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This eBook is divided into 4 segments:

1. Public Speaking
2. Business Communication
3. Interviews
4. Frequently Asked Questions

Public Speaking

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#1.
F.O.P.S.

What's that?

I mean, are you suffering from **Fear of Public Speaking?**

Whenever we observe the qualities of successful people around us, more often than not, they all have a similar trait. They all are efficient communicators.

Be it that extraordinary debater in your school, the phenomenal MUN'er in your college, or the colleague at your office who gives excellent presentations during meetings.

We always look up to the people who have mastered the art of public speaking. And yes, in this current digital world where more and more people are producing content and addressing a community of thousands of people, the demand for efficient communicators has increased a lot.

Today, just having revolutionary ideas is not enough one needs to communicate them as well.

Do you also have great ideas, thoughts, and stories that you want to share with the world?

Then, what's stopping you?

The fear of a crowd?

The fear of stammering and fidgeting?

The fear of getting nervous in between?

The fear of people making fun of you?

All your dreads are acceptable but, it is something unacceptable that you don't attempt to start just because you are not good at it.

Impressing the audience, getting the praises of your listeners, giving a sure-shot interview, telling an impressive story to your crowd will not happen on the first day.

But all these things will follow suit if you START!

Being a 3 times TEDx speaker myself, I was not born a pro-public speaker. Even though I had my fears, I rose above them.

And the results have been life-altering!

There are some techniques I have adopted and even you may adopt to improve myself-

1. Choose a topic you love –

If you want to begin your self-improvement process, choosing a subject you can resonate with can help in building your interest.

- You can speak about anything under the sun!
- You can speak about your favorite movie!
- You can speak about any recent web series that you watched!
- You can speak about any book you read!
- You can speak about your experience from a recent trip!
- You can speak about your day!

All you need to do is talk.

2. Observe yourself –

Gone are the days when people would give pieces of advice like, if you want to improve your communication, stand in front of the mirror and speak.

We are living in the era of smartphones, and if you also want to get smart, make some smart use of this device. Record your speech and observe your body language while you speak.

Public speaking is not just about words, your body should also reflect your message.

3. Learn in a group –

Meeting like-minded people who have the same goals as yours can really elevate your skills and create a fun environment to grow together.

Learning with people who wish to improve upon the same areas can remove the doubt of getting judged.

Where can you find such a group?

Join my Public Speaking Masterclass, a fun-filled session conducted during weekends that is power packed with knowledge as well as provides opportunities to practice your skills as well.

Public speaking comes under the umbrella of self-improvement. And one might feel lonely and lost with the storms of rejection and fears coming your way. It is completely fine to take professional help for this journey where you feel more guided and supported.

At the end of the day, all you need to do is START and keep going.

Okay, tell me one thing!

- Do you feel motivated after watching phenomenal speakers at Ted Talks?
- Do you get goose bumps by listening to extraordinary speeches at your college?
- Do you imagine yourself on stage addressing thousands of people?
- Do you want to upload your videos just like your favourite influencer?

But, do you know there is a fine line between wishing and achieving?

The name of that line is **ACTION**.

So, start taking action towards your public speaking journey! In the beginning, you might be feeling overwhelmed by all the information available online.

You might be thinking about how to start your public speaking journey?

Well, do not worry!

If you really want to master the skill of effective communication, there are many ways you can begin. You just need to look out for the option that is most suitable for you.

I have listed some of the easiest ways you can try to begin your public speaking process-

1. Join Public Speaking Clubs

Practicing with like-minded people who have the same goal as yours can help a lot in building public speaking skills. You can join international clubs like Toastmasters, where you can regularly practice your communication skills.

2. Participate at speaking events

If you are a school or university student, you can take part in debating and MUN events. You can also form public speaking clubs with your classmates!

If you are a working professional, you can take part in conferences, meetups, and guest-speaking occasions. This will help you in improving your communication skills.

3. Start creating content

If you want to practice your communication skills, the best way is to create video content on social media platforms.

With the world going digital, why restrict yourself to a limited audience?

Choose any social media platform and start creating content. You will definitely get better with time!

4. Take Public Speaking courses

Upskilling has become crucial today. A tiny investment in a course can help you make a gigantic difference in your life. Courses that effectively condense the theory and the practice part can improve your speaking skills to a great extent.

These are some of the best ways you can start your public speaking journey. Always remember that:

“The secret to getting ahead is getting started”

#2.

Tips on Public Speaking

Public speaking might be dreadful for you. It's not something we're natural at and it can weigh us down with stress — or worse!

Even though it seems impossible, there are a few easy things you can do to lessen your public speaking fear, boost your confidence, and give the impression that you're experienced.

You can bet that the process will go much more smoothly than you anticipated if you use the following tips:

1. Consider your audience

Are you addressing a group of college students?

Are you speaking to a group of senior executives at the highest level?

Are you going to give a speech in front of your loved ones?

Before presenting your speech, you should ascertain your audience. It's because starting a presentation preparation without first deciding who it will be delivered to is one of the most common mistakes.

Before you begin writing, consider your message's target audience. Find out as much as you can about your listeners. This will help you choose your language, level of detail, organizational strategy, and motivating statement.

2. Establish Eye Contact

Your audience will not only be able to tell how anxious you are if you enter the room with your eyes firmly fixed on your notes, but they will also find it difficult to relate to your message.

Making eye contact with your audience is one of the best things you can do for yourself when it comes to giving a confident presentation.

I have observed that making eye contact with your audience can help them understand, remember, and decide how to respond to what you're saying.

3. The less, the better

Both you and your audience won't want to sit through a drawn-out, rambling presentation.

Edit your text carefully to only include the most important points; the less you can speak about your subject while still getting your point through, the better.

Try to sum up your presentation in one line to see if you're trying to communicate too much.

This will help you determine if you are. If you're having trouble doing that, you probably included too much information about your subject.

4. Remember to breathe

Your words frequently speed up along with your heartbeat when you're anxious because you're trying to hide how you're feeling.

The audience is more understanding and patient than you may realize at that point since they want you to succeed there, but the more you hurriedly deliver your presentation, the more you alienated the audience.

When that happens, it's advisable to pause after making a significant point, take a sip of water, and then move on to the next part of your speech.

5. Let your character shine through

In any form of communication, stay true to yourself and avoid becoming a talking head. Your credibility will increase if your personality comes through, and your audience will believe you more if they can relate to you on a personal level.

#3.

**How can you sound
more confident?**

Confidence is a **BIG** factor in how much influence you have over others. When you believe in yourself, others will feel your confidence and start believing in what you're saying too. Having confidence can be something hard to master but there are ways to develop it.

Also, speaking confidently to a crowd isn't an easy task. It can be very intimidating and you may second guess yourself when your time for speaking comes. The good thing about this is that everyone starts somewhere and no one is perfect at the start.

You have to learn the best tips to speak confidently which will help you ease into public speaking, even if your anxiety isn't something you're used to dealing with.

Here are some of the actionable tips that will help navigate your speaking challenges to sound more confident!

1. Speak From Your Diaphragm

Do you want a more commanding voice?
You can try to speak from your abdomen.

When you truly need people to listen to what you have to say, such as during job interviews or speeches, this kind of speaking voice might be useful.

2. Communicate in a relaxed tone

Relaxed voices sound more convincing. It is simpler to hear and process deeper sounds. Keep in mind that most people speak at a pitch that is too high because of bodily strain.

However, don't just use an artificial voice!

You need to completely learn to relax your vocal system.

Release the tension in your face, mouth, shoulders, and throat to develop a strong, commanding voice.

3. Don't articulate a statement as a question

When knowledge is lacking or when someone needs confirmation of an idea or choice, they will ask questions.

To project your ideas with confidence, maintain an even tone of voice and finish your statements with periods, not question marks.

4. Slow Down

Around 150 words per minute is a good speech tempo for public speaking.

Your audience will feel less like you are speaking at them and more like you are conversing with them over lunch when you speak at this pace.

5. Avoid Space Fillers

Avoid saying "um", "uhhs", and "aahs."

When you have meaningless space fillers between words and sentences, it seems that you are not confident in your message.

Removing these space fillers will make you sound more professional and confident.

6. Smile!

One way to sound warm and friendly while speaking is to smile just a little bit. Even hearing someone else smiling as they speak can elevate the vibe.

There is a bonus tip I would like to give you –

Close your eyes and take a deep breath. Picture yourself speaking confidently in front of a crowd of people. Imagine the thoughts in your head, the words spilling out of your mouth, as you tell your story with confidence and poise. Speak confidently knowing that every word has served to help you become a better speaker over time.

Sometimes, all you need to do is have belief in yourself.

#4.

Body Language mistakes you might be doing

Nonverbal communication is the unspoken language of business, interpersonal relationships, and human interactions. In a nutshell, non-verbal messages explain how and why people behave the way they do without words.

In addition to being important in day-to-day business situations, nonverbals are used as valuable ways to improve communication effectiveness during interpersonal interactions, negotiation, and other social situations.

Body language is a form of non-verbal communication and is used to convey, amongst other things, attitudes, feelings, motivations, and intentions. In business, it is also used to display leadership qualities and to promote team spirit.

Body Language is a relatively neglected subject until now. However, if you take a closer look at it, you will find that it can help in communication, not just with women but with anyone you want to communicate with.

Here are some of the common body language mistakes you might be doing –

1. Crossed leg/arms

Some experts advise concluding a meeting or conversation if you notice one or more people slouch back and cross their arms because this is such a blatant sign of disinterest.

Legs crossed may also be a warning indicator.

2. Not communicating that you are listening

Whether it occurs in real life or on screen: failing to make eye contact conveys a lack of concern for others. "Show" that you're paying attention.

Nod your head and maintain steady eye contact.

3. Too much direct eye contact

Not looking someone in the eyes can give the impression that you are being dishonest, yet staring them down too long usually indicates hostility.

Hold their gaze for just a second or two at a time, but do it frequently to evoke comfort and trust.

4. Observing oneself on video calls

When video conferencing, it's imperative to stare towards the camera rather than at yourself, at least remotely.

When you glance up, your posture as a whole becomes more pronounced and the discussion you are having with the other person becomes more interesting.

5. Touching one's face

Another action that is subconsciously regarded as a sign of deceit — or resistance, if you're listening rather than speaking — is touching your face, particularly your nose and mouth.

Avoid it!

6. Adopting a stubborn pose

Forgetting to use subtle mirroring gestures could indicate a lack of interest in the subject.

This is frequently demonstrated by the person turning their shoulders away from the person speaking to them.

So, try to relax and do not adopt a rigid pose.

7. Fidgeting

If you're continually fidgeting with your hair or bouncing your leg, you're sending the message that you're uncomfortable or bored.

Don't do it at all!

8. Dropping your head

When speaking, avoid dropping your head and hunching your shoulders. Maintaining eye contact is also ensured by keeping your head up during the conversation.

As a result, discussions remain lively and sessions remain productive.

9. Patting your legs

This is a significant act of self-comfort that will convey how uneasy you are. Avoid doing it! Otherwise, you might look nervous in front of others.

10. Yawning

Although it might seem unimportant, this one is not. Not to yawn. You come across as being worn out, disconnected, and uninterested.

Were you making any of these mistakes? If you were, do let me know by replying to my email on which you received this e-book.

#5.

Importance of Eye Contact

Let's look at some reasons why eye-contact is important for effective Public Speaking.

1. Making eye contact improves concentration

Have you ever noticed when you simply scan a place, you end up absorbing a lot of visual information. Because your brain is attempting to focus on both what you are saying and all of this other information that your eyes are grazing over, all of those colors and shapes really slow down your thinking.

Making occasional eye contact allows your brain to concentrate on just one thing, which frees it up to concentrate on what you're trying to communicate.

2. It helps you measure your confidence

If a speaker avoids making eye contact, it is assumed that they are unconfident and know nothing about the topic.

As a result, when you direct your gaze at the audience, you convey assurance and conviction to them. Because you would be more assertive, they

would be more inclined to pay attention to what you have to say.

3. It encourages others to pay attention

An effective approach to persuade someone to pay attention to you is to make eye contact with them. It's really simple for a crowd to start losing concentration these days with smartphones, readily available Wi-Fi for computers, and other distractions.

By looking someone in the eyes, you can aid in regaining this attention. They will look at you if you give them a glance. Smaller crowds will notably benefit from this.

4. Your listeners become participants

When you stare at someone while they are speaking and they then frown, you know something isn't right. You now have the chance to switch up your strategy. Or, when someone smiles and nods their head, you know that things are falling into place.

Your speech becomes a discussion with your audience when you pay attention to people, read their facial expressions, and make adjustments after the fact.

So next time you're about to give a speech, be sure to make eye contact with your audience. It's important for speech, and it's just as important for being a human being.

#6.

**How to use VOICE
MODULATION to make
your speech
interesting!**

The power of the human voice is insane!

But do we use it the right way?

Imagine you are standing in front of a large audience and giving a speech or imagine you are talking to your friend over a call. While speaking, your voice has no highs or lows. It is a dull monotone.

Now answer for yourself, will the audience enjoy your speech?

Will the friend not ask you "What is wrong with you? Why are you sounding so dull?"

This is the power of voice modulation!

So first, let's understand what **Voice Modulation** is!

When you control or adjust your voice, this is referred to as voice modulation. It is when you decide whether to be louder or softer, faster or slower, dramatic or emotional. Using your voice and tone to communicate your message more effectively is what voice modulation is all about.

Therefore, effective voice modulation is the difference between a boring speech and one that captivates the audience. Modulation might be difficult but it can be easily practiced!

Let's see how!

1. Bring variation in your tone

Your expressions can be conveyed through tone variation. Make your speech interesting to the people who are listening to it.

For example, while speaking, try to narrate things like a story.

Lower your voice during the low points and make it go higher during the high points.

Doing this will ensure that people pay attention to whatever you are saying.

2. Make the correct use of PAUSES

If you want to make an impact with your words, your focus should not only be on the words themselves, but also the use of pauses.

The use of pauses has additional advantages. When you pause, for example, you can catch your breath.

Your pauses will also cause your audience to lean forward in their seats, waiting for your next message.

Example:

“Let me talk about a topic which is never picked by anyone. The topic is Mental Health”

Read this as you would read anything. Now, let's add some pauses to it:

“Let me talk about a topic which is never picked by anyone. (pause) The topic is (pause) Mental Health”

3. Stress on Powerful words

When you put more emphasis or stress on certain words, you draw the attention of your audience.

Choose strong words to emphasize so that your message is both captivating and clear.

Example:

“Let me talk about a topic which is never picked by anyone. The topic is Mental Health”

Read this as you would read anything. Now, let's add some stress to it:

“Let me talk about a topic which is never picked by anyone. The topic is Mental Health”

4. Show Enthusiasm

DO NOT sound bad, monotonous, or use the same tone variation in your speech. Show your enthusiasm in your words.

If your words show enthusiasm it will transfer to the audience as well!

5. Learn from the experts

Examine videos of powerful orators, politicians, celebrities, and so on. Take note of how they modulate their voices. You can watch TED talks, speeches, and debates to learn more.

Just remember to keep practicing!

#7.

**How can you open
your speech
differently?**

Don't read this chapter.

.

.

.

Yes, I am serious.

.

.

.

Don't read this chapter at all! It's of no value!

Haha!

Did I manage to grab your attention?

Well, if you are reading this line, it surely means that I am successful!

It is important to grab the attention of your audience in the first minute itself. If your speech does not have a hook, your audience will not listen to your entire speech.

You might be giving a speech in front of your school, college or presenting a meeting in your office. The first few lines are capable of leaving a lasting impression on your audience.

This is the point at which your listeners form an opinion of you and what's to come. The success of your presentation is dependent on capturing and retaining the attention of your audience.

Here are 5 ways you can begin your speech:

1. **Start your speech with an EMOTION**

We human beings immediately connect to emotions, be it positive or negative. After all, we human beings are emotional beings. We all might come from different places, different cultures, different upbringings. But our emotions connect us.

So, you need to leverage the emotional part of the speech to grab the attention of the listeners. Here is an example for you:

Example:

"The worst part about WFH is..."

"I love to see people...."

See? You could easily connect to it.

2. **Open your speech with a relevant question**

It's a sure-shot method to engage your audience. Opening the speech with a question instantly engages the audience. It helps in sparking curiosity in the audience and compels them to think.

Example:

If your speech is about sharing your traveling experience

Open the speech like:

"When was the last time you went for a trip?"

These questions will make the audience think and instantly involve them in your speech or presentation.

3. **Ask your audience to imagine things.**

Use this technique to change the status quo regarding any topic. When you ask your audience to imagine things, you help them to transfer from one situation to another.

The audience begins to visualize things and also become a part of your journey.

Example:

"What if you could easily approach your crush?"

"What if gravity suddenly ceases to exist?"

4. **Share surprising statistics/facts related to your topic**

Commencing with unheard statistics can grab the audience's attention.

Numbers, statistics, and facts always help in situations where you want to give some social proof.

Whenever you want to add a tinge of reality to your speech, you should add numbers or facts.

Example:

"Did you know that hot water will turn into ice faster than cold water?"

"One-third of adults still sleep with a comfort object."

5. **Start your speech with a story**

We all have grown up listening to stories. So, we connect to it the most. Stories help us to connect

as humans. A well-told tale will compel listeners to lean in more than anything else.

However, the story must be concise, with just the right amount of detail to bring it to life. It must be genuine and contain a "message," or lesson, to support your point of view.

Example:

"When I was in college, I did something really fun."

"I remember when I was playing tennis one day...."

Remember that –

The start of your speech determines whether the other person will listen to your entire speech or not. So, make sure to use the right hook to grab the attention of the listeners.

#8.

**Are you scared of
delivering an
Impromptu Speech**

When you deliver a speech without any prior rehearsal, it's known as an impromptu speech.

The word impromptu means without preparation or organization. While attending office meetings, it might happen that your manager might suddenly throw a question at you.

These questions can revolve around:

- To get some updates from your end.
- To get your perspective on some latest issues.
- To see how well-prepared you are for the meeting.
- To get your ideas on the table.

Then, how will you frame your thoughts?

Don't worry!

Here are some techniques you can use during office meetings:

1) PREP (Point, Reason, Example, Point)

An easy-to-learn and easy-to-use method is called PREP:

P- Point - State your point of view.

R- Reason - Give a reason for your point of view.

E- Example - Explain how you arrived at this point of view.

P – Point - Conclude your speech by restating your point of view.

Example:

Point - This new deal will be profitable for our company.

Reason - According to the projected statistics, the revenue will increase by 10%.

Example - Earlier, when our company collaborated with a similar company, sales did increase.

Point - This is a potential reason why the deal is profitable for our company.

2) CER Method (Cause, Effect, and Remedy)

Another technique you can use is: CER

C – Cause - State the cause of the problem.

E – Effect - State the effect of the problem.

R – Remedy (Solution) - Give a solution for the problem.

Example:

Cause - The company's reputation is suffering because of lacking high-skilled employees.

Effect - Customers are getting upset with the company.

Remedy - We need to hire new employees for the company.

3) PPF Method (Past, Present, and Future)

You can also use the PPF method for impromptu speech:

P – Past - Give an example from the past.

P – Present - Explain the situation for the present.

F – Future - Close your speech by stating future predictions.

Example:

Past - In the past, our company had 100 customers from this region.

Present - As of now, there are 200 customers from the same region.

Future - In the coming years, our operations will spread to neighbouring regions, thus adding more customers.

4) 5 W's Method

You can also frame your speech according to the 5 W's technique:

1. **Who** – Who is involved in the action or who is hearing?
2. **What** – What are the objectives of holding it that people can relate to?
3. **Where** – Where is the action being held? How did it originate?
4. **When** – When is the action taking place? Is it a regular meeting or a special one?
5. **Why** – Why is everyone there? Why are *you* there?

For instance, if the meeting is about an upcoming project, you could talk about the clients, the team members who will be working on the project, the scale of the project, and etc.

5) Storytelling

We all have grown up listening to stories!

Storytelling is an emphatic technique of speaking. Through this, you can instantly connect with the audience.

During meetings, you can frame your speech like a story exploring one layer after another. You can start the story by asking a rhetorical question or setting the story as part of your personal experience as well.

Remember one thing, Impromptu speaking is not as intimidating as it seems. Like any other speech, practice well for this as well. You will surely leave your boss and co-workers amazed!

#9.

**Do you use a lot of
filler words?**

Filler words are words or phrases used to fill the silence while speaking.

Filler words do not have any significance concerning the rest of the sentence.

These words help you to buy some time while you think about the rest of the sentence. We all use filler words in everyday conversations.

For instance,

"I am literally so tired of this work schedule"

or

"I have, like, a thousand tasks on my to-do list"

However, overusing filler words can make you sound unskilled. The listener might find it difficult to derive the meaning from your sentences.

So do use filler words when you speak, but do not use them too much.

Examples of common filler words

Here are some common spoken filler words and phrases and illustrations of how you might use them in discussion:

- *Um: "I, um, don't know whether to choose that option or not."*
- *Uh: "Please, can you, uh, see that the email is sent?"*
- *Er: "Er, I don't think I can give feedback today"*
- *Ah: "I believe that ah...yes, that's the project I needed to review"*
- *Like: "She has, like, a thousand duties to fulfil."*
- *Okay: "Okay, I think we can take the deal ahead."*
- *Right: "Yes, right, I do recall you saying that."*
- *You know: "I always bring an extra pen just in case, you know?"*
- *Totally: "That's totally not allowed here."*
- *Literally: "I literally saw the manager in the break room."*

- *Well: "Well, let's keep the discussion going tomorrow."*
- *You see: "You see, I knew that the client would reject it."*
- *I mean: "I mean, you can see that tomorrow."*

Effective use of filler words:

Filler words can help you in situations you might need some extra time to figure out what to say.

However, overusing filler words (using too many, too often) can make you sound unprofessional. It can make it difficult to follow your sentences. Therefore, filler words should be used in moderation.

Situations where you can use filler words

I will share 5 situations when you can use filler words:

1. Use filler words to buy time for thinking

It's alright to use filler words when you need some time to think about what you would be speaking.

For example:

"I have errr... two more assignments to complete."

2. Use filler words to sound polite.

In some situations, you do not want to appear like an arrogant person. So, instead of directly placing your thoughts, you can use filler words to sound courteous.

For example:

Instead of saying:

"Your dress is looking dull."

Say:

"Well, your dress, um, is looking a little dull."

3. Use filler words to change the tone of your speech

Filler words can be used to change how a particular statement is spoken. The placement of a filler word in the right places can change the entire meaning of the sentence.

Let's see the difference between these three statements:

“I think this film is underrated.” (a simple statement)

“Actually, I think this film is underrated.” (shows that there is a contrast in views)

“At the end of the day, I think this film is underrated.” (shows that you are concluding)

4. Use filler words when you are not sure about the answer

Filler words are a great way to delay speaking when you don't know how to answer a question, or when you don't want to.

For example:

“What's your yearly package?”

“Uhh, Umm. Well, I am not comfortable with sharing this information.”

5. Use filler words to engage the listener

A conversation takes at least two people. If you speak without including the listener in the

communication process – you are missing a chance of learning something new!

Some filler words and phrases can include another person in the conversation.

For example:

“It was an insightful seminar, you know?”

Now that you know when you can use filler words, let's see how you can avoid using too many filler words in your conversation.

How to avoid using filler words

1) Notice your speech: When you speak, try to become aware of the most common filler words you use. Then, you can begin to change your patterns by intentionally avoiding them.

2) Take a pause: Instead of using filler words, when speaking, try to pause when you need time to think rather than fill the time with a word or phrase.

3) Practice in advance: To avoid over-using filler words, prep for meetings and presentations ahead of time. The more aware you are of your content, the less you need filler words.

#10.

How to have more meaningful conversations

A: "Hey. What's up with you?"

B: "Nothing much"

A: "Oh! okay"

B: "Anyway, what's up with you?"

A: "Nothing much"

And the conversation dies.

Have you also faced similar situations in your life?

When you genuinely wanted to have a deep and meaningful conversation with people around you, but the conversation ended somewhat like the above one.

Effective communication is the precursor to any healthy relationship. Be it the relationship between co-workers, friends, families, or neighbors. A good conversation helps create a safe environment where both parties feel free to share their thoughts.

Imagine that you are new to any organization, and if you want to form a bond with your colleagues you will need to have meaningful conversations.

Or, imagine going on a date with someone new; conversations will act as a medium to know each other.

Therefore, be it your professional life or your personal life, conversations can make or break relationships.

But we have all gone through awkward situations in life when it became difficult to take conversations ahead. We know that it is much easier to start a conversation than to take it ahead.

Here are 5 tips that can help you keep the small talk aside and have meaningful conversations instead.

1) **Be interested**

You should be **curious** about the person you are conversing with. Be it your family member, your friend, your internet acquaintance, or your neighbor. If you genuinely show your interest, the conversation will keep going.

You will not learn anything if you will start the conversation by having preconceived notions and judgments. Always welcome the other person's thoughts with an open mindset. Remember, each person has something new to offer!

2) Ask open-ended questions

Don't ask questions that result in 'yes' or 'no' answers.

Such questions are a conversation killer!

If you genuinely want to know the other person, asking open-ended questions will encourage the other person to understand how they feel on a deeper level.

For instance, instead of asking:

How was your trip good?

Ask: *Did you do anything exciting on your trip?*

This will provide them with an opportunity to open up and share interesting details about the trip.

3) Listen more

“When people talk, listen completely. Most people never listen.”

-Ernest Hemingway

While having a conversation, it is important to ensure that you are not the only one who is speaking. You should also listen to what the other

person is saying.

You can show that you genuinely care for the other person by **responding** and **reflecting** on their words.

This way, the conversation will move forward.

4) Respond through your body language

A conversation is not just about spoken words!

Body language **signs** like **eye contact**, **genuine nodding**, and **leaning in** express interest.

A positive body language can make the other person feel respected and comfortable.

5) Ditch your phone!

We love giving our attention to popping notifications.

Don't we?

The other person might feel insignificant if you remain glued to your phone. So next time, **keep your phone away**.

In this technologically advanced world, a conversation might seem insignificant.

However, we are still human beings, and conversations do matter!

“Although we live in an information technology age, we often find ourselves in failure to communicate situations. “ - **Johnny Tan**

#11.

**How to become a
better storyteller?**

*You might be sobbing while watching a romantic movie.
You might experience an emotional outburst while
watching a TED Talk.
You might experience the characters' feelings while
reading a book.*

The suffering, the thrill, and the feelings are all the outcomes of excellent storytelling abilities!

Great stories may leave you with several thoughts, including the following:

How do these gifted storytellers captivate their readers?

What separates stories that are truly compelling from those that are merely good or even bad?

Well, here are a few points that even you can use to become a great storyteller:

1) Share some personal bits -

Storytellers who make themselves a little vulnerable by sharing a portion of their own lives with the audience are much more likely to connect with them than those who disclose very little.

Humans naturally have an interest in the life experiences of other people.

We might not be interested to know when a school teacher would share his daily schedule of taking classes, but we would like to know what made the person choose teaching as a career-maybe his mother was a teacher too!

Share some personal bits from your journey to make the readers more engrossed in your story!

2) Keep Your Audience in Mind -

The most crucial piece of advice is to concentrate on and get to know your audience.

You won't become close friends with them just to make a good impression, but it's still important to comprehend their passions, aspirations, and challenges.

This will enable you to better target your message and comprehend what inspires people to take action.

3) Include a few surprises -

The best public speakers never want their audience to become the pilot of the plane called *"imagination"*.

An audience member typically has expectations for how a story will develop, and if those expectations are realized, the audience member is likely to lose interest and tune out.

It is your responsibility as the storyteller to avoid this state of insanity, so incorporate a plot twist into your storylines. You'll get the audience's attention back when you get to the surprising part of the story.

4) Engage the Senses

In any story, visuals are crucial. However, you shouldn't just rely on pictures. Throughout your story, use words to engage all of the senses. This will improve the experience and increase the impact of your presentation.

Example:

"The ringing of the bell could be heard from the distant green hill."

5) Rehearse Telling Stories

Last but not least, practicing is the only way to improve at anything. In other words, you need to get into the habit of telling stories after you start gathering them.

You can record yourself telling stories on your phone. You'll be able to monitor your progress as well as make progress toward overcoming your aversion to public speaking and being captured on camera.

Using stories to enhance your presentations is a great way to improve them.

You'll be well on your way to using storytelling in your presentations and making them more memorable if you follow the above points.

#12.

How to become a great Public Speaker?

One of the most common questions I receive daily is-
"Sir, how can I become a Public Speaker like you?"

And this chapter will exactly answer this question!

You need to consider the following points:

1) Establish Your Field of Expertise

The first step is to understand what are you good at?

You can ask yourself:

What do I excel at?

What do I feel strongly about?

What distinct viewpoint do I have to offer?

For instance, perhaps you might be passionate about the finance field and you might have gathered a lot of knowledge through books, and courses and continuously updated yourself through news and other materials.

2) Keep practicing

The most important part of public speaking

effectively is to practice wherever you like. You don't need to perform this in front of others; practice makes perfect.

You will use this ability when you stand by yourself in front of the mirror and practice your words and gestures (though I would never recommend this, but if you still want to try, to begin with you can do this)

You can also practice speaking in front of family members or coworkers by getting up and doing so.

You can also record videos of yourself on your smartphone (this is my favourite and the changes you would see in yourself would be remarkable)

3) Choose a Target Audience

The next step is to identify who would profit from hearing your speaking once you've decided what you want to say and how you want to say it.

What demographic needs to hear your message and what is the age range?

Who do they work for?

Who lives there?

You can decide what examples to use to make your points with the most impact by defining your target audience.

Additionally, once you are aware of your target market, you can determine the best places to reach them, such as marketing conferences, other professional gatherings, or social media.

4) Develop a personal brand

Developing a personal brand involves utilizing visual tools to communicate your message, tone, and style.

In essence, your brand's tenets—such as its colors and fonts—work together with its promise statement and message to give potential customers a clear picture of who you are.

Each of these components works together to make you stand out from the crowd.

5) Establish A Professional Online Presence

The key to learning how to become a public speaker is to build a strong online presence. People will open their phones as soon as they hear your pitch and look you up online.

Make sure your website is attractive, expertly designed, and clearly describes what you do.

Additionally, you should be active on several social media sites, including Twitter, LinkedIn, and Instagram.

Start producing content if you're serious about showing your worth. It's a great way to establish your expertise to share educational blog posts or videos.

If you have read this eBook till here, it means you want to become a public speaker! I hope these points will help you.

I wish you all the best on your journey!

Business Communication

Divas Gupta
INDIA'S FIRST IKIGAI COACH



#13.

How can you deliver your Office Presentations Effectively

Generally, when we hear the words '**office presentation**', we imagine a man or a woman decked up in a crisp suit, standing in front of a projector, in a meeting room with people dozing off!

But, are meetings supposed to be boring?

No, right!

I am sure you must have watched a TED talk. Are they boring?

No!

Because a TED talk is not only about delivering the message, it is also about gripping the audience throughout.

Similarly, when it comes to office presentations, they are also supposed to grab the attention of the participants.

I will be sharing 7 methods through which you will not only achieve the agenda of the meeting but also leave an impact on your audience.

1) Tone, voice modulation, and body language

Don't give your presentation in a dull, soft, and low monotone. Doing this will bore the audience and make them snore!

To create an impact on the audience, you need **effective voice modulation** and hand gestures.

Play around with the speed, pitch, and tone of your voice to grab your audience's attention.

2) Focus on your audience

Don't only focus on what you want to communicate.

Instead, your presentation should focus on **what your audience wants**.

Let me give you an example, suppose you are in the meeting room with some potential clients:

The clients are interested to know more about a particular product of your company. But, while giving the presentation, if you keep talking about other products or other services, you might lose the client!

3) Minimise using filler words

Try not to use filler words during your presentation like umm, eh, basically, just, etc.

While giving a presentation, we might want to recall some points. That is why we tend to use filler words to steal some time for thinking.

But, using a lot of filler words can distract your audience. It might show that you are not confident about your ideas.

So, instead of using filler words, whenever you want to recall the points, take a **tiny pause**.

4) Arrive early

Don't get late for your presentation as it might create extra pressure on you.

Instead, always arrive **30 minutes early** before any presentation.

During online presentations, get yourself ready with all the essentials at least 30 minutes early. It will ensure that you are mentally prepared for the presentation before the actual presentation.

5) Avoid a thank-you slide

I have seen numerous presentations that end with a "thank-you" slide, and I believe it looks immature and unnecessary. Adding such a slide does not add to the value of the presentation in any manner.

Instead, add a **summary slide** which states all the vital pointers.

It will help the audience to recollect all the significant points that were shared throughout the meeting.

6) Incorporate storytelling

Stories have been an effective **device for persuasion**.

Through stories, you can communicate anything! Be it significant statistics, facts, or data. From our childhood, we all have been hearing and believing stories.

So, whether you want to convince your boss, your co-worker, or your client, tell stories!

7) The most important tip

Stay **cool**, **breathe** and **enjoy** the process! If you don't enjoy the process, you will never be able to win the trust of your audience!

After all, a presentation is not only about communicating an idea it also involves engaging the audience.

I hope these tips will help you!

#14.

Phrases to use during Office Presentations

Giving office presentations can seem like a daunting task. Sometimes you might get confused which phrases you should use in the middle of the office presentation that will help you sail from one topic to another.

Also, during an office presentation, there are different parts like introduction, giving of the handouts, question session, conclusion and etc.

To make sure that you use the correct phrases at the suitable time, here are some office presentation phrases that you can use!

You can use these phrases to welcome your audience and give a brief about the meeting:

- Everyone, good morning/afternoon, and welcome to my presentation. First and foremost, I'd like to thank everyone for coming today.
- Let me begin by telling you a little bit about my background.
- Today's topic, as you can see on the screen, is.....
- My presentation is especially relevant to those of you who...

- This talk is intended to serve as a jumping-off point for further discussion.
- This morning/afternoon, I'm going to look into the most recent developments in.....

You can use these phrases to explain the proceedings of the presentation and take the audience through the structure of the meeting:

- My presentation will last approximately 45 minutes and will be divided into four sections. Section 1 will go over...
- I'm going to keep things brief because we only have 45 minutes to discuss this massive subject. This presentation will be divided into four parts. To begin...
- I thought it would be useful to provide a road map of what I intend to cover. This presentation will be divided into four parts.
- In today's presentation, I'll look at four different aspects of (topic). First and foremost...

You can use these phrases to give out crucial handouts to the members of the meeting:

- Is everyone in possession of a handout or a copy of my report?
- At the end of my presentation, I'll be handing out copies of the slides.
- I can send the PowerPoint presentation to anyone who requests it.
- Don't worry about taking notes; I've prepared a handout with all of the pertinent statistics for you.

You can use these phrases to pinpoint specific important points of the presentation:

- I'd like to put the situation into some sort of context.
- I'd like to go over the implications of... in greater detail.
- I'd like to make more specific recommendations about...
- I'd like you to consider the significance of this figure in this context.

- Whatever angle you take, the underlying trend is undeniable.

You can use these phrases to direct the attention of the audience towards specific infographics relevant to the meeting:

- If you look at this graph, you'll notice...
- We can see how... from this chart.
- As you can see from this infographic, our research indicates that This chart depicts the results of a recent experiment that we conducted. The y-axis denotes... while the x-axis represents...

You can use these phrases to engage the audience into asking questions related to the meeting:

- I am happy to answer any questions you may have.
- If you don't mind, I'd like to postpone questions until the end of my presentation/there will be time for a Q&A session at the end...

- If you have any questions, please feel free to interrupt.
- Put your hand up if anything is unclear, and I'll do my best to answer your question.
- I'd be delighted to answer any questions at the end of my presentation.

You can use these phrases to provide a structure to the meeting:

- My first point is about...
- First and foremost, I'd like to provide you with an overview of...
- Next, I'll concentrate on.....and then we'll think about...
- Then I'll go on to emphasise what I believe to be the main points of...
- Finally, I'd like to discuss the issue of.....
- Finally, I'd like to briefly bring up the subject of...

You can use these phrases to give examples that will complement the points discussed in the meeting:

- As an example...
- This is exemplified by...
- To demonstrate my point...
- This makes me think of...
- As an illustration...
- Let me explain further...

You can use these phrases to use thank your audience:

- Thank you very much for taking the time to read this.
- Thank you all for coming; I had a great time speaking with you today and hope you found this session useful.
- Thank you for taking the time to listen; please contact me via my website or email if you have any further questions.

You can use these phrases to conclude the meeting:

- I'd like to conclude with the words of a famous scientist/politician/author.....
- Let's go out there and make opportunities for...!
- That concludes my presentation for today. To refresh your memory, here are the main takeaways. First and foremost...
- That brings my presentation to a close. I hope you're a little clearer on (the topic)
- Now, to tie everything together, consider the following factors the next time you think about (the topic)..... That's all I have to say!

#15.

Phrases That You Should Definitely Avoid at Your work

Be it any relationship, personal or professional, communication is very important!

In the professional world, your communication skills can make or break your career. Professional communication includes having an effective conversation with clients, customers, managers, co-workers, etc.

We need to understand what consumers and clients are saying and respond to them in ways that resonate with their understanding.

In the professional world, the function of language is to persuade, satisfy, or amend.

In our day-to-day communication, we often use filler words and informal words like "sorry", "thank you", etc. But these words do not work in the professional setup. And, the words we use can affect the people around you and might impact your career negatively.

There is a difference between our personal lives and professional lives. Therefore, it is important to maintain boundaries!

Here are 10 inappropriate words and phrases that should be avoided at the workplace.

1) Avoid saying, "I think."

Why?

It might show that you are not an expert and you don't believe in yourself.

Instead, say:

"In my experience"

Or

"In my knowledge."

Using these words will help in authenticating your knowledge.

2) Avoid saying, "Sorry to bother you."

Why?

When you use such words, you allow your co-workers or boss to have control over your actions. They might deny listening to you!

Instead, say:

"Excuse me, do you have a few minutes to discuss a matter?"

Or

"Whenever you have a few moments, I would like to discuss something with you."

3) Avoid saying, "Is that okay?"

Why?

Framing confirmation like a question might make you look insecure and under confident.

Instead, say:

"Let me know if you have some questions about this."

4) Avoid saying, "That's not my job."

Why?

Even though you might be partly correct about this, saying such a statement shows that you are not a team player and unreliable.

Instead, say:

"This doesn't fall under my job description. But, if I

have to do this work, can you help me prioritize my tasks?"

5) Avoid saying, "It's not my fault."

Why?

This statement might project you as a proud and under-confident person.

Instead, say:

"How can I help you fix this problem?"

6) Avoid saying, "I don't have time for that."

Why?

Telling a co-worker or your boss that you do not have time for them can seem rude. It might show that you have poor time management skills.

Instead, say:

"I would be happy to discuss this with you after completing my task. Can we discuss this matter around 3 pm?"

7) Avoid saying, "I will try."

Why?

The word 'try' can show that you most probably would not do it.

After all,

"Do. Or do not. There is no try."- Jedi Master, Yoda.

Instead, say:

"I will do it."

And, if you can't do something because of any specific reason, clearly say "No."

It is better to be clear rather than leave people hanging by telling them you'll try.

8) Avoid saying, "Sorry."

Why?

Using "sorry" in daily conversations can project that you don't value yourself or your own time.

For instance, don't say:

"Sorry for interrupting"

Say:

"Thank you for taking the time to answer my question."

9) Avoid saying, "You're wrong."

Why?

Saying this to your co-workers might sound rude. It shows you do not want to take responsibility for your actions.

Instead, say:

"I disagree and here's why ... what do you think?"

This way, you are straightforward but also open for discussions.

10) Avoid saying, "Am I making sense?"

Why?

You may ask this to check in on your effectiveness, it could backfire and make you feel and sound like an imposter.

Instead, say:

"I look forward to hearing your thoughts."

Here is a quote on communication that sums up the importance of using the correct words at the workplace:

"Good communication is just as stimulating as black coffee, and just as hard to sleep after."

- Anne Morrow Lindbergh

Were you using any of these inappropriate words or phrases in your office? Do reply to my email.

#16.

How to Structure Professional Emails like a Pro?

Do you need to write a professional email?

If yes, then let me take you back to your school days.

In your English grammar classes, you were taught how to write letters?

The letters were usually of two kinds:
Formal and Informal.

Similarly, even emails are of two kinds.

There is a difference between writing an informal email and a professional one.

When sending an email to someone you don't know well, formal emails are often required.

In some business scenarios, a professional email is the best option.

If you're unsure whether to write a formal or informal email, the former is usually preferable.

A well-written email sends a message that is courteous, clear, brief, and helpful to the recipient. It requires practice to learn how to compose an email that fits all of these requirements.

Come, let's learn how to structure an effective professional email.

1) First, understand the WHY

Identify the reason why you are framing this email.

Do you want a job?

Do you want feedback?

Do you want some information?

Once the WHY is clear, you can structure the email accordingly.

2) Basic elements

While composing a professional email, you need to take care of some basic elements. At a minimum, a formal email should include all of the following elements:

Subject line. Be specific, but concise. Ideally, it should be around 6-10 words long.

Greetings. Address the recipient by name, if possible. Use hey/hello when you are not aware of the name. If you know the title of the person you're sending the email to, use it.

Body text. This section explains the main message of the email. For a formal email, use proper grammar and complete sentences.

Signature. Make sure that the closing is formal. Use your first and last name along with your designation.

Pro tip- Make sure that all these elements are given proper attention before sending the send button.

3) Avoid Email Overload

The recipient might have little time to read through your email, so make it as brief as possible without leaving out vital information.

Use short, simple sentences by removing filler words and irrelevant information. Nobody has the time to go through overstretched and unessential details.

4) Check your tone

There is a difference between face-to-face communication and written communication. So, make sure you read your email out loud to understand how it feels.

5) Double-check your email

Before you hit the send button, take a moment to check

for any spelling, grammar, or syntax errors. Also, double-check to confirm you've included any attachments you may have mentioned in your message.

Forming well-structured is a skill that you should master. Emails help to build a strong network along with leaving a good impression on the receiver.

Now, you're ready to write, format, and send your formal email now that we've covered everything you need to know about formal emails.

May be, you may draft an email using these tips and send me an email. I would be happy to read it!

#17.

Phrases You Should Definitely Avoid in Professional Email

We have earlier discussed the phrases you should avoid at the workplace. Now, we are here again to discuss some phrases you should avoid in your professional email.

Even today, most of the day-to-day work-related communication happens through emails.

Be it sending an email to an important client, boss, or even your co-worker. As it is a professional email, you need to make sure that you use the right choice of words.

You should form the email in such a manner that it reflects your professionalism. So, before hitting the send button, make sure you check your email for these words and use the best ones!

1) Avoid writing, "Hey/Hi"

Why?

Because it sounds unprofessional!

The other person is not your friend or your neighbour.

Instead, write:

"Hello ----- (reader's name)"

P.S. Never greet with good morning/ good evening; because you don't know at what time the reader will open their mail!

2) Avoid writing, "As I mentioned before..."

Why?

A person might go through several emails a day, so they might not remember your email. It might make them feel that they lack attention.

Instead:

Mention the details again. This will help the reader recall your mail.

3) Avoid writing, "Okay/ Noted"

Why?

The reader might feel unacknowledged.

Instead, write:

"Thank you ----- (name), I will make the changes."

"Okay ----- (name), your concerns will be looked into."

4) Avoid writing, "I am the [your job title] of the company."

Why?

Beginning your email by mentioning your job title might look domineering and self-imposing to the reader.

Instead:

Mention your job title in the email signature at the end.

5) Avoid writing, "Don't hesitate to contact me."

Why?

Being too formal can also make you look artificial!

Instead, write:

"Have a query or suggestion? Contact us."

6) Avoid writing, "Sincerely Yours."

Why?

This is a very formal phrase to end your email. It has

become obsolete nowadays.

Instead, end your email with:

‘Warm Regards’, ‘Thanks & Regards, or simply ‘Thanks’.

7) Avoid writing, "I don't know"

Why?

Writing I don't know is perhaps the easiest way to show unprofessionalism.

Instead, write:

‘Let me get into the details of the situation/issue before I can provide you with a solution.’

8) Avoid writing, "The problem is..."

Why?

It sets a negative tone for the email. Even if there's a problem at hand, projecting it as a problem makes it sound as if there's no solution.

Instead, portray the situation as a challenge with a likely solution.

Example:

Don't write: "There is a problem with the application."

Write: "Our team is working towards upgrading the application."

9) Avoid writing, "Thanks in advance"

Why?

It shows that you are really in need of the favour and can't accept a no.

Instead, write:

"Thanks for considering my request." OR

"Thanks for your attention. I'm looking forward to your reply."

10) Avoid writing, "Please give me advice."

Why?

It can come across as redundant, stuffy, or passive-aggressive.

Instead, write:

"Can you give me your thoughts, answers, or input?"

Take-away message:

Avoid these words in your email messages and you'll see that it will help you in getting a positive response and leave a good impression on the receiver.

After all:

"Every email is a customer survey of your target market, by testing they vote on what resonates best with them"

How To Prepare for an Interview

Divas Gupta
INDIA'S FIRST IKIGAI COACH



#18.

How to read an Interviewer's mind?

While sitting on a chair in front of your interviewer, many thoughts might be running inside your head.

"What is the interviewer writing in his diary?"

"Will he hire me or not?"

"Why is she not asking me any questions related to my work?"

"Is she impressed by me or not?"

"Will I even get the job?"

But, do you know that you are not the only one who might be thinking of thousands of things during the interview.

Even the interviewer might be thinking many things!

1) Will you fit in the culture of the company?

The first thing that the interviewer considers is whether you will fit well in the company or not. The interviewer will try to imagine you in the role, working with the prevailing team, and then try to understand how well you will fit in the company.

The interviewer will try to understand whether you are a good match for the company or not. Because like other relationships in life, even a company has to have a healthy relationship with its employees!

For instance, if you are applying for a start-up where most of the teammates are Millennials, then the culture and requirements of the company will be completely different from an MNC or a big four company.

2) Do you have the desired soft skills?

While conducting the interview, the interviewer might be focusing on your tone, pitch, body language. Because along with your words, these factors also form an important part of effective communication.

So, neither you should be over-enthusiastic during your interview like:

"Yes! I love working! I can't wait to join your company! I am so happy to meet you all! I am such a workaholic! I can work 24X7."

Nor should you appear to be cold and uninterested!

So, make sure you strike the right balance and know that it is more than words that the interviewer is looking for.

3) Do you match your CV?

Apart from your communication skills, the interviewer will also want to check whether you are what you have mentioned in your CV or resume.

For instance, you have mentioned that you have 4 years of experience in the marketing field.

The interviewer will ask you marketing-related questions, your work in the previous organization, or any particular result that you produced for your clients.

Or, if you have mentioned that your hobby is reading books, then the interviewer might ask you about any recent books that you have read.

Remember that your interviewer has no direct way of knowing if your CV is true unless you have the evidence to back it up.

4) Do you have the relevant skills?

Also, different rounds of the interview have different objectives which are why the mindset of the interviewer is also different!

For instance, in the technical round, the objective is to

know about your hard skills, the objective of the HR round is to know how good your soft skills and communication skills are.

On the other hand, the interview with the manager or the managing director will have a completely different objective.

Therefore, when you sit for an interview, you should keep in mind the objective of the interview. You will be able to better understand the kind of questions that might come up in the interviewer's head.

5) Whether you fit in the role?

Your interviewer will be looking to see how well you really understand the nature of the role and what you can expect to face.

Therefore, utilize the interview as an opportunity to show firsthand that you have the relevant skills.

For example, if the job involves talking to senior customers, make sure you come across as confident, but agreeable.

Or perhaps the role will require you to attend and help

with customer inquiries.

In which case, show the interviewer your attention to detail by referring back to the things they say during the interview.

To sum it up, you should understand that every interview is slightly different.

So, take the time to put yourself in the interviewer's shoes and consider exactly what they're looking for, which might be the key to your interview success.

#19.

**How to remain
authentic during
interviews?**

Did you know that it takes 100–200 job applications to get one job offer?

-TalentWorks, 2017

It shows that when you appear for a job interview, the competition is intense! So, you should be at your best during the interviews!

Also, according to a study, 70 percent of employers examine a candidate's personality to be among the top three factors in deciding whether to extend a job offer, considerably more important than education or appearance. Therefore, it is important to remain transparent during interviews.

You should sound like your natural self during interviews. After all, employers want to hire humans and not robots!

Being a public speaking coach, I have been a part of many interview panels.

I have seen candidates pretending to be someone else.

A candidate might think that the interviewer will not know their true personality if they conceal it behind their mugged-up words!

But that's not true at all! Interviewers will definitely

understand!

So, the question arises how to remain authentic during interviews?

Let me share some tips with you!

1) Rehearse but don't over-rehearse

Before any vital interview, do you also write your answers on a sheet of paper and try to mug them?

Do you sit with a piece of paper with all the prepared answers noted down and try to learn them word by word?

If yes, you need to stop doing that!

When you give your answers during the interview like a robot, you run the risk of coming off as insincere to your interviewers. To avoid this issue, note down the main points you want to communicate.

For instance, a common interview question is:
What are your weaknesses?

When such a question is asked, instead of cramming answers, you should prepare bullet points and remember the pointers you need to communicate.

After all, there is a thin line between preparing for an interview and sounding robotic while giving your answers.

2) Don't babble during pauses.

During your interview process, the interviewer might use a technique called pregnant pause. What is that?

A pregnant pause can be used by interviewers where they pause for some time before responding to your answers. It's a method used by employers to seek extra information out of you.

Most candidates can't manage the awkward silence and try to fill the silence by blabbering, repeating themselves, and dispensing irrelevant details they had no purpose of mentioning when the interview began.

So, how to deal with such situations?

Instead of reacting to the silence, you can respond by smiling and saying:

Did that answer your question?

3) Don't pretend to be perfect

Let me get this straight.

No one expects you to be perfect!

It's alright to make some mistakes. It's alright to fumble a little.

It's alright to get nervous.

So, when being asked, what are your weaknesses?

Never say I don't have any! Instead, mention a weakness that is not related to your job profile.

If you're asked to discuss a time when you failed at something, don't say that you've never encountered failure.

Instead, welcome this opportunity to show your self-awareness and dedication to professional improvement. Employers would prefer to hire someone who is self-aware and has a learning curve rather than a candidate who pretends to be perfect.

4) Don't react, but respond

The interviewer may ask you some unexpected questions like:

What's the strangest item in your purse?

How many stairs did you climb while coming to this room?

In such situations, instead of reacting carelessly, you should take a pause. This will help you in digesting the question.

Also, the interviewer may tweak the question or give you more time to answer the question.

In the end, you should understand that interviews are conducted to know how suitable a candidate is for the position in question.

If you need a job, they even need a capable employee for their organization.

Just like any other relationship, even a professional relationship should begin on the foundations of trust, transparency, and authenticity.

#20.

How to prepare for an Interview?

Preparing for a job interview is like riding a roller coaster ride.

At some points, you will feel high that you have made it. On other points, you will feel like you have not prepared enough.

You might have gone through the job description many times, prepared the FAQs, and checked your outfit and bag. Still, you might feel that you are not prepared.

Having a feeling like this is pretty normal. After all, interviews do decide your future career.

A good interview can lead to a good job, money, and career growth. However, if you remain too nervous before an interview, there are chances you might jinx the chances of converting it.

Therefore, it is crucial to maintain your cool before an interview. And how can you do that? Keep reading!

1) Prepare for the interview!

The first thing you should do is **PREPARE** for the interview with dedication.

One of the main reasons we get nervous before

interviews is a fear of the unknown, and while we never know what questions will be asked, preparing for the most common ones will help to reduce nervousness.

So how can you prepare for the interview?

- By researching the company
- Practicing responses to common interview questions
- Conducting a mock interview with a friend
- Have your resume and notes ready

Having an idea of what to expect will make you feel calmer and more comfortable.

2) Use the STOP technique

The STOP method is a mental technique for dealing with stressful situations. This technique's steps are as follows:

- Stop what you're doing and pay attention to your thoughts.
- Take several deep breaths.
- Observe what's going on in your body, emotions, and mind, as well as why you're feeling that way.
- Proceed with the intention of incorporating what you observed into your actions.

3) Do this breathing exercise

Breathing exercises can instantly make you feel calmer and more prepared for the interview.

To begin, exhale completely.

Block your right nostril with your thumb and inhale only through your left nostril.

Inhale into your stomach rather than your chest.

When you're out of breath, close your left nostril with your middle finger, release your thumb, and exhale only through your right nostril.

4) Prepare for the worst

Whatever your greatest fear is, there is always an answer.

By planning ahead of time, you can truly relax, knowing that even if the worst happens, you'll be more than prepared to handle it.

5) Schedule your day around the interview

Your day will be more productive if you stick to your plans and stick to your schedule.

If possible, schedule your job interview in the morning so you are not stressed and waiting all day.

Make sure you get enough sleep the night before to be alert.

Make a plan to do something fun or exciting after the interview so you have something to look forward to.

6) The most important tip

Don't "force" yourself to calm down.

Forcing yourself to calm down will just increase your stress :)

An interview is not an interrogation. It is a CONVERSATION.

Remember this and you will not feel nervous :)

Frequently Asked Questions

Divas Gupta
INDIA'S FIRST IKIGAI COACH



#21.

Frequently Asked Questions

1. What causes Nervousness of Fear of Public Speaking?

It may be because of the following reasons:

- a. You might be afraid of being embarrassed, afraid of forgetting what you are going to say, or may be afraid of saying something wrong!
- b. You might be afraid that people might notice your shaking hands, or they might get to know that you are nervous.
- c. You might have the biggest fear, i.e., the fear of being judged! You might be afraid that people would judge you that you are not a confident person, you lack the required skill set to be a great public speaker.
- d. If you are presenting in front of the known audience, you might be afraid that people would get to know your confidence level and would think that you are less confident than you appear.

It may be any one of them that people get nervous and have a fear of public speaking.

It is important to know the root cause before figuring out the solutions to overcome it.

However, you have to realise that these are just logical fears and the fear is much psychological than logical. Logical fears can be done away with using tips and techniques which you have learnt through my videos.

But the psychological fears are deeper than that and hence there is a need to work on them. That is why I help people work on their limiting beliefs, their mindset and remove all those inhibitions that childhood have embedded in their brains and that is stopping them to learn.

In all my webinars, I help my mentees work on their limiting beliefs and help them tap their hidden potential.

You know what are those limiting beliefs?

- poor self-image,
- not liking your own looks,
- having low self-confidence,
- shyness or
- thinking that you are not good enough

These are all among the reasons that could let you fear public speaking.

Do you also think like this?

You won't even realise that people have self-image issues.

For example, that person might be too concerned about his looks. Now let's see how this affects his or her delivery?

This person is subconsciously obsessed with his looks, or as a matter of fact, with someone else, and because of this they are not able to focus on the task at hand and it hampers their delivery.

Now since the person sees himself performing badly, the fear of public speaking increases and now this will be stored in the bad memory of his brain.

Next, whenever this person gets a chance for public speaking - he recalls this failure and gets afraid.

In such a case the fact that the person became unconsciously obsessed with something else other than the task at hand will prevent him from speaking properly.

As the person finds himself performing badly the fear of public speaking will increase.

Now this person will store that bad memory in his brain and whenever he is about to do public speaking, he will recall the memory of the previous failure and get afraid.

It is a cycle, that is the reason it becomes very important to work on your limiting beliefs.

2. I am afraid that I might forget something or mispronounce a word, what should I do?

Then my dear friend, you are suffering from a disease called POP - Pursuit of Perfection.

Perfectionism might be the root cause behind your fear of public speaking.

A few days before, I was talking to one of my closest buddies. He is a great singer and a shayar.

He is talented and has the right skillset. I wanted him to start his own YouTube channel and sing songs. I know he has the potential to do so much.

He was understanding whatever I had to say but he said that divas, I want a perfect studio set up to do that, I don't have the right background, how will I be able to record a good quality video.

I told him that you need to start, things will fall in place. He said but divas, I don't think so I write good shayari.

Then I assured him that buddy, you write so well. I told him of all those Facebook posts that were appreciated by the audience, all those college buddies who still remember him for his songs.

He again said, but divas, I don't have a tripod, how will I be able to keep the camera still?

Understand that the pursuit of perfection limits our ability. It is subjective.

A perfect piece as per you, might not be perfect for someone else. It is unachievable, unimaginable and frankly undesirable, so why pursue it?

"I must be perfect, I must not make mistakes else I will look bad" are examples of false beliefs that result from perfectionism and that can lead to fear of public speaking.

If you didn't make mistakes then you are a super human and if you made mistakes then you are a human!!

Yes, this does not mean that one shouldn't aim for excellence, there's a big difference between excellence and perfection.

People who strive for excellence work on the philosophy of constant improvement and refinement.

Know that this is not a perfect world, making mistakes is natural and every public speaker makes small mistakes every now and then.

Why fear it then?

3. Divas, you said that make mistakes, then only you would learn, but the great speakers make no mistakes! What should I do?

Understand one thing that if you just watch any great speaker, right from Tony Robbins to Les Brown or any great public speaker, just pick up any of their speech, I want you to go and watch his speech again. And just concentrate on the words. And try to find mistakes in the speech.

You would be amazed as well as shocked to see that they made a lot of mistakes, yes you heard me right, mistakes!

And my dear friend, you believed that great speakers don't make mistakes! They do make mistakes, but what is different is that they don't panic about it.

They act normally, that is the reason you didn't observe it. Under, it is human to make mistakes, but if you draw attention to your own mistakes while delivering a speech, it is noticeable.

So, make mistakes, learn from them, have continuous improvement and you would improve your skill set of public speaking.

4. Divas, I have a fear that people would think that I am less confident or they would think that I am not a good public speaker. How should we handle this?

You know why this happens?

People believe that the performance of their public speaking is a reflection of their self-confidence!

Who said this?

Remember one thing always in your life. You are not what you do!!

If you are not able to speak well then it does not mean that you are not worthy, if you didn't deliver a presentation well, then it doesn't mean that you are not confident.

Have you ever wondered why you are not scared when talking to a group of 10 friends, because you are you at that time. But when you are delivering a presentation, you are not acting with your real personality. You were under the effect of anxiety and fear.

That is the only reason your performance drops and it leads to low self-confidence.

5. I've memorized, practiced and even recorded my presentations and I am still anxious while presenting. My job requires this, what can I do?

If I say you have two options:

Number 1 - look for another job where you would not have to deliver a presentation.

But remember that you might miss out on some great opportunities at your current job.

Or

Take it as an opportunity to showcase your knowledge, expertise and potential to your bosses and to the outside world.

Now when you say that you have practiced and memorised your entire presentation, you are doing it the wrong way.

Never ever, never ever, yes never ever memorise the speech, cos then you are not nervous about delivering or how you would look, you are nervous thinking what if I forget some lines.

So don't do that.

Just remember some key words and remember the key points you have to say about them, your delivery will appear more spontaneous.

6. Any important tips that you would like to give to beginners?

Definitely, I would like to give one tip that I always tell to my mentees. Always, mind you, always wear the clothes that you like the most for your initial public speaking gigs.

Understand one thing that if you wore something that you don't like, then your conscious mind would not be in that moment 100 percent.

A part of your conscious mind will be busy analysing people's opinion about your looks, and if you already have self-image problems then this part will be a big one.

Don't waste the precious resources, yes, it is very much precious, and do your best to preserve them.

7. How may I reduce the stress that I develop while speaking?

We often try to learn various techniques; however, we forget to focus on the basics. To reduce stress, just make sure that you are breathing properly.

Just observe the breathing pattern, don't breathe from your upper lungs and breathe from your lower lungs. Yes, there is a difference when you do that. Most people don't breathe properly during public speaking. This lack of oxygen increases stress.

Try to take a deep breath whenever you find that your anxiety level is going higher. So, smile and breathe.



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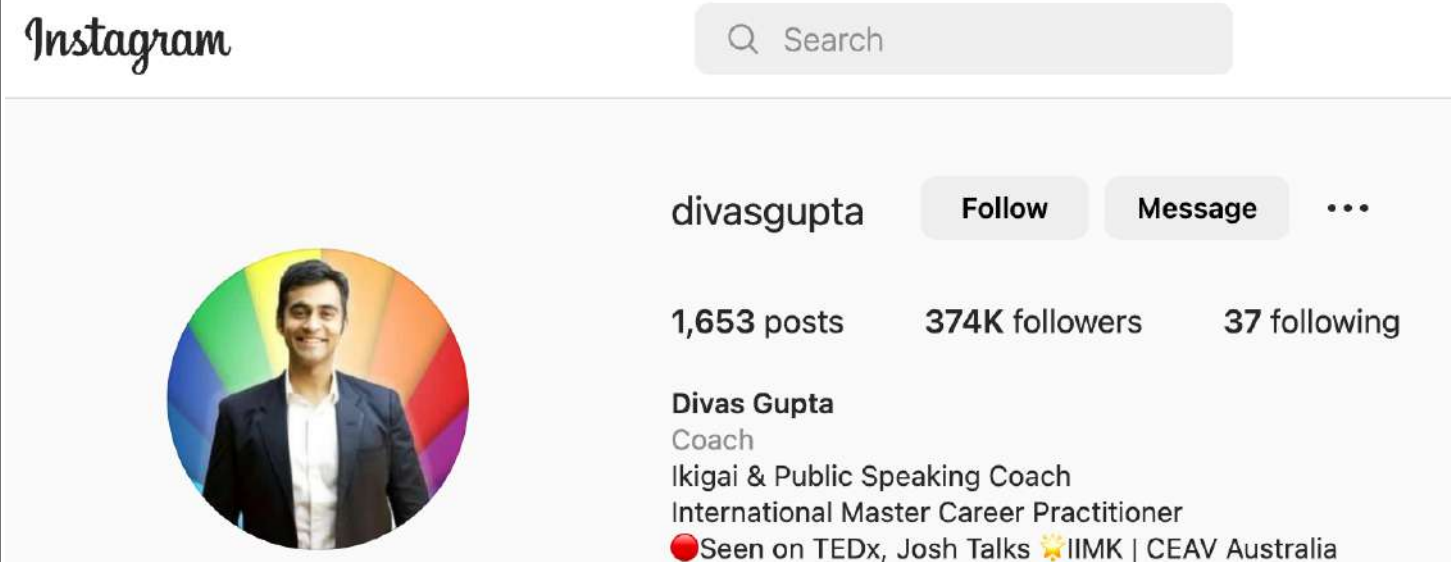
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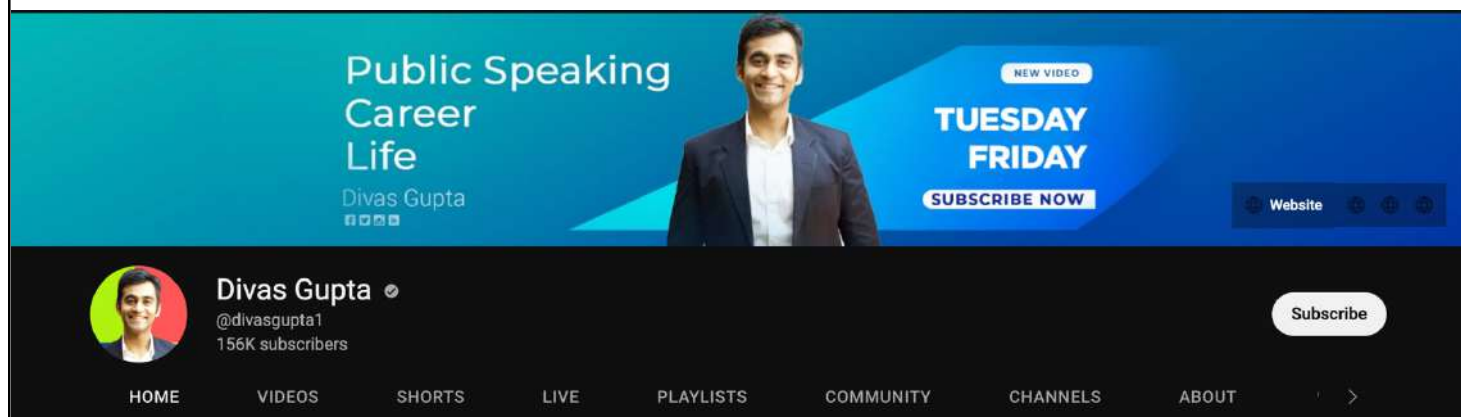
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