

Title : Communication skills for employability-II

Course code: 23ENSDL202

(SDC-II)

Max. Marks : 35 (2h)

Unit-I, Interview skills - I

1. Group Discussion, Interview skills
2. Body language
3. Self Introduction

Sec-A

$$3 \times 5 = 15$$

Sec-B

$$\begin{array}{r} 2 \times 10 = 20 \\ \hline 35 \end{array}$$

Unit-II, Writing skills

1. Resume writing and cover letter
2. E-mail writing
3. Essay writing

Unit-III, Reading skills

1. Jumbled sentences
2. Reading comprehension
3. cloze Test

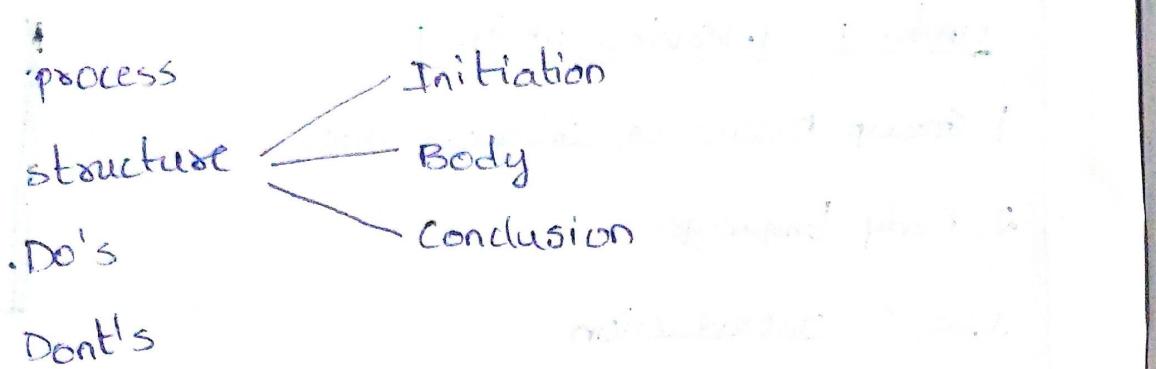
Activities

1. Story Retelling
2. Listen and Repeat
3. Jumbled Sentences
4. Mock Interviews
5. Read out loud
6. Verb formation questions

Unit - I

(1) Group Discussion

Introduction



Do's :

1. Analyse its scope
2. Listen to the views of others intently
3. Encourage and provide silent members to speak
4. Be brief and to the point in the presentation.
5. Speak with proper pronunciation.
6. Maintain a relaxed and pleasant atmosphere.

Don'ts :

1. Don't dominate the discussion
2. Don't make any personal views
3. Don't enter into dyadic discussion.
4. Avoid using speech mannerism.

Interview skills

- 1.) Introduction
- 2.) Types of interviews -
 - a) Structured Interview
 - b) Unstructured Interview
 - c) Stress Interview
 - d) One to one Interview
 - e) Panel Interview
 - f) Telephonic Interview
 - g) Video Interview
 - h) Depth Interview
 - i.) Open call Interview
 - 10.) j.) Exit Interview
- 3.) DO's and DON'TS :
 1. Decrease your stress
 2. Prepare some ~~anecdotes~~
 3. Arrive 10 minutes early
 4. Check your appearance
 5. Choose to sit in a chair with permission.
 6. Your answers must be truthful and professional manner and directly answer.
 7. Positively conduct yourself

Don't's:

1. Don't interrupt the interviewee
2. Don't answer vague questions
3. Don't ~~answerr~~ smoke or eat chewing.
4. Don't wear heavy perfumes.
5. Don't say any long answers

How do you prepare for an interview?

1. Research the company
2. Practice your answers
3. Dress appropriately
4. Arrive early
5. Bring a copy of your Resume
6. Listen carefully
7. Follow professional Etiquette
8. Maintain proper eye contact
9. Behave in a dignified way.
10. Exhibit good body language
11. Speak clearly using correct and meaningful words
12. Use voice modulation to make the answers more effectively.

13. Thank the interviewee politely.

② Body language (Non-verbal communication)

1. Introduction -

2. Kinesics - the language of body

1. personal appearance

2. Facial expression

3. Eye contact

4. Movement

5. Posture

6. Gesture

③ Self Introduction

1. Introduction

2. your name, where you're from, personal informations

3. Qualifications

4. Work experience

5. Interests

6. Your future plans