**DEPARTMENT OF COMPUTER SCIENCE ENGINEERING SECOND YEAR**

**Name : Siddhika Mahendra Patil**

**Class : S.E(B)**

**Roll no : 20**

**Batch :S1**

**Subject : BCS**

DEPARTMENT OF COMPUTER ENGINEERING SECOND YEAR

COURSE CODE: 210249

COURSE NAME: BUSINESS COMMUNICATION SKILLS FACULTY: Shrikant Nagure

LABORATORY WORKBOOK

Name of the student: Siddhika Mahendra Patil

Class Roll No. : 20 \_ Batch : S1

|  |  |  |  |
| --- | --- | --- | --- |
| **S.N**  **o.** | **Date of**  **Assignment** | **Description of the Assignment** | **Sign of the Faculty** |
| 1. |  | Introducing Oneself |  |
| 2. |  | S W O C Analysis |  |
| 3. |  | Verbal & Non-Verbal Communication |  |
| 4. |  | Group Discussion |  |
| 5. |  | Extempore Speech |  |
| 6. |  | Listening & Reading |  |
| 7. |  | Essay Writing / Creative Writing |  |
| 8. |  | Team Building Activities |  |
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# CERTIFICATE OF COMPLETION

This is to certify that Ms. **SIDDHIKA MAHENDRA PATIL** Roll No.**20** from S.E. of the Department of Computer Engineering has participated in the above mentioned practical during the said semester.

**Signature Signature**

**Faculty In Charge Head of Department**

# 

# LAB 1 : INTRODUCING ONESELF

Good Morning | Good Afternoon | Good Evening

**Personal Information**

This is Siddhika

I was born in wardha and brought up in Amaravati district of Maharashtra. Talking about my Academic background, I completed my 10th std in H.G.K.V HIGH SCHOOL and 12th in Adarsh mahavidyalaya. Presently, I am pursuing my Computer science engineering degree at RMD.Sinhgad school of engineering warje campus, Pune. My hobbies are dancing, Cooking etc.

**Family-related Information**

There are four members in my family. My grandfather, my grandmother, my mother and me.my mother is teacher by profession.

**Future**

After my B.E., I plan to get placed in well reputed IT domain company because I really intrested in coding and data science .

## LAB 2 : SWOT ANALYSIS

**GENERAL INFORMATION:**

**1. What is SWOT Analysis?**

**Ans: There are 4 ways of SWOT Analysis:**

1. **THREATS**

External elements in the environment that could cause trouble for the business - External factors, beyond an organization’s control, which could place the organization’s mission or operation at risk.

Arise when conditions in external environment jeopardize the reliability and profitability of the organization’s business.

Compound the vulnerability when they relate to the weaknesses. Threats are uncontrollable. When a threat comes, the stability and survival can be at stake.

**Examples** - Entry of foreign competitors, Introduction of new substitute products.

1. **OPPORTUNITIES**

Chances to make greater profits in the environment - External attractive factors that represent the reason for an organization to exist & develop

Arise when an organization can take benefit of conditions in its environment to plan and execute strategies that enable it to become more profitable.

Organization should be careful and recognize the opportunities and grasp them whenever they arise. Opportunities may arise from market, competition, industry/government and technology.

**Examples** - Rapid market growth, Rival firms are complacent.

1. **WEAKNESSES**

Characteristics that place the firm at a disadvantage relative tothers.

Detract the organization from its ability to attain the core goal and influence its growth.Weaknesses are the factors which do not meet the standards we feel they should meet. However, weaknesses are controllable. They must be minimized and eliminated. **Example:** Limited

financial resources, Weak spending on R & D, Very narrow product line

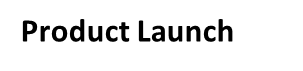
1. **STRENGTH**

Characteristics of the business or a team that give it an advantage over others in the industry. Beneficial aspects of the organization or the capabilities of an organization, which includes human competencies, process capabilities, financial resources, products and services, customer goodwill and brand loyalty.

**Examples** - Abundant financial resources, Well-known brand name .

1. **What is the needs of SWOT Analysis?**

**ANS:** SWOT Analysis is required for :

 **Effectiveness in Market**

**Decision Making**

**Competitor Evaluation**

**Personal Development Planning**

1. **What are the Benefits of SWOT Analysis?**

**ANS:** 1. Helps in setting of objectives for strategic planning

* 1. Provides a framework for identifying & analyzing strengths, weaknesses, opportunities & threats.
  2. Provides an impetus to analyze a situation & develop suitable strategies and tactics
  3. Basis for assessing core capabilities & competencies

**MY STRENGHTS AND WEAKNESS IS:**

**STRENGTHS:**

Some of my strength is to be my greatest strength is my writing skills. I work under pressure and I've never missed a deadline. My main strength is my ability to get moving and Kick-start others into action.

One example about is I am not familiar with all of the programming language so in 1st year of engineering we have python language to learn band decided till this 1st semester end I'll complete my python language in deep.

I am also a one good speaker I have recieved 1st rank in speech compition at district level in 11th std.

Consistency is also great strength in me. I always daily schedule my next day planning what to I do in my upcoming next day.

**WEAKNESS:**

Talking about my weakness is I'll fast blind trust on anyone then not all but some people cheat with me.

And I am not always able to separate my emotions from my work. Being overly sensitive was the problem untill I decided to find a way to managing it.

**4. What you learned during the practicle?**

**Ans:** I learned during the practical session how to overcome or weakness and how to improve our strength.

## LAB 3 : VERBAL AND NON-VERBAL

**VERBAL COMMUNICATION**

**GENERAL INFORMATION:**

* **What is verbal communications?**

**ANS:** verbal communication means communicating with words, whether written or spoken.

* **What is non-verbal communication?**

**ANS:** Non-verbal communication is nothing but “the process of using wordless messages to generate meaning”.

* **What are the purpose of activity?**

**ANS:** The purpose of this activities is to avoid the misunderstanding and miscommunications.

## VERBAL COMMUNICATION

1. **What according to you is**

**ANS:** Acording to me verbal and non-verbal both communication are very important. In our day to day life we use both the communication and it is very useful to shows our expression and intesion to people to understand them what we have express our thoughts.

1. **What are the basic yet important element of the communication**

**ANS**: The Basic element of communication is:

* Message
* Encoding  Media
* Decoding
* Receiver
* Feedback
* Noise
* Sender
* Receiver

1. **In the first round why were your team mate and you not able To**

**achieve the goal of drawing the image?**

**ANS:** Because, me and my team mate not have basic idea about how to show our image more effectively and me and my team mate not good in drawing image.

1. **Who is ultimately responsible for the right**

**message?**

**ANS:** Sender is ultimately responsible for the right messge

1. **Name five different barriers in ANS:** 1.Noise
   1. Assumptions / Misconceptions
   2. Inappropriate medium
   3. Language differences
   4. Emotions

**NON-VERBAL COMMUNICATION**

1. **What according to you the difference between verbal/ non-verbal communication?**

**ANS:** Verbal communication is the use of words to convey a message. Some forms of verbal communication are written and oral communication. Nonverbal communication is the use of body language to convey a message. One main form of nonverbal communication is body language.

1. **What are the elements of non-verbal**

**ANS:** 1. Body Language: Body language is the most obvious form of nonverbal communication, and it can convey much about ourselves and our level of interest.

* 1. Eye Contact.
  2. Tone of Voice.

**3.Are there any benefits of non-verbal communication?**

**ANS:** yes, there are many benefits of non-verbal communication

Business owners can gain from learning about nonverbal communication and its potential benefits. The importance of nonverbal communication in business lies in that it can increase the opportunity to interact with colleagues, competitors, clients and potential clients through avenues outside of explicit word choice. Posture, vocal tone and eye contact can deliver subtle messages that reinforce what’s being said to convey consistency and trustworthiness.

Another benefit is that nonverbal communication can help demonstrate confidence, enthusiasm and professionalism through attire choice, active listening cues and the ability to present a message, according to Thunder Tech. Nonverbal communication can play a special role in international business settings, where even with the aid of translators there may be a natural wariness about the accuracy of intentions, details or offers revealed.

**4.Observe your own body language and write three aspects that you need to improve on**

**ANS:**I need to improve my body language . make it more effective to interact more with the

audience. Also I need to be little confident while communicating. And most important I need

to improve my vocabulary

**5. Eye-contact is important during oral communication – what is your interpretation of this statement?**

**Ans:** Yes, its really important during oral communication because, if we

Talk with people in eye-contact way our confidence is make high.

**LAB 4 : GROUP DISCUSSION**

# Impact of Technology on jobs

**GENERAL INFORMATION:**

**What is group discussion?**

* Group Discussion is a novel way to assess person’s personality.
* It is both a technique and an art to judge the capacity of the person and his aptness for the job.

**Characteristics of Group Discussion**

* The term suggests a discussion or exchange of views and thoughts among a group of persons.
* The group will have members around 5-10 who will express their views, ideas freely in a friendly manner, on the given topic.
* The abilities of the members of the group is measured on certain scale as time limit, skills, knowledge etc.

**Benefits in Group discussion**

* It helps you to have better understanding of the subject
* It stimulates critical thinking
* It helps the group to make decisions consensually.
* It improves your listening skills.
* It increases your confidence in speaking.
* It helps you to understand your strength and weakness.
* It improves your Leadership Skills.

**Important Points In Group Discussion**

* Be Assertive: An assertive person is direct , honest and careful about not to hurt others ‘self-respect’.
* Be Patient Listener: Listening to another person is one way of showing appreciation.
* Use Appropriate Language : Words can make friends & right words at the right time make the best results.
* Be Precise and Authentic: It is necessary to make relevant points which can be supported with facts and analyzed logically.

**TOPIC:**

**Open economy – Role of MNCs in India**

 Multinational Corporations (MNC) operate in more than one country.

 In 1991, India faced economic crisis and to lift the country out of crisis, Indian government rolled out economic reforms, and hence openly opted for economic liberalisation. This allowed private investments and thereby MNCs to operate in India.

 Initially, many economists expressed fears over allowing MNCs to India. But with time, everyone is agreeing that MNCs are playing an important role in India and have been helpful for our economy.

Role of MNCs in India :-

 Governments have so many responsibilities such as alleviating poverty, providing social security and to develop the nation financially etc. But with limited funds, it has to prioritise the things to do. In the process, it is very difficult for governments of developing countries to invest in economic development. MNCs help governments in this case and bring a lot of foreign investment which paves the way for economic development of the country.

 Unemployment is one of the serious problems of India. MNCs provide employment opportunities and helps in solving this issue to some extent. As the wages will inturn be spent on buying goods and services in India, it’ll be helpful for Indian economy.

 Government will also get revenue in the form of taxes that MNCs pay.

 MNCs are also helpful in knowledge transfer. As MNCs operate in more than one country, they practically tests and implements the best strategies. This technological and knowledge transfer helps the host countries.

 As MNCs give tough competition to domestic companies, people will get better quality products and possibly lower prices.

 As many MNCs reinvest their profits in the host countries, it will be a plus to the host countries’ economy.

 MNCs have better access to foreign markets. Some MNCs in India are tapping export markets and are helpful in improving the overall exports of India and thereby reducing trade deficits.

 MNCs helps host countries in maintaining a better relations not just with their home countries, but also with the countries that they have trade relations.

 Indian MNCs are improving the status of India in international community

## LAB 5 : EXTEMPORE SPEECH

**GENERAL INFORMATION**  **What does extempore mean?**

**Ans:**

* With little or no preparation or forethought.
* Without prior preparation.
* Extempore speaking is the term used for a non formally prepared speech.

* **Structuring your speech**

One of the biggest mistakes speakers make is trying to say too much. A speech is a golden opportunity, so you want to say all you can.

The problem is, the more points you make, the less likely the audience is to remember what you say.

It’s much better to limit yourself to four points and hammer them home.

Ideally, the first two or three points should add up to your last point.

* **Tips for giving a good extempore speech**

Prepare ahead of time by reading a lot about current events.

Stick to the topic.

Mind Mapping

Have an opening paragraph.

Try to have something pithy as your first line to get the attention of audience.

Conclude by summarizing the topic .

**TOPIC:**

**IT: Boon or Bane**

Technology has been improved and updated on a very vast and wide scale in a small span of time. Progress with improvements in artificial intelligence (AI) is remarkable. I think some science fiction movies are great sources to understand how AI can transform the future and the world. It gives us a small indication of how it will get better in the coming decades. Technology helps us improve our lives and make things easier. However, there are two sides to everything. Undoubtedly, AI will grow further, but I am sure it will have both a positive and a negative impact on the world. I cannot stop myself from agreeing that yes, while Artificial Intelligence is going to make life easier with all the advanced gadgets. At the same time, if we compare, the last 10 years have been fruitful and a game changer for the planet. Before people hardly were aware of new aspects in life but now through social media, businesses are also increased and promoted giving a fair amount of profits. It gives us an opportunity to create something incredible.

Technology is a boon as long as it is our slave. It’s when we let it become a master, that it becomes a bane. Mind you on it’s own, technology can never be your master. We are light years away from robots who can control humans and artificial intelligence, so lets not even go there first. When you say technology is dominating your life, in a sense you are allowing it to do so. As a human being you have a brain, to decide what’s wrong, what’s not, when to stop, and when to get off. If you are unable to use that brain, you don’t have any right to blame others for it. People complain that technology makes one lazy and obese. Sorry, it’s not technology that’s at fault here, its you. If you have become a couch potato, that is your choice. You had the choice of switching off the remote control, you did not. You don’t have any right to crib about it. You find that you are unable to walk even for a short distance, because you became so used to taking out your car even for a short distance, who is at fault. You? No one put a gun to your head, and asked you to drive the car even for a short distance, you did. When you allow technology to become a master, in effect your letting your life go for a toss. Unfortunately that’s what is happening today, where people are becoming addicted to technology, that they are unable to do even a simple task.

How does one ensure technology remains your slave not your master? Do this very simple exercise, before

you set out to buy that latest gadget in the market, ask yourself one question “Do I really need this?” . We keep buying those fancy cell phones with innumerable features, how many of us really use them all? Is your life less worthy, because you don’t have that new camera phone or the latest Ipod or that jazzy Xbox? I don’t have an \*\*Ipod or Xbox with me, and the cell phone I use is a very basic version, yet people have not stopped talking to me. If you are buying something because it’s a fad or every one is having it, you are taking the first step to become a techno slave. Best of luck if that’s how you want to end up, else continue reading. Now once you are sure, that you do really need it, only then go ahead and take it, that too after checking all the facts. A Blackberry is pretty useful if you are a person on the move, working from home, and you need to be in touch with your clients most of the time. If you are not, its nothing better than a pretty show piece. Technology is also a boon. It has connected people from all over the world. Thanks to WhatsApp, Skype, Facebook, Viber and the like, we are able to stay in touch with friends that we might have normally drifted away from due to distance. Technology has increased awareness too

### LAB 6 – LISTENING

**GENERAL INFORMATION**

**Listening**

* Listening is the most important communication skill
* We probably spend more time using our Listening Skills than any other kind of skill
* Like other skills, Listening takes practice
* Real Listening is an active process
* Listening requires attention

**Effective listening**

Effective Listening is the process of analyzing sounds, organizing them into recognizable patterns, interpreting the patterns and understanding the message by inferring the meaning Many of the problems we experience with people in our daily lives are primarily attributable to ineffective listening or lack of listening.

**Objectives of Listening**

* To learn
* To increase one’s understanding
* To advise or counsel
* To relieve one’s boredom

**Importance of Listening**

Communication is not complete without effective listening

* An attentive listener stimulates better speaking by the speaker
* A good listener learns more than an indifferent listener
* A good listener can restructure vague speaking in a way that produces clearer meaning
* A good listener learns to detect prejudices, assumptions and attitudes

**Types of Listening**

**DISCRIMINATIVE LISTENING –** It involves identifying the difference between various sounds. It also enables one to differentiate between familiar and unfamiliar language.

**COMPREHENSION LISTENING –** It involves attaching meaning to what is being listened to. It may also include comprehending the non verbal messages being conveyed by the speaker.

**EVALUATIVE LISTENING –** It involves evaluating and analyzing the message being received. It involves judging the acceptability of what is said depending on how logical one finds it to be.

**ATTENTIVE LISTENING –** It involves paying attention to the words that are being spoken.

**PRETENCE LISTENING –** It involves more hearing than listening. It means pretending through facial expressions that one is listening when actually one is not.

**SELECTIVE LISTENING –** It involves selecting the desired part of the message and ignoring the undesired part of the message.

**INTUITIVE LISTENING –** It means listening through the intuitive mind by silencing the other forms of internal dialogues going on simultaneously.

**ASSIGNMENT:**

### LISTENING

**1. What according to you is the difference between Listening Hearing?**

**ANS:** Hearing is simply the act of perceiving sound by the ear. If you are not hearing-impaired, hearing simply happens. Listening, however, is something you consciously choose to do. Listening requires concentration so that your brain processes meaning from words and sentences. **2. Why is listening so important?**

**ANS:** Listening is important because, Listening is the ability to accurately receive and interpret messages in the communication process. Listening is key to all effective communication. Without the ability to listen effectively, messages are easily misunderstood.

1. **On a scale of 0 to 10(where 0 is the no listening skills and 10 is excellent listening skills) how would you rate yourself. Give an example where you feel, listening to the other person paid off with good results.**

**ANS**: I am good listener so I will give myself 10 rate in listening.

1. **Why is listening so difficult?**

**ANS:** Some of these factors are physical, psychological, physiological, and semantic. Various sounds in an environment that interfere with a source's ability to hear. Distractions to a speaker's message caused by a receiver's internal thoughts. Distractions to a speaker's message caused by a listener's own body.

### LAB 7 – ESSAY WRITING

**TOPIC:**

**Weddings are becoming more and more expensive. What do you think are the causes? Is this a positive or negative development for the nation?**

There is an obvious fact that marriages today are held in a larger scale and more costly in compared to those weddings celebrated in the past. This trend can be seen as both negative and positive development which is affected by several reasons ranging from internal to external factors.

Coming to the reason why wedding ceremony are bigger and pricey, we can commence first with internal causes which people tend to have a larger wedding this day. People tend to be more generous in this one in the life time occasion especially when having a large number of friends in their circle. Inviting friends, relatives and beloved ones to a luxurious and well organized wedding in a well known restaurant, for example, would fulfill the hosts' satisfaction as they would like to show their hospitality and perhaps to parade their family's wealth. For the external factors, as a matter of fact, marriage services have become better over the time. Marriage industry is growing fast and offering full and professional services which would satisfy their customers and of course it helps add up to the total cost of the ceremony. Lastly, with the aid of the internet, media medium and modern transportation, people feel more connected and easy to travel to the wedding party and have fun together.

The impact of this trend on our life can be both positive and negative. One the one hand, as the purpose of weddings is to express good wishes to a "new connection," the happier the bride and broom might feel whenever more people join the party. Besides, having many friends and beloved one come to the ceremony also is a chance to improve the relationship between them and to expand their network which can be valuable for someone doing business. On the other hand, this can be a big waste of money when people try to empty their pockets for the marriages then try hard to earn them back. Also, this tendency of spending large on weddings can urge the rest of population to follow. Looking at this in a big picture, it could be dangerous for the development of a nation and highly affect the middle and low classes.

There are many reasons why bigger and expensive weddings are negative for the society. One of them is that a lot of money is spent on decorations and preparation of food. The most used material for the wedding decorations is plastic. After the marriage is over, the decoration items are thrown away. To elucidate, a rich family from South Africa organized their son’s marriage near the beaches of Cape Town in 2001. This wedding generated enormous amounts of waste and resulted in the death of many sea animals which consumed

the waste items thinking they were food. The government also had to spend huge amounts of money to clean up the garbage.

Another negative aspect is that a lot of food is wasted during these big weddings. As per the statistics, food wastage has increased by 20 percent since 2005 and the primary reason is the way people have started celebrating family events. Overall, in my opinion, bigger and costlier weddings do not provide much social value. This money can be used for other social causes.

On the other hand, there are a few positive aspects to having the huge weddings. One of them is that they can create jobs for local people or help to grow the local businesses. For example, India’s richest person, Mr. Ambani spent around 100 million dollars on his daughter’s wedding. This big wedding created around 20,000 jobs. They also invited local businesses to produce handicrafts and ethnic clothing items that could be given away as presents to invitees. Thus, having a big marriage event does have some positive outcomes.

To conclude, bigger and expensive weddings do benefit the economy in some way. However, in my opinion, the environmental damage they cause is too serious to be overlooked and hence, this practice should be discouraged. Do you have an essay on this topic? Submit it below in the comments for a free band score estimate.

**The Rocket-ship: Write about a rocket-ship on its way to the moon or a distant galaxy far, far, away.**

Have I ever came this far? No, I have never been so far from earth. This is my very first time to go far, far, away.

Do I exactly know where I am going? No, I don’t know yet. Am I trying to figure it out? Not really. I’m just floating and cruising around.

Do I want to know where I am going? I don’t know. Maybe I should find it out, but some part of my brain hesitating to find it out. Maybe I am scared to find out where I am going, or I am just simply being lazy.

How long I can be stay like this, just cruise and float but do nothing. I remember someone told me to go somewhere sometime ago, but that person is no more here. Just me, floating around. No one tells me to do something or go somewhere here. I am not sure if I would follow what someone says anymore. Well, there is no one, so I no longer remember how it’s feel like to be told something. Is it a good thing or bad thing? Who cares.

Now light is off time to go to bed but I am still floating around in this huge space. Somewhere in my mind, I am waiting for someone to catch me and wrap me around with love

### LAB 8 : Team Building Activity

**GENERAL INFORMATION**

**Goal-**A goal is a desired result that a person plans and commits to achieve.

**Goal setting**- Goal setting involves the development of an action plan designed to motivate and guide a person or group toward a goal.

**Why setting goal ?**

It gives you long-term vision and short-term motivation .

It focuses your acquisition of knowledge, and helps you to organize your time and yourv resources so that you can make the very most of your life.

It allows to measure your progress because you always have a fixed endpoint or benchmark to compare with.

Goals help you achieve your highest

**Types Of Goals**

Short Term GoalA short-term goal is something you want to do in the near future. The near future can mean today, this week, this month, or even this year.

A short-term goal is something you want to accomplish soon.

Long Term GoalA long term goal is that goal which takes a long time to achieve. smart goal

**ASSIGNMENT:**

1. **What was the name of the activity that you were part of?**

**ANS:** I was the part of activity name Facilitates better communication .

1. **How many team members were there in your team?**

**Ans:** 5 members are there in my team including me

1. **Describe in short what the goal of the activity given to you was?**

**ANS:** The goal of our activity was - Effective communication in the workplace builds strong team relationships,

empowers healthy manager and employee collaborations and helps the organization advance toward its

goals. Yet creating the conditions for effective communication — both at the individual level or between

departments — can be challenging. Internal barriers, bad work habits and a lack of clear expectations can all

contribute to communications issues..

1. **Were you as a team able to achieve the goal in the stipulated time?**

**ANS:** Yes , we have acheieve our goal in stipulated time.

1. **What skills do you think are important for a team to succeed?**

**ANS** Below are the skills important for team to succeed:-

 Communication

 Time management.

 Problem-solving.

 Listening.

 Critical thinking

 Collaboration

 Leadership.

1. **How would you rate the performance of your team?**

**ANS**: I will give 8 rate for there performance.

1. **Write down the names of your team members and write 2 qualities that you admire/appreciate about that person and 2 qualities that you feel that that person needs to work on.**

**ANS:** The name of my team members are:

1. Me(siddhika patil)
2. Sejal Choudhary
3. Radhika pawar
4. Tanvi gorde
5. Meena patil

The two qualities that I feel that person need to work on are more effectively solve problem and to take less time work on the problems.

1. **Do you think you would have performed better had you done this assignment alone?**

**ANS:** yes I think we done it better**.**NO, because I enjoy that activity while doing with my team members.

**LAB 9 – INTERVIEW**

* 1. **Tell us something about yourself.**

**ANS:** Talking about my self I am pursuing engineering degree I chose that field of study because I’ve always been

interested in math and physics, and a couple of family members told me it leads to great career options.

And my hobbies are dancing , cooking and acting.

* 1. **Where do you see yourself 5 years from now? (i.e. 5 years after graduation)**

**ANS:** In the upcoming five years, I want to test myself. I have set up targets which can bring out the best of me. These

objectives deal with making decisions that were tough but fruitful. In my initial years, I tried to play it safe which most

people do. The five years I see ahead of me are full of responsibilities which need better decisiveness. I am sure the years

will be mutually progressive for me and the organization.”

* 1. **If you could correct any one of your qualities what would it be and why?**

**ANS**: If I get a chance to correct my any one of quality I would like to correct the impulsive nature or overthinking nature of me .

because it really affect my personal and professional life also. Because of my overthinking nature usually I make little little

things complicated.

* 1. **What / Who motivates you?**

**ANS:** My biggest motivation is my mother and my father . beside that I have always been inspired by APJ abdul kalam sir. His

dedication, passion , perseverance towards his carrer always inspired me..

* 1. **Give an example of your creativity**

**ANS:** One of creativity is “I make a to-do list with timelines and stick to this until any further revision of schedule is announced. That’s how I manage time.”

* 1. **What is the difference between ‘hard work’ and ‘smart work’? Which do you prefer and why?**

**ANS:** Hard work means spending long hours to complete the task without any shortcuts. It gives us the desirednresults, but the process is long and stressful. Whereas smart work will give

the same result by planning and prioritization of tasks.

**What is the biggest criticism that you have received so far and from whom?**

**ANS:** The biggest criticism I ever recived which was from my one of the closest family is I will even

not able to qualify fist year of engineering. Which was very disheartening for me.

1. **What makes you angry?**

**ANSWhen I do not full fill my own expectation, that time I feel angry on myself**.

1. **If you found out that your friend is cheating in a project assigned to him/her what would you do – would you report to the authorities / would you keep quiet and let it pass – he is your friend after all / get angry yet keep quiet / anything else?**

**ANS**: I will suggest him not to cheat. And quite cheating . and make your another own project

If he is not agree with it for sake ho his betterment I will threaten him that I will

complain to higher authority

1. **What are the values that you have lived by?**

**ANS:**  Integrity: Acting with honesty and professionalism, and respecting company policies.

 Collaboration: Working with colleagues and teams to meet joint goals.

 Accountability: Taking responsibility for actions and decisions both in team and individual projects.

 Social responsibility: Integrating social and environmental solutions to business operations.

 Innovation: Implementing new ideas to improve the business.

 Customer orientation: Maximizing and maintaining customer satisfaction.

1. **Why should we choose you over your friend XYZ?**

**ANS**: From what I learned by far about the company and the position I can say that I like it very much and I’m determined to contribute to the [company, project] success doing whatever it takes.

### LAB 10 : PRESENTATION

1. **What is the topic that you chose for presentation? Why did you choose this topic?**

**ANS:** I choose the topic of obesity and junk food because it is a relevant topic in the world today. Even in the popular article, it was cited that people are eating more calories a day than in the 1970s. Our food have evolved to fit our fast-paced and technologicallydriven society and as a result, they have lost their nutritional value. The article we chose was one that talks about why junk food might not be what is causing people to gain weight. Instead of diets consisting of control the intake of sweets and sodas, it should about moderation and portion control. This topic is important to us because as college students, it is sometimes hard to make time to cook a nutritious meal so we go the quick fast food option. We (along with many others) thought that junk food like candy and soda and fast food were not good for us. However, this article shows that instead of focusing on the junkiness of the food, we should just make sure that we aren’t overeating and eat in moderation in order to keep a stable BMI and stay healthy

1. **How many slides did you use to explain your idea?**

**ANS:** I use minimum 10 to 12 slides to explain my idea.

1. **How many team members were there? What are their names?**

**ANS:** There are 5 members in my team including me . they are

1. Myself(siddhika) 2. Sejal 3. Meena 4. Radhika 5. Aastha

1. **Write down each person’s contribution to the presentation?**

**ANS:** Me and sejal had handle the part of presentation and communication . meena was the group leader of our

team who used to coordinate all of us. Radhika has taken a charge of making slides/ppt. and lastly aastha has

all her contribution in collecting information. This is how we used get manage our presentation.

1. **Give a critical view of your presentation. Write down two good aspects of your presentation and presenters and 2 areas of improvement (for each team member)**

**ANS:** I think our topic of presentation was in the trend . everyone can connect to it. And this should be focused as the ratio of eating junked food is increasing day by day.

I think we could done more effective interaction with the audience , this could be improve. And we fail to

mange time . from next time it will be likw less time more talk. Presenters get little hesitate whilw

delivering it.

1. **How did your team members and you handle the questions?**

**ANS:** As our topic was easy yet delicated there was very less questions were asked. And whatever the question

had been ask was very relatable to our day to day life . so ansering was very easy. So it wsa not a big deal

to answer the question..

1. **What do you think you would have done differently if you had more time?**

**ANS:** I think if I had more time I will get to do two way communication with the audiences. I will get a change to

have more problem solving time. I will do a better or different presentation if I had time.

1. **List down the headings of each of your slides (use capital letters only) ANS:**

1. INTRODUCTION

2. JUNK FOOD AND PREPARATION

3. CONTENT AND CAUSE

4. NORMAL(INDIAN) FOOD

5. DIFFERENCE BETWEEN JUNCK FOOD AND NIRMAL FOOD

6. ADANTAGES

7. DISADVANTAGES

8. CAUSES

9. REMIDY

10. BENEFITS OF EATING INDIAN FOOD

THANK YOU