gets the message, decodes it and interprets its meaning is the receiver. To confirm that the communication has been received and understood, the recipient may also give feedback to the sender. Feedback can come in the form of questions, remarks, or other cues and can be verbal or nonverbal.***
- ***Types of Communication :-***

- *There are a various types of Communication. The types are explained below:*

1. Verbal Communication :-

Words, whether spoken or written, are used in this sort of communication to communicate a message. It falls into two categories: written and oral. Face-to-face interactions, phone calls, and presentations all fall under the category of oral communication. Emails, letters, and text messages are all examples of written communication.

2. Nonverbal Communication :-

Body language, facial emotions, and other nonverbal indicators are used in this style of communication to communicate a message. Examples include body language, posture, and vocal tone. Even more so than verbal communication, nonverbal communication has the potential to be strong and successfully convey a message.

3. Communication Across Cultures :-

People from many cultural backgrounds exchange information and ideas through this style of communication. It can involve both verbal and nonverbal communication, and because of the varied languages, traditions, and values of other cultures, it can be difficult. In order to foster mutual understanding and cooperation between many cultures, intercultural communication is crucial.

4. Visual Communication :-

To transmit a message, this style of communication makes use of

visual components including pictures, videos, and graphics. There are several ways to employ visual communication, including in charts, info-graphics, and advertising. It is frequently employed to simplify and enliven difficult information.

5. Interpersonal Communication :-

Information and ideas are exchanged between two or more persons during this style of conversation. It can take the shape of written messages, phone calls, or face-to-face interactions and can be formal or informal. Building and maintaining partnerships depend on interpersonal communication.

6. Mass Communications :-

In order to reach a big audience, this style of communication uses mass media, including television, radio, newspapers, and the internet. Information that needs to be widely disseminated is frequently done so through mass communication, such as news updates, ads, and PSAs.

7. Electronic communication :-

Digital technology, including the internet, social media, and mobile devices, are used in this sort of communication to spread a message. In recent years, digital communication has proliferated more widely, changing the way individuals z

• Communication Skills :-

- Communication skills refer to the ability to convey information, thoughts, or feelings effectively and efficiently. These skills are*

crucial in various aspects of life, including personal relationships, professional settings, and social interactions. Strong communication skills enable individuals to express themselves clearly, listen actively, and understand the messages conveyed by others.

- *The Key Components of Communication Skills are – Verbal Communication, Nonverbal Communication, Listening Skills, Written Communication, Interpersonal Skills, Presentation Skills, Adaptability.*

3) Formal Dress For Women & Men :-

- *A Complete Guide To Business Formal Attire (With Style Tips)*
- *Whether you are attending an interview, a business cocktail event or representing your team at a corporate meeting, adhering to the dress code can help you make a favourable impression. It can also make you feel confident and professional in the workplace. Understanding the basic rules of formal attire can help impress your colleagues and employers, helping you advance your career. In this article, we discuss the rules of business formal, when to wear it, examples of what to wear and share style tips to look professional in the workplace.*
- *When To Wear Business Formal?*
- *Here are a few situations where you might be required to dress formally:*
- *Job interviews, especially for positions in conventional industries like government, law, finance and public relations*

- *Client meetings*
- *Award ceremonies*
- *Work presentations*
- *Formal company gala dinners*
- *Video conferences with external stakeholders or senior management*
- *Business lunches or dinners with clients or senior team members*
- *If you are unsure of the appropriate dress code for a specific event, you can contact the human resources (HR) department for clarification. This ensures that you are dressed appropriately for the occasion and are not over or under-dressed.*
- *Examples Of Formal Business Attire :-*
- *Formal business attire can either be western or Indo-western, depending on your preferences. Here are a few essential pieces of formal business to include in your wardrobe for professional events:*
- *Related: Business Casual Attire Tips For Indian Employees :-*

1) Button-down shirt :-

- *A classic button-down shirt in solid colours like white, beige, grey or shades of blue is an appropriate choice to pair with your pantsuit or skirt suit. If you want to include patterns, you can consider subtle options like stripes and checks in muted colours.*

Irrespective of whether you choose a pantsuit or a skirt suit, ensure that the shirt is tucked neatly into the waistline of the pant or skirt.

2) Formal kurta set :-

- *Depending on the occasion and the dress code, you can wear a well-fitted kurta set as formal wear. Kurtas in solid colours in classical cuts are more appropriate in a formal setting. Avoid bright colours, heavy embroideries and flashy print as they can be distracting. To complete the look, you can include a woollen, linen or cotton shawl in matching or contrasting colours.*

3) Dress shoes :-

- *As part of your formal attire, choose close-toed dress shoes such as flats, heels, oxfords, or loafers. Loafers and oxfords in leather or synthetic leather are the most popular choices. Irrespective of the shoe type, it is preferable to choose conventional colours like black, brown or grey. If wearing Indian wear, you can opt for wedge-heeled sandals or formal slippers that match the attire.*
- **Helpful Style Tips For Formal Attire :-**
- *Here are a few helpful tips to make the right impression in your formal attire:*
- *Wear well-fitting clothes. Look for clothes that are comfortable to move in. Getting your formal pieces custom fitted to complement your body shape might be helpful.*
- *Choose an appropriate formal tie. Choose ties in solid colours or subtle patterns like dots, stripes, paisley or plaid. Ensure that the*

tie's length reaches your belt.

- *Add a simple belt. Choose a classic black or brown belt in colours that match your footwear. While choosing belts, ensure that the buckle is formal and classy without being too large or ornate.*
- *Consider a pocket square and cufflinks. Though not essential, you can include a pocket square and conservative cufflinks to complete the formal look. When choosing a pocket square, opt for cotton, linen or silk in neutral colours like white or beige.*
- *Choose earthy colours. If you want to add colour to your outfit, you can opt for earthy or muted tones like deep browns, greens and rust.*
- *Opt for neutral and subtle patterns. Refrain from choosing designs that are bold and distracting. Stripes and checks are more appropriate for a professional setting.*
- *Keep the makeup light and neutral. When choosing makeup, look for natural hues and soft colours that complement your skin tone without being too flashy.*
- *Limit accessories. While you can wear accessories with your formal attire, keeping them minimal and practical is best. Acceptable accessories for formal attire include a watch, simple earrings, a small chain and a wedding ring.*
- *Keep jewellery to a minimum. Wearing chunky or flashy jewellery can be distracting in the workplace.*
- *Wear matching socks. Include dress socks that match the outfit's colour. You can also invest in sheer stockings to wear underneath*

a dress or skirt.

- *Keep your heels lesser than three inches. If you decide to wear stilettos, ensure that they are lesser than three inches.*
- *Wear clothing that makes you look and feel professional*
- *Appearing professional helps create a favourable impression and can help you take advantage of available career opportunities. Irrespective of whether your workplace has a strict or casual dress code, ensure that you always appear professional and neat at the workplace. Ensure that your clothes are neat without any visible rips or tears. Take the time to iron your clothes neatly to remove wrinkles.*
- *Focus on comfort while still being professional*
- *When selecting professional attire, ensure that you are comfortable. Too tight clothes can feel restrictive and hamper your movement at work. Invest in clothing that lasts long without showing signs of fading or discolouration. Ensure that you always appear well-groomed while staying comfortable.*

4) Resume meaning and example :-

- *A strong resume communicates your qualifications and sets you up for career success. Here's a full breakdown of what a resume is, why resumes are important for job seekers, and what makes each type of resume unique.*
- *A resume (or "CV" outside of the US) is a formal document that provides an overview of your professional qualifications, including your relevant work experience, skills, education, and*

notable accomplishments.

- *The spelling of resume comes from the French word for “summary.” The original meaning carries through today, because the purpose of a resume is still to provide employers with a summary of your relevant qualifications.*
- *On a base level, a resume is made up of the following five parts:*
 - *Contact details*
 - *Introduction*
 - *Educational background*
 - *Work history*
 - *Relevant skills*

1. Contact details :-

- *When writing your contact information on your resume, include your first and last name, phone number, and email address. Additionally, you can add your LinkedIn profile.*
- *List your city if you want to show you live near where the company is located.*

2. Introduction :-

- *Add a concise overview of your professional background and key qualifications. Your introduction can be in the form of a resume summary or resume objective.*

3. Education :-

- *Your resume's education section can include your school name(s), highest degree earned, majors and minors.*
- *Additionally, you can add your GPA (if it's greater than 3.8), Dean's list (if you've been on it), or latin honors (like cum laude). List relevant coursework only if you lack experience or if it's related to the position.*

4. Experience :-

- *List any relevant work experience you have. Include your title, the company you worked for, your start and end date, and bullet points outlining your key responsibilities and notable accomplishments.*

5. Skills :-

- *Include skills on your resume that are relevant to the position. Be sure to use a strong mix of hard skills and soft skills to demonstrate that you're a well-rounded candidate.*

5) Presentation :-

- *Table of Contents :-*
- *Planning Your Presentation*
- *Writing the Presentation Content*
- *Designing Your Presentation*
- *Giving a Memorable Presentation*

6) Interview preparation :-

- **Company research.**
- **JD in detail and learn related things
date,time,venue,documents,resume,passport size photo,email,all
documents in folder.**
- **Documents ready.**
- **Extra copy of resume,a passport size photo,interview call letter.**
- **FAQs(HR questions) and practice .**
- **Grooming and dressing.**

Tips to ->during the interview :-

- **A relax before you go for interview.**
- **When the interviewer says "do you have anything to ask from us".**
- **Smiling face.**
- **Eye contact.**
- **Speak clearly.**
- **Don't become over confidence.**
- **Greet everybody.**
- **Sit after they ask.**
- **Say Thank you.**

Tips Few clear don'ts :-

- ***Nervousness.***
- ***Never argue.***
- ***Never lie.***
- ***Body language and correct immediately.***
- ***Misbehave don't anybody like receptionlist.***

7) When the interviewer says "do you have anything to ask from us?" :-

- 1) What's the next step in the interview/hiring process?***
- 2) Do i need to travel for the position?***
- 3) Will company provide any training for software or technical aspects required in this job?***
- 4) What are the growth prospects?***
- 5) How company promotes any new idea/creativity introduced by any employee?***
- 6) What is the key to succeeding in this role?***
- 7) How is feedback given to employees ?***
- 8) What are strict do's and dont's in the company?***
- 9) How transparent the companies policies and operations are?***
- 10) Increament salary?***

8) HR Questions :-

1) Tell me/us something about yourself?

- ***Ans. :- My name is jagruti makwana. i am from ahmedabad.i completed my BCA graduation from Gujrat University in 2016.***
- ***After that i started working as a data operator in AUM Imagineering company in 2020.currently i am working at paldi control room as a call operator.i join tops technology for my career growth.i am a certified PHP Backend web developer.***
- ***I have completed my project in furniture shopping website in PHP.my technical skills are html,css,php,advanced php,java script,jquery,mysql,laravel,api's.***

2) Why does this job interest you? or why have you applied for this job?

- ***Ans. :- I'm interested in this job because i can see that ,in this role ,my skills could help solve this problem within your company.also,i like the culture of this organization from what i have heard and what i have been reading about the company ,it seems like a greate fit for my personality and my values.***

3) Why do you think that we should select you? or why should we select you?

- ***Ans. :- I should be hired for this role because of my relevent skills,experience and passion for the industry. my positive attitude,work ethics,and long-term goals align with the job requirements,making me a committed and valuable asset to the***

company.

4) What motivates you at work?

- *Ans. :- A great work environment, Learning something new, developing new skills, taking on or over coming challenges.*

5) What is your greatest strengths?

- *Ans. :- I have a positive mindset,a self motivated ,hard working person and quick learner,honest,humble..*

6) What is your greatest weakness?

- *Ans. :- My weaknesses are overthinking,very sensitive person.*

7) What is your greatest achievement?

- *Ans. :- My greatest achievement is my government job.*

8) Are you ambitious?

- *Ans. :- Yes, i am someone who always striving to reach a goal through hard work,dedication and perseverance.my ambition in life is to become an expert in my php backend web developer. and i never give up in any situation.*

9) Have you attended other interviews? or how is your job search going on?

- *Ans. :- My job search is going great. Yes, i applied for some interview coming up soon with other firms and i have some promising prospects ,and i'm still waiting for their responses.*

10) Are you ready to relocate?

- ***Ans. :- Yes, for the right opportunity i am definetely willing to relocate. i believe that this position and company is that opportunity.***

11) You do not have all the experience we are seeking for this position.

- ***Ans. :- Yes, but i am expert in my skills.i have experience in my creative websites and i am able to perform just like an experience.***

12) Are you a team worker or leader or like to work alone on any task given?

- ***Ans. :- I enjoy working by myself and as a leader and also as a team worker.***

13) How do you deal with any pressure situation or deadline?

- ***Ans. :- I will create earlier deadlines can help give me extra time on tasks .with this,i can aim to complete tasks earlier than when they're due.***

14) If you find any issue with your colleague or your manager then how will you deal with it?

- ***Ans. :- I am a solution oriented person so i will try to solve this problem by communicating and this situation i stay positive and i am that type of person who never argue anyone.***

15) Where do you see yourself 5 years from now?

- ***Ans. :- After 5 years, i see myself as a leading with more than 20***

people contributing in companies success.

16) How do you feel about doing repetitive work?

- *Ans. :- I enjoy fulfilling all the aspects of my job with equal enthusiasm and give them my 100%.*

17) How did you take up this sudden change in life due to covid-19?

- *Ans. :-*

18) Your expected salary?

- *Ans. :- My expected salary is 1.8 lakh to 2.5 lakh per anum.*

19) What will you do if you are offered a job with a salary higher than this?

- *Ans. :- I might plan think of changing job..*

