

Communication

Verbal - Words (7%)
(93%)

Non verbal - Body language - Posture - Gestures - Facial Expressions

Pointing fingers to be avoided.

Keep palms open.

Don't fold hands.

Till they say to sit, don't sit.

Voice modulation matters.

Low volume → underconfidence.

Be polite in tone.

Observation is a part of listening.

L - Listening. (more)

S - Speaking (less)

R - Reading

W - Writing.

More the silence, more the understanding.

Objective
Education
Technical
Personal Skills
Contact Skills

For JAM → Introduction - Body - Conclusion.

Pros
Impact & Cons of AI

Pros & Cons of being a Freelancer

Current Affairs - America & its impact on India.

1. Appreciation & Internship letters for Resume.

2. How to keep the explanation below 1 minute

3. What to be spoken & how to speak when know nothing about the topic.

Receptive. ^{words} not to be searched in Google.

Resume.