

SELF INTRODUCTION

Student's Analysis :- Introduction Speaking :
Essential Nuances and Modes
of speech Delivery.

How to give self introduction

First impressions make a significant impact on how others perceive you. Therefore, the introduction that you or another person gives about you is extremely important. You should give careful thought to these words when you write a speech introducing yourself. The information you give can either hold or harm your credibility.

1. Start with a smile on your face and give details about Name, Place, greeting.
2. If necessary only add your family details.
3. Tell about your educational details.
4. Share about why you want to do job so.
5. About your project in brief. (If any)
6. The person who inspired you a lot.
7. Then about your interests / hobbies / Extra curricular activities.
8. Discuss our role model. What such traits would you imbibe in yourself.

9. Discuss your future goals / plans.
10. Tell about SWOT skills.
11. Then conclude by saying THANKS.

A very warm Good morning to all of you.
My name is Amit Kumar Singh,
born and brought up in Amethi, Uttar
Pradesh. Currently I'm pursuing my
Master's in Computer Applications from
KIET Group of Institutions. I have
done my Bachelor's of Science (f) in
Mathematics from Allahabad State
University with aggregate of 68%. I have
done my 10th and 12th from CBSE
board and got aggregate of 74% and
82% respectively.

Considering my family background details
we're 5 members in the family. Apart from
my parents, I have two older sisters.
In my free time, I enjoy spending time
with my family, playing outdoor sports.

Strengths :- Talking about my strengths my
biggest strengths are my family and
my faith on God.

Weakness :- Self criticism
Over thinking.

Opportunities: Today is the opportunity to build the tomorrow you want.

Threats: Threats includes anything that can negatively effect you. My biggest threat is losing my friends and family.

KIET GROUP OF INSTITUTIONS, GHAZIABAD

MCA

Semester-1

Professional Communication Lab (KCA-153)

Student Name -

Sec-

Title of the Activity (as per syllabus)- SWOT Analysis

Date

Q.1 Tell us about yourself?

My name is Amit Kumar Singh. I was born and brought up in Amethi, Uttar Pradesh. Currently I'm pursuing MCA from KIET Group of Institutions.

Q.2 What values do you believe in that others fail to exhibit?

- Consistency
- Punctuality
- Sympathy
- Responsibility
- Gratitude.

Q.3 What tasks do you usually avoid because you don't feel confident doing them?

I often avoid tasks related to financial analysis as I don't feel entirely confident in my ability of finance.

Q.4 Could any of your weaknesses lead to threats?

I tend to be quite emotional, so it becomes difficult for me in some situations.

truthfulness. Having an increased awareness of the possible differences in expectations and behaviour can help us avoid cases of miscommunication, but it is vital that we also remember that cultural stereotypes can be detrimental to building good business relationships. Although national cultures could play a part in shaping the way we behave and think, we are also largely influenced by the region we come from, the communities we associate with, our age and gender, our corporate culture and our individual experiences of the world. The knowledge of the potential differences should therefore be something we keep at the back of our minds, rather than something that we use to pigeonhole the individuals of an entire nation.

Circle the correct answer.

1. The British trainee felt that people who want to be addressed as 'Dr' must be ...

- a. hard-working.
- b. conceited and self-important.
- c. doing a medical degree.
- d. from Germany.

2. If you are not sure how to address someone, you should ...

- a. use the title you see on their business card.
- b. make your decision based on cultural stereotypes about their country.
- c. address them the way you'd like to be addressed.
- d. ask them what they would like you to call them.

3. There might be a misunderstanding if an American smiles at a Russian business associate because the Russian might think that the American is ...

- a. being fake.
- b. challenging their authority.
- c. trying to break the ice.
- d. disrespectful.

4. The Japanese, South Koreans and Iranians might interpret a smiling face as being ...

- a. friendlier.
- b. less open.
- c. not as intelligent.
- d. dishonest.

5. Americans and British people sometimes use eye contact to show that they ...

- a. like the speaker.
- b. are really listening to what is being said.
- c. are honest and truthful.
- d. are attending to every need of the speaker.

6. The last paragraph warns the reader not to ...

- a. engage in international business.
- b. let national cultures shape the way we behave and think.
- c. let miscommunication damage our business relationships.
- d. overgeneralise using our knowledge of cultural stereotypes.

Are the sentences true or false?

- 1. When doing business internationally, there is a possibility that we mightmisinterpret what each other is saying even though we are speakingthe same language. **TRUE**
- 2. To the German trainee, having a PhD is equivalent to being a medicaldoctor. **FALSE**
- 3. Sometimes, the smallest things can trigger a huge emotional responsein us, especially when they are things we are not used to. **TRUE**
- 4. In the research done to the perceptions of smiles, people fromdifferent countries were asked to rate photos of smiling faces and nonsmiling faces. **TRUE**
- 5. Making eye contact can be interpreted in different ways in differentcultures but is almost always a positive thing. **FALSE**
- 6. The writer recommends keeping possible cultural differences in theforefront of our minds when doing business with people with differentcultures. **FALSE**

Write an appropriate Title for the given passage

Importance of communication in Business.

What practices have you encountered that seemed strange or even inappropriate to you in the passage (2 points).

The word 'Poi' in british trainee is used to address disgustingly pompous and full of themselves.

The Russian proverb states that 'a smile without reason is a sign of idiocy'.

READING COMPREHENSION

It is the ability to read text, process it and understand its meaning. An individual's ability to comprehend text is influenced by their traits and skills, one of which is the ability to make inferences. There are a no. of approaches to improve reading comprehension, including improving one's vocabulary and reading strategies.

- * When we read fast the title, the instructions and the comprehension ques. trying to underline key words.
- * Skimming-skimming the written text is like jumping from stepping stone to stepping stone.
- * ~~Read slowly, carefully take your time. with practice you will gain speed.~~
- * You have to be quick, read all your answers to check whether its ok.

LISTENING SKILL

Listening is the ability to accurately receive and interpret messages.

In communication, listening is key to all effective communication.

Active listening - It refers to a pattern of listening that keeps you engaged with your conversation partner in a positive way.

It is a process of listening attentively will someone else speaking or paraphrasing.

Passive listening - Passive listening is to listen without asking questions or interrupting the speaker.

It even mean that you don't really understand what's being said.

Principal of listening -

1. Stop talking.
2. Prepare yourself to listen.
3. Remove distraction.
4. Be patient.
5. Avoid personal predrice
6. listen for ideas.

Ques
19/12

KIET GROUP OF INSTITUTIONS, GHAZIABAD

MCA

Semester-1

Professional Communication Lab (KCA-153)

Name of the student:

Sec-

Title of the Activity (as per syllabus)- Listening Comprehension

Date

1. Define Listening.

Listening is giving attention to a sound or action. When listening a person hear what others are saying and tries to understand what it means

2. Write any 2 benefits of Active Listening.

- It helps you to gain more knowledge .
- It helps to improve your missing important information.

3. Suggest how can one improve his/her Listening ability (2 points).

- Maintain eye contact with the speaker
- wait for the pause to ask the questions

4. Listen any motivational speech of your choice (mention the title of the speech and URL).

"Steve Jobs Stanford Commencement Address"

Link: [youtube.com/watch?v=TUw18hx9FBH0](https://www.youtube.com/watch?v=TUw18hx9FBH0)

GROUP DISCUSSION

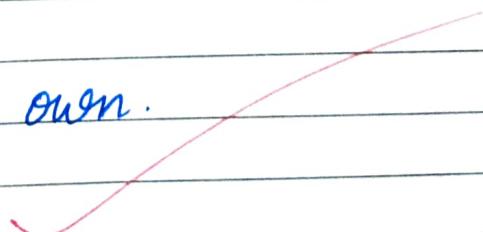
Group discussion is a group activity carried by 8 to 10 members.

GD is designed to exchange the thoughts and ideas among the members of the group on a particular subject. It is the best tool to select the prospective candidate in a comparative perspective.

A GD is a methodology used by an organisation to gauge whether the candidates have certain personality traits that is desired in the members.

Some personality traits are -

1. Communication skill.
2. Interpersonal skill.
3. Leadership skill.
4. Team building skill.
5. Analytical skill.
6. Initiative
7. Creativity.
8. Ability to think on its own.



Group discussion topic - Traditional learning Vs e-learning.

Conclusion - While traditional learning methods offer a structured, in person experience fostering interpersonal skills, e-learning provides flexibility, accessibility, and a personalized pace of learning.

Future likely lies in a balanced approach, integrating traditional elements for social interaction and hands-on experience with e-learning's efficiency and adaptability, could optimize educational outcomes.

Q1
10/12

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Semester-1

Professional Communication Lab (KCA-153)

(Group Discussion)

Student Name -

Sec-

Title of the Activity (as per syllabus)- Group Discussion: Practical based on Accurate and Current Grammatical Patterns.

Date:

Q-1 Define Group Discussion. State two features of GD which makes it a part of recruitment activity.

- Group discussion is a type of discussion that includes peoples sharing ideas.
- Provides a deep concept of subjects.
 - Provides the ability to think critically.

Q-2 Identify the personality traits gauged during Group discussion. Write at least three statement about each. (8 traits)

- Leadership.
- Team player.
- Reasoning ability.
- Assertiveness.
- Initiative.
- Creativity.
- Inspiring ability.
- Awareness.

Q-3 Discuss various things to be followed during GD.

- Listen to other participants.
- Support your claims.
- Show confidence.
- Prepare for discussion.

Q-4 Discuss the things that should be avoided during GD

- Criticize ideas not individuals.
- Commit to learn not to debate.
- Listen respectfully and actively.
- Allow everyone a chance to speak.

Role Play.

Role play refers to two or more people acting out particular roles to within a scenario.

Role play is a useful tool of communication in many different needs and problems, especially within a business context.

Members -

Amit Kumar Singh

Aditya Pandey

Harsit

Anand Dhar Dwivedi

One day, Ria and Sia overheard a group of boys talking about how girls should not be allowed to play sports.

When Ria got home, she told her family what she heard. Her father and brother were dismissive of her concerns, but her mother and grandfather listened to her. Ria decided to organise a family meeting to discuss the issue. Ria's mother argued that girls should be allowed to pursue their interests just as boys. Ria's father and brother were initially resistant to the idea, but after some discussion they began to see things from Ria's perspective. They realized that they had been treating Ria unfairly and agreed to give her more freedom.

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Semester-1

Professional Communication Lab (KCA-153)

Student Name -

Sec-

Title of the Activity Argumentative Skills/ Role play presentation with Stress and Intonation

Date

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1. Develop an argument. (Not more than 50 words)

The integration of technology in education enhances learning by providing dynamic resources and fostering interactive experiences. Access to online platforms equips students with essential skills.

2. Which activities can be learned through role play and how?

- Motivate and enhance students
- Enhance current teaching style
- Provide real world scenario.
- Learn skills used in real world

3. What is stress in speech?

The pronouncing of a word with variation in the pitch with the greater force than other words in the same sentence or other is called stress.

4. Define intonation. Why is it important to learn it?

Intonation is primarily a matter of variation in the pitch of the voice. It is important to learn because through this speaker can express attitude or feeling.

Mock Interview / Interview skills.

A mock interview is an emulation of a job interview used for training purpose. The conversational exercise usually resembles a real interview as closely as possible for the purpose of providing experience for a candidate.

Types of interview :-

1. Individual
2. Group
3. Telephonic
4. Virtual.

Preparation of interview -

1. Research about the company and position you are applying for.
2. Punctuality.
3. Self-evaluation.
4. Be truthful, speak clearly.

Establishing rapport, direct and sustained eye contact, a firm handshake, a warm smile, good posture and introducing yourself in a confident manner and important A well-groomed, professional appearance is critical.

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Semester-1

Professional Communication Lab (KCA-153)

Interview

Student Name -

Sec-

Title of the Activity (as per syllabus) - Conversational Skills for Interviews under suitable Professional Communication Lab conditions with emphasis on Kinesics.
Date

Q-1 Define interview and various roles in an interview.

An interview is a structural conversation where one asks questions and the other provides answers.
Various roles in an interview are - Interviewer, Interviewee, HR, Panel members.

Q-2 Discuss various types of interviews used in selection of employees.

The Various types of interview are -
Panel interview, structured, unstructured,
skills, case, off-site interview.

Q-3 Emphasise on skills evaluated during an Interview.

- Show your enthusiasm
- First rate communication
- Prove you are a problem solver
- Power of persuasion

Q-4 Examine the importance of Non-Verbal Communication in an Interview.

It is generally accepted that communication is Only 7% Verbal and 93% non-Verbal. As in an interview where you're trying to make a good impression as possible as in a relatively short time, its key to examine your body language.

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Semester-1

Professional Communication Lab (KCA-153)

(Presentation Skills)

Student Name -

Sec-

Title of the Activity (as per syllabus)- Presentation Skills for Technical Paper/ Project Report/ Professional Report based on proper Stress and Intonation Mechanics

Date

Q-1 Define Presentation Skills in brief.

Presentation skill are the abilities one need in order to deliver compelling, engaging information, transformative, educational, enlightening.

Q-2 Discuss the role of body language in presentation.

When you are presenting strong positive body language become an essential tool in helping you build credibility, express your emotions and connect with your listeners.

Q-3 What do you mean by Stress & Intonation in speaking.

Stress is the relative emphasis that may be given to certain syllables in a word or phrase. Intonation is the complex system of meaning communicated through the rise and fall of voice.

Q-4 Discuss some important objectives of presentation.

Enables quicker communication
Enables increased retention
Ensures higher acceptance
To improve closing rate

ARGUMENTATION SKILLS

An argumentative speech is a persuasive speech in which the speaker attempt to persuade his audience to alter their viewpoints on the issue. While a persuasive speech may be aimed more at sharing a viewpoint and asking the audience to consider it, an argumentative speech is extremely challenging. therefore, the speaker should be careful to choose a topic which he feels prepared to reinforce with a strong argument.

The following five features makes up the structure of an argumentation speech -

1. Introduction
2. Opposing and qualifying ideas
3. Strong evidence in support of claim
4. Style and tone of language.
5. A compelling conclusion.

Don't Forget

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Professional Communication Lab (KCA-153)

Student's Name -

Title of the Activity – Theme Presentation/Keynote presentation based on
correct methodologies Sec-

Date

-
1. What are the traits of a good keynote presentation?

Traits of a good keynote presentation are clarity, structure, storytelling. Visuals, Delivery style, Interactivity, Insights and Impact

2. What is meant by a theme presentation?

A theme presentation revolves around a central idea or concept that guides the content and delivery. The chosen theme serves as cohesive thread, unifying different elements.

3. What is the goal of the keynote speech?

The goal of keynote speech is to captivate, inspire and set the tone for an event.

It aims to convey a central message, provide valuable insights and engage the audience while leaving a lasting impact.

4. State different ways of presenting an argument.

It includes – logical appeal

Emotional appeal

Ethical appeal

addressing counterargument

using analogies or metaphors.

EXTemporE

An extempore is a speaking activity where individuals are required to deliver a speech or respond to a prompt without prior preparation. This aim is to test one's ability to think on their feet, articulate thoughts clearly, and present ideas spontaneously.

Extempore speeches assess a person's communication skills, critical thinking, and adaptability. It helps individuals develop confidence and coherence in expressing ideas under time constraints.

Topic - Impact of technology on human relationship.

In an era dominated by technology, profound shift from face to face interaction to digital connectivity raises question about authenticity and quality of our relationships. While technology facilitates instant communication and bridge geographical gaps, it also poses challenges to genuine human connections.

The incessant use of smartphones, for instance, contribute to a sense of isolation and diminish the depth of our interpersonal skills or bonds. Striking a balance between the benefits and drawbacks of technology is crucial for fostering meaningful relationships in the digital age.

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MCA

Semester-1

Professional Communication Lab (KCA-153)

Student's Name -

Sec-

Title of the Activity - Official or Public Speaking Based on Suitable Rhythmic Patterns

Date

1. What is public speaking?

Public speaking is the act of delivering a speech or presentation to an audience, conveying a message, information or ideas in a clear and engaging manner.

2. What skills are needed to be a good public speaker? (Hint: voice modulation, body language, storytelling)

Effective communication, confident delivery, clarity, adaptability and the ability to connect with the audience.

3. How to gain more confidence for public speaking? (Hint: Preparation, practice)

Practice regularly, focus on your message, visualize success, use positive affirmations, and seek constructive feedback.

4. What do you understand by a presentation rhythm? How do you set a presentation rhythm?

It refers to the pacing and flow of a presentation involving variations in speeds, pauses and transitions.

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Semester-1

Professional Communication Lab (KCA-153)

(Communication Skills)

Student Name -

Sec-

Title of the Activity (as per syllabus)- Communication Skills for Seminar/ Conference/ Workshop with Emphasis on Paralinguistics/ Kinesics

Date

Q-1 What role is played by SWRL in dyadic communication?

SWRL is the four skills of language learning a lot of capabilities that allows an individuals to comprehend on communication - Listening, speaking, Writing and Reading.

Q-2 Discuss the role of Kinesics in presentation with reference to seminar, conference, and workshop.

Effective body language supports the message and projects.

Body language comprises gestures, stance and facial.

Q-3 What do you mean by Paralinguistic features of language?

Paralinguistic are the aspects of special communication that do not involves words. They may add emphasis on shades of meaning to what people says.

Q-4 Suggest some common guidelines for effective presentation in seminar, conference, and workshop.

- Image are key elements to any presentation whether bycharts.
- Ensure pinning in rigid is no important during presentation