

Professional Communication and Soft Skills

Q1. Based on the first video, write 02 worst answers and 02 best answers given by the candidate.

From the first video these are the Worst and Best answers given by the candidate.

WORST :

- 1) When the candidate was asked why he wants to join the company he said he wants to Join because for pay package was higher and he contentiously talks about money which shows his is loyal to money not to work and the company.
- 2) When asked about strength he said he is physically very strong and when asked about weakness he said he do not have any weakness

BEST:

- 1) When asked he was asked to tell about himself he describes his self nicely and why he choose to become a software engineer
- 2) When asked about his short term and long term goals he gave crystal clear answer about his short term (work in co-operate and gain experience) and long term goals (to start his own venture) and he used to presence of mind when asked about making a bond for 1 or 2 year.

Q2. Based on the second video, enlist the non verbal cues that a interview candidate should take care.

From the second video , the following non verbal cues a candidate should take take:

- ❖ One should be well prepared.
- ❖ One should stand rather than sitting it shows you are in control.
- ❖ One should not have an unnecessary conversation.
- ❖ Take a book with you which shows you are not interested in wasting your time.
- ❖ Do not walk slowly, reach fast when you get called for an interview.
- ❖ Without the permission of the interviewer do not move in his/her zone.
- ❖ Give straight handshake.
- ❖ Do not forget to polish the shoes if you are a man especially a heel but if you are a woman than just rear
- ❖ Used use calm and polite gesture.
- ❖ Never cross legs or arms.
- ❖ Do not raise hands.
- ❖ Show confidant body gestures.
- ❖ Use correct body postures and try to make eye contact.
- ❖ Before exit turns back and give a soft smile to the interviewer.