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Vidarbha Bahu-uddeshiya Shikshan Sanstha's

TULSIRAMJI GAIKWAD-PATIL
College of Engineering & Technology

(Approved by AICTE, New Delhi and Recognized by DTE, Maharashtra)

An Autonomous Institution Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur

• NAAC ACCREDITED WITH 'A+' GRADE • An ISO 9001:2015 Certified Institution

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• Email: principal@tgpcet.com, registrar@tgpcet.com

• Web: www.tgpcet.com

• NH7, Wardha Road, Mohgaon, Nagpur - 441108

Communication for Personality Development Lab Practical Record Book

B.Tech First/Second Semester (Basic Sciences & Humanities)

Name of Student: _____

Roll No: _____ Batch: _____

College ID No.: _____

University Enrolment No: _____



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CERTIFICATE

This is to certify that this is the bonafide record of the practical work done by Mr. / Miss. _____ bearing Roll No. _____ of B.Tech First/Second Semester of Basic Sciences & Humanities in Basics of Communication Skills First Year during the academic session _____. His /Her work is satisfactory and he/she is awarded ____ grade considering his/her performance during the practical sessions.

College ID No.: _____

University Enrolment No: _____

University Roll No: _____

Date: _____

Signature of
Lab Course Coordinator

Signature and stamp of
Head of Department



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Name of Student: -----

Roll No: -----

Section: -----

Branch: -----

Session: -----

Index Sheet

Sr.No	Name of Practical/Experiment	Page No.	Date of Performance	Date of Evaluation	Remark & Signature of Teacher
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Continuous Evaluation Sheet for Laboratory/Practical Courses

Name of the Student: _____

Student Roll No: _____

Course Name & Code: _____

Batch: _____

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Sr. No	Experiment Title	Task -I (5)	Task -II (5)	Task -III (5)	Task -IV (5)	Task -V (5)	Total (25)	Sign of Student	Dated Sign of Lab Course Coordinator
1	Introduction to Communication: Process & Techniques								
2	Demonstrate 7C'S of Communication.								
3	Explain Verbal & Non-verbal Communication								
4	Description of Barriers to Communication: Methods to Overcome Barriers.								
5	Acquire knowledge of Listening and Speaking skills.								



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6	Acquisition of Reading & Writing Skills.								
7	Execute the Skills of Body Language								
8	Learning the Presentational Skills and Interview Technique.								
9	Discuss concept of Self-motivation and its importance.								
10	Development of Positive Attitude.								



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NOTE:

<u>Excellent</u>	(5)
<u>Very Good</u>	(4)
<u>Good</u>	(3)
<u>Satisfactory</u>	(2)
<u>Unsatisfactory</u>	(1)

Task-I: Usage of instruments and apparatus.

Task-II: Experiment Performance Ability

Task-III: Observation & Calculation

Task-IV: Viva Voce

Task-V: Report Writing

Laboratory Course Coordinator

HoD (S&H)



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LABORATORY INSTRUCTIONS FOR STUDENTS

➤ **Before commencing practical work, the students are advised to bear in mind the following points:-**

1. Strict silence must be observed during laboratory practical.
2. Students should not enter or leave the laboratory without permission of the teacher.
3. Handle the apparatus very carefully. During performance of practical the control knobs of the various apparatus should be handled gently without applying force.
4. In case of breakage/damage of the issued apparatus/equipment, the concerned students will have to pay the requisite fine.
5. Do the connections properly and get it checked by the respective teacher and thereafter switch on the supply while doing electrical experiments.
6. Record the result of all your experiments in the 'laboratory journal' in the prescribed form & get it duly signed by the concerned teacher on the day of performance of the experiment.
7. Disconnect the connections & return only the issued apparatus before leaving the laboratory.
8. Fill in the index page after completing each experiment.
9. Do each experiment with full understanding. Prepare viva-voce thoroughly for each experiment.
10. During the practical session in the laboratory, students must take care of their belongings viz. calculator, journal, money purse etc.



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Experiment No. 1

Introduction to Communication

Aim: To understand & apply verbal communication and its types.

Objectives:

- Students will observe his or her confidence level and examine their communication skills.
- They will demonstrate their speaking skills in front of public.
- They will identify their grammatical errors.
- They will evaluate their confidence level.
- They will differentiate their positive & negative points in the area where they need to improve.

Introduction:

Communication is the foundation of our daily interactions. In various roles, clear communication is crucial. Recognizing body language cues and honing effective listening skills are key elements in fostering genuine relationships. By mastering these, you can improve social interactions, boost confidence, and enhance your ability to secure jobs and build lasting connections.

Importance of Communication:

Effective communication is vital in personal and professional life. It fosters understanding, trust, and collaboration, reducing misunderstandings and conflicts. It's essential for building relationships, achieving goals, and conveying information accurately.

Meaning of Effective Communication:

Effective communication is the process of exchanging ideas, thoughts, opinions, knowledge, and data so that the message is received and understood with clarity and purpose. When we communicate effectively, both the sender and receiver feel satisfied.



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Process of Communication:

The process of communication is a complex and dynamic exchange of information between individuals or groups. It involves several key elements and stages, each of which plays a crucial role in ensuring that the message is effectively transmitted and understood.

1. **Sender:** The process begins with a sender or communicator who has a message to convey. The sender is responsible for encoding the message into a form that can be transmitted to the receiver. This message can be in the form of words, gestures, visuals, or any other means of communication
2. **Message:** The message is the information, idea, or thought that the sender wishes to communicate. It should be formulated clearly and concisely to facilitate understanding by the receiver.
3. **Encoding:** Encoding is the process of converting the message into a format or code that can be easily transmitted. This may involve selecting words, using appropriate symbols, or creating visuals to convey the message effectively.
4. **Channel:** The channel is the medium through which the message is transmitted. It can be verbal (spoken or written words), non-verbal (body language, facial expressions), visual (charts, graphs, videos), or electronic (emails, text messages, social media).
5. **Transmission:** This stage involves physically sending the message through the chosen channel. It's important to select the appropriate channel based on the nature of the message and the audience.
6. **Receiver:** The receiver is the person or group for whom the message is intended. They play a critical role in the communication process as they decode and interpret the message.
7. **Decoding:** Decoding is the process of interpreting and understanding the message. It involves the receiver making sense of the encoded message by using their knowledge, experiences, and context.
8. **Feedback:** Effective communication is a two-way process. After receiving and decoding the message, the receiver provides feedback to the sender. This feedback can be verbal or non-verbal and indicates whether the message was understood as intended.
9. **Noise:** Noise refers to any interference or distortion that disrupts the communication process. It can be external (such as background noise) or internal (like preconceived ideas or biases).



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10. **Context:** The context in which the communication takes place is crucial for understanding the message. It includes the physical environment, cultural factors, and the relationship between the sender and receiver.

11. **Barriers:** Communication barriers can hinder the process, making it less effective. These barriers may include language differences, misinterpretation, emotional states, or distractions.

12. **Response:** The receiver's response to the message, which may be immediate or delayed, is an important outcome of the communication process. It can result in further communication or action based on the message received.

13. **Effect:** The ultimate goal of communication is to have an impact or effect on the receiver. This effect could be a change in behavior, attitude, or understanding, depending on the purpose of the communication.



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Viva- Voce Questions

1. What do you understand by Communication?
2. Name any 5 types of process of Communication?

Course Outcome

<u>CO1</u>	Learn the importance and process of Communication.
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CO-PO Mapping

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
<u>CO1</u>	-	-	-	-	-	-	-	-	1	1	-	2

Signature of Course Co-ordinator

Signature of Hod (S & H)

Date of Exp. Approval:-16/09/2023



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Experiment No. 2

7C'S of Effective Communication

Aim: To understand the importance of principles and 7Cs of effective communication & apply them in the given situation for communication.

Objectives:

- Students will learn the importance of Effective Communication and demonstrate the 7Cs in selected given situations.
- They will **demonstrate** their confidence to have effective communication by applying the 7 Cs of Effective Communication.
- They will **learn** the importance of effective communication through selected situational Conversations.
- They will **understand** the ways to start effective Communication.

Theory:

Introduction: Effective communication is the foundation of our daily interactions. In various roles, clear communication is crucial. Recognizing body language cues and honing effective listening skills are key elements in fostering genuine relationships. By mastering these, you can improve social interactions, boost confidence, and enhance your ability to secure jobs and build lasting connections. The 7 Cs (Clarity, Conciseness, Coherence, Correctness, Consideration, Completeness, Concreteness) enhance communication by making messages clear, engaging, and easy to understand. They reduce misinterpretation, improve relationships, and boost overall effectiveness in conveying information.

Here are some tips to be noted in order to have an Effective Communication

Notice Your Audience

Communication is a two-way process. The prime objective of communication is to make the audience understand. The communication should always be packaged to suit the receiver's / listener's level of understanding.

Understand Your Purpose

While communicating you should know your purpose. You should make it clear that you are sharing specific information or being social.

Know Your Topic

Senders should be aware of all the facts and details of the concerned topic. Take feedback from time to time that will help in making the topic clear.



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Communicate a little at a time and check whether the receiver understands or not. Ask the questions to the audience and let them ask the questions.

Set a Goal

While communicating you should set a particular goal, because impacting your audience is one of the important things in effective communication. Everybody should figure out their real outcome at the start.

Be Clear and Organized

Writing short sentences is essential to keep things clear. Moreover, writing lengthy sentences is one of the quickest ways to lose the attention of your audience. To avoid such problems, we should replace long sentences with short ones.

Staying organized is not easy for most people. It creates a high-level outline before you attempt to communicate with your audience.

Present information in several ways. The things which work for one listener may not work for another. Look at the audience and communicate by making eye contact which will help to build strong relationships.

Benefits of Communication:

When communication is effective, it leaves all parties involved satisfied and feeling accomplished. By delivering messages clearly, there is no room for misunderstanding or alteration of messages, which decreases the potential for conflict. In situations where conflict does arise, effective communication is a key factor to ensure that the situation is resolved in a respectful manner. How one communicates can be a make-or-break factor in securing a job, maintaining a healthy relationship, and healthy self-expression.

7 C's of Effective Communication

1. Conciseness

In formal communication, we should be very careful about the briefness/conciseness of the message. As brevity is one of the principles of formal communication. Also, it is one of the important elements and prerequisites of effective communication.

It is always helpful for both the sender and the receiver because it saves their time. Concise messages are helpful in getting the meaning.

2. Correctness

Correctness means the accuracy of thoughts, figures, and words. If the given information is not correctly conveyed, the sender will lose reliability.



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While communicating we should be careful about the correct use of grammar, message composition and appropriate words. Successful communication depends on the correct use of language & grammar.

3. Concreteness

While communicating one should be very specific. Concreteness is an important aspect of effective communication. It is about being specific and definite rather than general.

In oral communication, one cannot draw tables and graphs to make our statement specific, but we can use apt and precise words to convey a message. If the message is specific, that saves time and increases the likelihood.

4. Clarity

Clarity is one of the principles of formal communication. Whatever we speak/communicate should have clarity. The idea of the message should be very clear in the mind of the sender.

The sender must be careful about the clarity of thought and objective of communication.

5. Completeness

Effective communication depends on the completeness of the message. Incomplete messages create ambiguity in the audience.

A complete message brings the desired results without any expense or additional information. Therefore, each and every message which is sent by the sender should be complete.

6. Consideration

It is an act of consideration. While sending a message the sender should look from the angle of the audience. The sender should understand the feelings and emotions of the receivers. It shows that in communication we should consider the audience.

7. Courtesy

Courtesy means polite behavior. While communicating everybody should show politeness towards others. It facilitates communication. The polite messages help to strengthen relationships and to create goodwill, which helps in expanding the business. Therefore, everybody should use the 7 Cs of communication to communicate effectively.



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Viva- Voce Questions

- 1.Mention the importance of any 4Cs out of the 7Cs of Effective Communication.
- 2.Describe four tips and ways to Communicate effectively.

Course Outcome

<u>CO1</u>	Learn the importance and process of Communication.
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CO-PO Mapping

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
<u>CO1</u>	-	-	-	-	-	-	-	-	1	1	-	2

Signature of Course Co-ordinator

Signature of Hod (S & H)

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Experiment No. 3

Verbal Communication

Aim: To understand & apply verbal communication and its types.

Objectives: Students will observe his or her confidence level and **examine** their communication skills.

- They will **demonstrate** their speaking skills in front of public.
- They will **identify** their grammatical errors.
- They will **evaluate** their confidence level.
- They will **differentiate** their positive & negative points in the area where they need to improve.

Theory:

Introduction:

Verbal communication is a type of oral communication wherein the message is transmitted through the spoken words. Here the sender gives words to his feelings, thoughts, ideas and opinions and expresses them in the form of speeches, discussions, presentations, introduction and conversations.

Importance of Verbal Communication:

Verbal communication can play a significant role in the workplace. It's essential to conduct a meeting, make a presentation or hold personal conversations. Effective verbal communication usually goes beyond talking and may encompass how you deliver messages and how you receive them.

Verbal Communication:

- Helps you to express yourself.
- Helps you think.
- Influence your mood.
- Provides clarity.



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Types of Verbal Communication:

When you use different ways of speaking, you can communicate ideas or express emotions more effectively. In verbal communication, you express ideas aloud to another person. The information you may convey during a conversation also includes the tone of your speech. Below are the four types of verbal communication.

- **Small group communication.**
- **Public communication.**
- **Intrapersonal.**
- **Interpersonal.**

Advantages of verbal communication:

1. Saves a lot of time.
2. Quick Feedback.
3. Most convenient method.
4. Clarity of method.

Disadvantages of Verbal Communication:

1. Inconvenient for long messages.
2. Unnecessary information.
3. Misunderstanding.
4. Distorted meaning.



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Viva- Voce Questions

3. What do you understand by Verbal Communication?
4. Name any 2 types of Verbal Communication?

Course Outcome

CO2	Apply the skills of Verbal and Non-verbal communication and how to Overcome the barriers.
------------	--

CO-PO Mapping

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
CO2	-	-	-	-	-	-	-	-	1	1	-	2

Signature of Course Co-ordinator

Signature of Hod (S & H)

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Experiment No.4

BARRIERS TO COMMUNICATIONS

Aim: To understand and apply the importance of active listening skills in day-to-day life.

Objectives:

- Understanding listening skills .
- Improving Communication skills .

Introduction:

Listening is the act of hearing attentively. Research shows that 45% of our time is spent on listening. We listen more than speak. If this listening skill is used in a proper way we can master the tools of communicative skills. Listening is difficult, as human mind tends to distract easily. A person who controls his mind and listens attentively acquires various other skills and is benefited.

Importance of Listening Skills :

Listening skill makes you successful in workplace, family and in the society. Good listening skill is mandatory to get into a profession in communications, management, planning, sales, etc. Listening skills involve a different set of etiquettes, questioning for explanation, showing empathy and providing a suitable response.

LISTENING PROCESS :

There are six stages of listening process –

- **Hearing.**
- **Attention.**
- **Understanding.**
- **Remembering.**
- **Evaluating.**
- **Responding.**



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These stages occur in sequence, but they generally performed with little awareness and often rapid succession.

Types of Listening:

- 1. Whole person listening-** Understanding the speaker, his words, thought, motive etc.
- 2. Appreciative Listening-** Listening for appreciation and pleasure.
- 3. Attentive Listening** –Attentively listening each and every word.
- 4. Casual Listening-** Listening not very attentive, listening casually without any interest.
- 5. Evaluative Listening-** Listening to evaluate or judge something.

Definition of Barrier to Communication:

1. Any obstacle or problem in the process of communication which hinders/obstructs the process of communication is called 'Barrier of communication'.
2. Barriers are part of process of Communication.
3. Whenever we are communicating we encode and decode. We use various channels for passing messages.
4. At any level or at any moment or stage there can be problems in communication process. Sometimes the sender may not use proper language that the receiver will understand.

• **Types of Barriers:**

We face many barriers while communicating. These barriers can create obstacles in the communication process. These barriers are classified into the following types:

1. Physical or Environmental Barriers: The Barriers in the surrounding or in the environment are the physical barriers.

2. Language/Semantic or Linguistic Barriers:

Barriers arising due to the different language or differences in language can create problems in communication. Semantic Barriers means the problems arising because of the different meanings of the words.



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3. Psychological Barriers: Barriers or problems arising due to the stress or psychological problems are psychological barriers. It is difficult to accept and overcome these barriers.

4. Mechanical Barriers: These are also term as external barrier and are not within the control of the receiver or sender.

5. Listening Barriers: A barrier to listening is anything that is physically or psychologically hindering you from recognizing understanding and accurately interpreting the message that you are receiving.



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Viva- Voce Questions

1. What do you understand by 'Barriers to Communication'?
2. What are the steps to overcome Listening Barriers?
3. What type of hindrance/obstacle occurs while conversing with someone?
4. Discuss any 3 major types of 'Barriers to Communication'?

Course Outcome

CO2	Apply the skills of Verbal and Non-verbal communication and how to Overcome the barriers.
------------	--

CO-PO Mapping

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
CO2	-	-	-	-	-	-	-	-	1	1	-	2

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Experiment No.5

Speaking Skills

Aim: To learn & apply the skills of verbal speech to communicate effectively with society.

Objectives:

To develop confidence among students to speak in public

- To learn the use of body language and improve verbal message
- To gain experience in extemporaneous speaking or a prepared oral presentation
- To learn the use of body language and improve verbal message
- To enable students to know the effectiveness of direct speech and voice patterns
- To make them understand the errors and how to overcome the same in connected speech

Introduction:

Speaking skills is a stage performance which is carried out without preparation of any kind. This term is mostly used while referring to speech and poetry discussions. Speaking without any preparation of any kind in front of a huge audience can give creeps to anyone. There are many times when we are expected to speak out of our knowledge and without prior preparations.

Here are some tips to help you given an extempore speech without any hurdles.

1.Focus on one point: Talking in general is an easy task, but becomes tough when you have to talk about a particular topic. Any topic on which you need to talk about would have certain main areas. Understand that you will not be able to cover all the points in a speech, therefore concentrate on a single point and take it forward.

2.Limit your speech to your knowledge: Many people tend to talk a little more without having any prior information. Talking for the sake of talking does not yield any results. It is always important that you talk as far as you know correctly about the topic and nothing more.

3.Do not memorize: Memorizing information only leads to it being stiff and less conversational. Memorizing will also result you in forgetting a point and



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getting stuck in a particular place, which can be avoided by impromptu speaking.

4.Focus on opening and closing statements: The opening and closing statements decide on how the audience welcome your speech. Making an impact which can keep them glued to your speech with your opening statement and remembering your speech by the closing statement is important. Impromptu speech is better developed by constant practice. Confidence is the key to help you develop this method of communication to a large audience.



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Viva- Voce Questions

- 1) How can you make your Speaking Skills effective?
- 2) How vocabulary plays a major role in Speaking Skills ?

Course Outcome

CO3	Execute the skills of Learning, Speaking, Reading and Writing to communicate effectively with engineering community and society.
------------	---

CO-PO Mapping

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
CO3	-	-	-	-	-	-	-	-	1	1	-	2

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Experiment No.6

Reading Skills

Aim: To understand and apply the importance of activeReading skills in day-to-day life.

Objectives: To understand the interaction between the words that are written and how theytrigger knowledge.

Introduction:

Reading maketh a full man, conference ready man, and writing an exact man.
-Francis bacon

What is reading comprehension?

The purpose of reading is to connect the ideas on the page to what we alreadyknow. Reading comprehension refers to the ability to understand informationpresented in written form.

Techniques for reading good comprehension:

- Skimming (quick reading)
- Scanning (looking for specific information)
- Non-verbal signals (fonts, bold print heading, figures etc.)
- Structure of the text (introduction, body conclusion etc).
- Structure of paragraphs (topic sentence, develop the aspect summary etc)
- Punctuation
- Author's viewpoints
- Reading anticipation: determining the meaning of words
- Summarizing.



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DIFFERENT TYPES OF READING:

It's important to know the different types of reading skills to make the most of what you are reading. You need to first understand the types of reading. Here are some of the most common types of reading you'll encounter during your life.

1.EXTENSIVE READING:

Extensive reading is one of the methods of reading that people use for relaxation and pleasure. Adopt this method when the purpose is to enjoy the reading experience. It places no burden upon the reader and due to its indulgent nature; it is seldom used if the text isn't enjoyable.

2.INTENSIVE READING:

Among the different types of reading skills, intensive reading is used when you want to read carefully by paying complete attention to understand every word of the text. It is where you would examine and decipher each unfamiliar word or expression.

3.SCANNING:

It is one of those kinds of reading where you read to search for a particular piece of information. Your eyes quickly skim over the sentences until you find it. You can use this method when you don't need to go deep into the text and read every word carefully. Scanning involves rapid reading and is often used by researchers and for writing reviews.

4. SKIMMING: Through this method, you try to understand the text in short. Though one saves a lot of time through this method, one will gain only a shallow understanding of the text. Skimming is a great way to get a broad idea of the topic being discussed. This method is generally used to judge whether the information is useful or not.

5.CRITICAL READING:

Among the different types of reading strategies, critical reading has a special place. Here, the facts and information are tested for accuracy. You take a look at the ideas mentioned and analyze them until you reach a conclusion.



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Viva- Voce Questions

- 2) What are the techniques for reading good comprehension?
- 3) Name different types of readings?

Course Outcome

CO3	Execute the skills of Learning, Speaking, Reading and Writing to communicate effectively with engineering community and society.
------------	---

CO-PO Mapping

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
CO3	-	-	-	-	-	-	-	-	1	1	-	2

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Experiment No. 8

Presentation Skills

Aim: To show and apply their Presentational Skills in front of audience.

Objectives:

- To learn the use of body language and improve verbal message.
- To gain experience in extemporaneous speaking or a prepared oral presentation.
- To learn the use of body language and improve verbal message.
- To enable students to know the effectiveness of direct speech and voice patterns.

Introduction:

Transferring your message to the audience requires particular presentation skills. If you tend to organize information in a clear manner, maintain eye contact, provide audience participation, or answer unexpected questions, then you probably understand the techniques of having an enthusiastic speech.

However, sometimes we can't engage the audience, poorly organize the information, or feel too shy to present information clearly. Fortunately, speaking in front of people is a learned skill and not a personality trait or inborn ability.

Every single professional public speaker was in experienced in the beginning. Therefore, presentation skills can be improved. Although improving your presentation skills does require plenty of time and energy, the outcome is definitely worth it. Why? Because the way you present the information is no less important than the content you're presenting itself.

What is Presentation Skill?

Definition:

Presentation skills can be defined as the abilities that people use to deliver information to different kinds of audiences in an effective and engaging manner. Presentation skills involve organizing your time, using body language, choosing the proper presentation material, answering event attendees' questions, and providing audience participation. The purpose of presentation skills is to help people deliver their message to the audience. Great presentation skills are one of the most worthwhile abilities in modern workplace



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culture. Consequently, they have a great impact on job performance, employee satisfaction, and work engagement. The advantages of improving presentation skills can be seen in a variety of fields, including marketing, entrepreneurship, management, finances, schools, and colleges. Enhancing presentation skills helps people focus on their speech patterns and improve their overall self-image in society. And positive self-image is indeed a key to success either in business or in everyday life.

That said, here are some of the main reasons why it's important to enhance presentation skills:

- You will improve your time management skills.
- You'll learn to connect with an audience.
- You'll communicate better with people in general.
- You will gain self-confidence.
- You'll avoid miscommunication and reduce stress.

6 Types of Presentations:

Even though the majority of presentations aim to explain something to the audience and inspire them, presentations have plenty of different forms and purposes. Understanding the most common types of presentations across different industries is useful for organizing your information better and determining how to deliver your message to the audience.

Nowadays, there are six major types of presentations that differ from each other in structure and purpose. Before you begin preparing a presentation, get to know them and try to determine your presentation type:

- 1. Providing information**
- 2. Teaching a skill**
- 3. Reporting progress**
- 4. Selling a product or service**
- 5. Making a decision**
- 6. Solving a problem**

Training & Activities to Improve Presentation Skills:

People often think that good presenters are born with presentation skills. However, presentation skills are learned abilities and have the potential to develop over time. Therefore, if you think that your presentation skills need to be improved, you can rely on the following tips to train your own skills and become a better presenter.



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- **Presentation introduction** – Introduction will determine your presenting flow, if it is bad it will decrease interest in your presentation and vice-versa.
- **Practice as much as possible** – Rehearsing your presentation will help you overcome public-speaking anxiety and become more confident in the process of presenting.
- **Know your audience** – Understand your audience's needs and learn as much about them as you can. This will help you choose the proper language and organize the information based on their needs.
- **Get ready for questions** – Each presentation is accompanied by questions from the audience. Imagine possible questions and find the answers to them in advance. That way, you'll avoid confusion and feel more confident.
- **Consider feedback** – Even if your last presentation wasn't a big success, it's useful. Consider the feedback from your audience and work on your weaknesses for future presentations.



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Viva- Voce Questions

- 1) What do you understand by 'Presentational Skills'?
- 2) List the types of 'Presentation Skills'?

Course Outcome

<u>CO4</u>	Demonstrate the skills for effective presentation and effective body language
------------	---

CO-PO Mapping

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
<u>CO4</u>	-	-	-	-	-	-	-	-	1	1	-	2

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Experiment No. 9

Interview Techniques

Aim: Students will be able to demonstrate their skills/techniques to ace an interview.

Objectives:

- To learn techniques that can make an interview effective.
- To meet up the future challenges with success.
- To be familiar with different types of interviews.

Introduction:

Learning about the different techniques can help you prepare for interviews and feel more confident. In this article, we discuss the meaning of interviewing techniques, explore the different techniques used for different types of interviews and also look at some last-minute interview preparation tips.

What are interviewing techniques?

Interviewing techniques are practices that can help you convince hiring managers that you are the best candidate for the job in question. Depending on the stage and type of the interview, different techniques can improve your chances of getting hired. It is important to know the different interview techniques so that you can use them appropriately at each stage. These techniques can show the recruiter that you are genuinely interested in the job, display professionalism and show that you have prepared well for the interview.

Types of interview techniques based on interview type:

Depending on the type of interview, the techniques that you can use may vary. Here are the different types of interviews and the different interviewing techniques you can use for each of them:

1. Traditional in-person Interview:

In a traditional in-person interview, the interviewer and the job seeker meet face to face. The interviewer studies the interviewee's resume and asks them a series of questions. These interviews may be fairly generic or technical, depending on the role.

The following techniques of interviewing can help you make a good impression during a face-to-face interview:



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- Make sure you dress smartly for the interview and appear professional.
- Greet the interviewer with a smile and a firm handshake.
- Be mindful of your body language, as it can play an important part in face-to-face meetings.
- Maintain eye contact and refrain from making unwanted hand movements like fidgeting or playing with your pen.
- Be energetic and proactive during the interview.
- Wait for the interviewer to ask you to take a seat.
- Extend a polite greeting after the interview ends.

2. Telephonic Interview:

In this type of interview, the employer conducts the first round of interview over the phone. It acts as a screening round where they may identify if the candidate can meet the company's expectations before proceeding with any further rounds. In this round, the employer may discuss the qualifications of the candidate, their experience and understand their salary expectations.

The following interview techniques to ace telephonic interviews:

- Practice a brief introduction of yourself that highlights your qualifications and experience.
- Make sure that you are clear about the salary expectations you have from the company.
- Research about the company and create your notes. Keep your notes close by so that you can refer to them easily during the call if needed.

3. Video Interview:

Video interviews for jobs take place over the Internet with the help of a video conferencing tool. Sometimes this may happen through a pre-recorded video where the interviewee answers a few questions asked as a part of the job application process.

The following interview techniques can help you ace video interviews:

- Dress as professionally and smartly as you would dress for an in-person interview.
- Choose a place with a neutral background that has good lighting.
- Test your video conferencing software before the call. Conduct an audio and video check before the call begins.
- Make sure you take the call from a location with no distractions.
- Put your phone on silent so that it does not ring during the interview.



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4. Group Interview:

In a group interview, the employer interviews multiple candidates applying for the same position together. There may be one interviewer or multiple interviewers evaluating the candidates in a group interview. This type of interview is common when employers may be hiring a group of candidates. Often, group interviews comprise group discussions, role-playing and are highly structured. This type of interview is used to test how a candidate performs in a group setting.

Following are some techniques to do well in group interviews:

- Introduce yourself to the group with a smile.
- If you are in a small group, try to remember the names of your group members and refer to them using their names during group activities.
- Listen attentively to others and make notes if necessary.
- If you would like to add to what a group member has said, wait for them to finish and politely convey your message.
- Try to avoid disagreements with other members. If they do happen, be respectful and address the issue gently.

Last-minute tips to prepare for an interview:

Being prepared for an interview can show the interviewer that you have put in the efforts and are genuinely interested in the job. If you are short on time, these tips can help you prepare for an interview:

1. Review the job description :

Re-read the job description to identify the qualities and skills that the recruiter wants the ideal candidate to have. Select some keywords from the job description and use them during the interview.

2. Re-read your resume and cover letter:

Make sure you are clear about everything on your resume and cover letter so that you can explain to the recruiter when asked. Be prepared with supporting stories for each experience or skill like 'What is the biggest take away from your previous job?' and other similar questions.

3. Research the company:

Make sure you know about the key people in the company, its history, the company's products and services, and visit their social media profiles and blog to get deeper information. It can show the recruiter that you have taken the time to do thorough research.



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4. Research the industry:

Learn about the major players in the industry and identify the company's competitors. Familiarize yourself with the current trends and practices that the company could benefit from and suggest them during the interview.

5. Prepare answers to common questions:

Create a list of the most common questions like '*tell me about yourself*' and prepare answers for them. Prepare answers to the most common questions that are asked for the job that you are applying for.

6. Dress professionally:

Except for telephonic interviews, your attire can play a crucial role during all other types of interviews. Pick an outfit that is smart, professional and comfortable, and make sure your shoes are polished and your outfit is crease-free.

7. Prepare your folder :

Carry your resume and certificates in a good looking professional folder, and also carry a small notebook and a pen that fits into the folder. It can show the recruiter that you have good organizational skills and are prepared



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Viva- Voce Questions

- 1) What is the most important thing according to you in an Interview?
- 2) How can you consider yourself as a good Interviewee?
- 3) How you can ace an interview by using Interview techniques?

Course Outcome

CO5	Acquire the knowledge of positive attitude and self-motivation
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CO-PO Mapping

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
CO5	-	-	-	-	-	-	-	-	1	1	-	3

Signature of Course Co-ordinator

Signature of Hod (S & H)

Date of Exp. Approval:-16/09/2023



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EXPERIMENT NO. 10

Self-Motivation and it's Importance

AIM:

The aim is to motivate oneself, to push oneself to reach the personal goals through hard work and passion and new opportunities too.

OBJECTIVES:

To learn to take responsibility.

To learn time – management and strategies

To learn to look others success.

To learn to create massive action plans.

INTRODUCTION:

What is Self-Motivation?

Most self-motivation definitions consider how you can find the ability to do what needs to be done without influence from other people or situations. Self-motivation is encouraging yourself to continue making progress toward a goal even when it feels challenging. It's turning your *shoulds* into *musts*. The ability to self-motivate is the only sure-fire way to achieve your goals and get everything you want in life. You won't always have parents, teachers or bosses to direct your energy or provide external motivations. You need to cultivate and draw on inner strength – a deep confidence in yourself that is completely unaffected by outside events and experiences. When you have this type of belief in yourself, you'll be unstoppable.

Why self-motivation is important for life

Motivation elucidates all your goals

When you're self-motivated, your desire to change in life will become more clear. This brings you closer to your aims. This gives a clear idea and tells you what you're working for.

Self-motivation helps in crossing the milestones

Every road you're crossing has some roadblocks and breaks in it. Self-motivation gives you the courage to cross those and make you try again.

It trains towards perseverance

It makes you strive towards trials and fears. Thomas Alpha Edison, who invented the light bulb, said, "I have not failed but found 10,000 other ways that don't work". Our greatest fear makes us give up. But self-motivation helps in trying to do one more time. Motivation teaches to compete with you ownself.



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Developing self-motivation skills

Thinking-positively

Have a determined goals Work hard to achieve that goal

Keep learning from the mistakes you've made

Mahatma Gandhi, Father of our nation, adopted the principle of self-motivation and made us win the freedom. He has been instrumental in transforming society, who made people think to achieve a well-defined goal.

On the whole, Self-motivation is a vital skill to adopt. It is an important quality for students to learn and excel in studies. This helps in igniting their minds to achieve goals.

SELF-MOTIVATION TECHNIQUES FOR REACHING YOUR GOALS

1) Take responsibility for your life

Self-motivation is often difficult because it comes from you. If you don't take care of the underlying issues that keep you from making progress, you can fall back on blaming others for your failure. In some cases, you can rely on external factors and friends for motivation, but at the end of the day, you're the one who has to put in the work. You're the one who must take charge of your life.

2) Find your why

Tony often says that, "People are not lazy. They simply have impotent goals – that is, goals that do not inspire them." Before you can learn how to self-motivate, you need to find your why. You need a compelling purpose that goes beyond material things or climbing the career ladder. *Why* do you want to build a business? It likely goes back to the ability to do what you want, when you want and with whom you want – the true definition of success. Connect your goals back to your purpose and you'll never lack self-motivation.

3) Re-evaluate your goals

Tony also says, "At any moment, the decision you make can change the course of your life forever." If you're focused on your vision and purpose, but you're still not feeling inspired, you may need to make a decision to go in a new direction. In other words, if your why isn't motivating you, then you may need a new why. Reevaluate your blueprint for your life and don't hesitate to create new goals. As long as you're making progress, you're ahead of everyone who isn't making an effort.



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4) Create empowering beliefs

The only limitations in our lives are the ones we put on ourselves. If you don't have enough self-motivation, it comes down to one reason: you don't see yourself as a self-motivated person. Change your negative beliefs into positive ones by conditioning your mind and creating empowering beliefs. Catch yourself when you think negatively about yourself and transform that self-talk so that it motivates you instead of holding you back.

5) Learn better time management strategies

Sometimes the key to self-motivation is having the necessary time-management tools and strategies under your belt. How are you managing your time? Find ways to stop procrastinating and start making progress, like chunking, the Rapid Planning Method TM and N.E.T. time (No Extra Time time).

6) Focus on gratitude

It can be very difficult to learn how to self-motivate when you get caught up in negativity. Focus on gratitude and adopt an abundance mindset. Be thankful for all the good things in your life and steer your focus from all the things you wish you had. Stop comparing yourself to others and understand that life is happening for you, not to you. The more you look at everything good in your life, the more of it you will attract and the easier it will be to self-motivate to attract even more.



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VIVA-VOCE QUESTIONS

- 1.) What is Self-motivation?
- 2.) Why Self – Motivation is needed?
- 3.) Why it is important to motivate oneself?

COURSE OUTCOME

<u>CO5</u>	Acquire the knowledge of positive attitude and self-motivation
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<u>CO</u>	<u>PO1</u>	<u>PO2</u>	<u>PO3</u>	<u>PO4</u>	<u>PO5</u>	<u>PO6</u>	<u>PO7</u>	<u>PO8</u>	<u>PO9</u>	<u>PO10</u>	<u>PO11</u>	<u>PO12</u>
<u>CO5</u>	-	-	-	-	-	-	-	-	1	1	-	3

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