

# SMART Pre -Placement GD -PI WORKSHOP and Assessments

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**For: Final Year students at IIT Roorkee.**

## Coverage Outline:



### I. RESUME PREPARATION

- ✓ Resume Strategies and Tips.
- ✓ Resume Design & Formatting for Paper, Email & Up
- ✓ Resume Writing: Section by Section.
- ✓ Draft review and feedback.
- ✓ Relevance to individual profiles and goals.
- ✓ Essential Resume Companions: Cover Letters, E-Notes & LinkedIn Profiles.
- ✓ Best Practices in Resume Writing.

### II. GROUP DISCUSSION

- ✓ GD Essentials: Dos's and Don'ts.
- ✓ Types of GD: Factual, Abstract, Controversial, Case Studies.
- ✓ Exposure to a variety of topics including current affairs, politics, economy.
- ✓ Role of Body Language.
- ✓ Mock sessions.

### III. PERSONAL INTERVIEW

- Interview 101 Questions and Answers .
- Body language - NLP
- ✓ Types of Interviews: HR, Technical, Stress and Panel Interviews.
- ✓ Pre-interview preparation.
- ✓ Interviews to different streams based on their preferences - Consulting , Civil , Ocean , Mechanical
- ✓ One- to One Interview slots with individuals .