

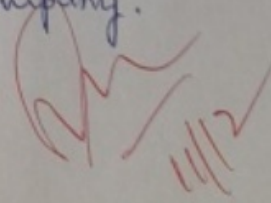
# Introduction

My name is Rashmi Mishra. I have been born and brought up in Lakhimpur-kheri, Uttar Pradesh. I have completed my bachelor's in mathematics from Banasthali Vidyapeeth Rajasthan. I have also done Diploma in French language from Banasthali Vidyapeeth. Currently I am pursuing MCA from KIET group of institutions.

I have a healer personality, I like to make around me comfortable and also listen to their problems. I have good communication skills, quick decision maker and adequate amount of leadership quality.

I really like to do things which make me happy and do not hurt others and always like to push my limits and sometimes like to break the rules which are somewhat affect me in bad way.

Talking about my hobbies I really like to cook, read fictions, explore new places, new culture and adopt the good thing habits from that culture. My short term goal is to get job in a service based company.



# Presentation

Impromptu :- Public presentation without preparation.

Extempore :- Planning and speaking.

Reading :- Speaking by seeing an already made draft.

Memorizing :- Mugging up and speaking the same.

Topic :- Tubelight (If I were a tubelight)

Do you know LED light - I mean the tubelight that people perch and switch it on. It is used in offices, homes, schools and anywhere there are tubelights but I am something different. I am that light that shines on children's head.

Ok, it is not actually a light in children's head. It's when they think of an idea so they are switching me on and they spread that means they are allowing me to shine. My head means the base of brain that tells me that this idea is there so I shout and spread it.

It is my daily life on off. on off... on off...



# Listening Skills

## Video Link

Gates, humoursly accepted that he can finally tell his father that he had graduated as his father always wanted him to complete his degree. He called microsoft to offer them a software for thier project of developing a pc, without even starting with developing the software. Luckily he got a month's time and he didn't choose to back out, but worked day and night to deve lop the software. His dedication did not looked the cost he paid by leaving the college in the middle.

Finally he mentions that the discovery of humanities is more important than the sciences, because humanities helps in reducing indiscrimination and inequity in the society. Thus, he conveyed that being human is the foremost thing and if he could, then we all can too.

# Comprehension Skills

## \* Approach towards Comprehension

- Skimming: Going through the comprehension with a zoomed out view and very quickly to take a quick look of what the comprehension is all about.
- Scanning: An attentive reading, underlying important stuff going through each and every word to make sense of whole comprehension.
- Churning: Finding out different meaning and messages that are being conveyed by rereading again and again.
- Assimilation: Finally internalizing the essence of comprehension.

Activity - Comprehension-1.

Score - 10/10

✓  
11/12

# Interview Skills

## (MOCK INTERVIEW)

Meaning: An interview is a face to face, oral observational and personal appraisal method.

Types :

1. Virtual
2. Telephonic
3. Panel
4. One to one.

Preparation :

Before interview

1. Check company's profile
2. Resume tailoring

During interview

1. Core skills
2. Skills
3. Behaviour

After interview.

1. Saying thank you.

Do's and Don'ts

- Do's
1. Truthfully, professionally and directly answer questions.
  2. Positively conduct yourself.
  3. Dress appropriately.

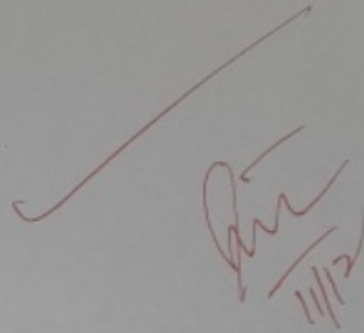
Don'ts

1. Interrupt the interviewer
2. Answer vague questions
3. Be overly familiar.



## Practice questions

1. Introduce yourself
2. What are your expectations with company?
3. Are you considering other positions in other companies?
4. And what is the professional achievements you're most proud of?
5. Are you a risk-taker?



A handwritten signature in red ink, followed by the date 11/12 written below it.

# Group Discussion

Topic : Digital India

Group Members :

Apoorva

Aisha

Jigyasa

Dolly

Rashi

Rashmi Mishra

Conclusion of G.D.:

All in all we all agree that: -

1. Digital India is a good step forward to bring Internet technology Revolution in India,
2. Enhance Softpower of India
3. Benefit the citizen by E-banking, E-education, Telemedicine etc.

But we must be cautious of following short comings while moving further ahead with the mission

1. Data Privacy
2. Critical Information leakage
3. Digital Divide.