

F.YB.Sc

AEC ENG 101: PROFESSIONAL COMMUNICATION SKILLS

IMPORTANT QUESTION

1) Kritika introduces her sister to her classmates. Write a dialogue.

Kritika: Hey everyone, I'd like you all to meet my sister, Riya!

Classmate 1: Hi Riya, it's so nice to meet you!

Riya: Hi, nice to meet you all too!

Kritika: Riya, these are some of my friends from class. That's Ananya, and this is Aarav.

Riya: Hey Ananya, Aarav! It's great to see where Kritika spends most of her time.

Ananya: Kritika talks about you a lot, Riya. She's always mentioning how close you two are!

Riya: Aww, that's sweet. We do spend a lot of time together.

Aarav: So, what do you like to do, Riya? Any hobbies?

Riya: I love painting and reading. I'm actually into photography too.

Kritika: You should see her latest art projects; she's really talented!

2) Arjun apologies to his teacher for missing class.

Arjun: Good morning, sir. I wanted to apologize for missing class yesterday.

Teacher: Arjun, I noticed you weren't here. Is everything okay?

Arjun: Yes, sir, everything is fine. I had an unexpected family emergency that I had to attend to.

Teacher: I understand. Family comes first. But it's important to keep up with your studies.

Arjun: I completely agree, sir. I'm really sorry for not informing you earlier.

Teacher: It's alright, Arjun. Just make sure to catch up on the material you missed.

Arjun: I will, sir. I've already started reviewing the notes and assignments.

Teacher: Good to hear. If you need any help, feel free to ask.

Arjun: Thank you, sir. I'll make sure this doesn't happen again.

Teacher: No problem, Arjun. Just stay on top of your work!

3) How to prepare for interview?

Research the Company: Understand the company's history, values, culture, and recent news. Familiarize yourself with its products or services.

Understand the Role: Review the job description in detail. Identify key responsibilities and qualifications. Be prepared to explain how your experience aligns with the role.

Prepare Your Answers: Practice answering common interview questions like "Tell me about yourself," "Why do you want to work here?" and "What are your strengths and weaknesses?"

Use the STAR Method: When answering behavioral questions, use the STAR method (Situation, Task, Action, Result) to structure your responses.

Dress Appropriately: Choose professional attire that fits the company culture, ensuring you look polished and presentable.

Prepare Questions: Think of insightful questions to ask the interviewer about the company or role.

Bring Necessary Documents: Bring extra copies of your resume, references, and any other required documents.

Practice Body Language: Maintain good posture, eye contact, and a firm handshake.

Be Punctual: Arrive on time to show respect for the interviewer's time.

Follow Up: Send a thank-you email after the interview to express appreciation and reaffirm your interest in the role.

4) Write a conversation in which Kanika introduces her sister to her friends at school

Kanika: Hey everyone, I want you all to meet my little sister, Aanya!

Friend 1: Hi Aanya! It's so nice to meet you.

Aanya: Hi! I'm really excited to meet Kanika's friends.

Kanika: Aanya, these are my friends from school. That's Priya, and this is Rohan.

Aanya: Hey Priya, Rohan! It's nice to finally meet you. Kanika talks about you all the time.

Priya: Oh, really? It's great to hear! You must be a lot of fun if Kanika says so.

Rohan: Yeah, we've heard so much about you! What grade are you in?

Aanya: I'm in 8th grade. I'm actually joining this school next year, so I'll be around more.

Kanika: She's super excited to be here. And Aanya, they're all into sports, so you'll fit right in!

Aanya: That sounds awesome! I love sports too! Can't wait to hang out with you all more.

5) Write a dialogue where Praveen expresses his apologies to his teacher for being absent in class.

Praveen: Good afternoon, sir. I wanted to apologize for missing class yesterday.

Teacher: Praveen, I noticed you weren't here. Is everything alright?

Praveen: Yes, sir. I'm really sorry. I wasn't feeling well and couldn't make it to school.

Teacher: I hope you're feeling better now.

Praveen: Yes, sir, I'm much better today. I should have informed you earlier, but I was resting at home.

Teacher: That's understandable. Just make sure to keep me updated in the future if you can't attend class.

Praveen: I will, sir. I'll make sure it doesn't happen again.

Teacher: Alright, just catch up on the lessons you missed. If you need any help, let me know.

Praveen: Thank you, sir. I'll get on it right away.

Teacher: No problem, Praveen. Stay on top of your work!

6) Write a interviewing techniques

Interviewing skills are essential for making a strong impression during a job interview. These skills help you communicate your qualifications, experience, and personality effectively, increasing your chances of securing the job. Here are some key interviewing skills:

1. **Preparation:** The foundation of any successful interview is preparation. Research the company and role thoroughly, review the job description, and identify the skills and qualifications required. This helps you tailor your answers to show how you're a great fit.
2. **Communication:** Clear and concise communication is critical. Listen carefully to the interviewer's questions, and respond in a well-organized manner. Avoid long-winded answers and focus on providing relevant examples.
3. **Active Listening:** Listening is just as important as speaking in an interview. Pay attention to the interviewer's questions and cues, and make sure you understand them before responding. This shows that you value the interviewer's input.
4. **Body Language:** Non-verbal communication plays a huge role in interviews. Maintain good posture, make eye contact, and offer a firm handshake. Positive body language conveys confidence and professionalism.

5. **Confidence:** Confidence is key, but it should be balanced with humility. Speak about your strengths and achievements without sounding arrogant. Show that you're capable but also eager to learn and grow.
6. **Problem-Solving Examples:** Demonstrate your problem-solving abilities through real-life examples using the STAR method (Situation, Task, Action, Result). This technique helps structure your answers to highlight how you approach challenges.
7. **Adaptability:** Interviews can vary in style, so be flexible. Some interviews are formal, while others are conversational. Be adaptable and adjust your communication style based on the interviewer's tone and approach.
8. **Emotional Intelligence:** Show empathy and understanding toward the interviewer. Being able to gauge the tone of the conversation and respond appropriately can leave a positive impression.
9. **Questioning:** Asking thoughtful questions shows that you're interested in the role and the company. Prepare questions in advance to ask the interviewer about the company culture, team dynamics, or the next steps in the hiring process.
10. **Closing the Interview:** At the end of the interview, summarize why you're a great fit for the position and express your enthusiasm. Thank the interviewer for their time and confirm your interest in the role.

Mastering these interviewing skills can significantly increase your chances of success and leave a lasting, positive impression on potential employers.

7) Write a note on language of presentation

Language of Presentation refers to the style, tone, and choice of words used while delivering a presentation. The effectiveness of a presentation often depends on how well the language is tailored to the audience and the purpose of the presentation.

Below are key elements of the language of presentation:

- 1. Clarity and Simplicity:** Use simple and clear language to ensure your message is easily understood. Avoid jargon or overly complex terms unless necessary, and always explain them if you do use them.
- 2. Engagement:** The language should be engaging and captivating. This can be achieved through storytelling, rhetorical questions, and addressing the audience directly. A conversational tone often helps to maintain interest.
- 3. Conciseness:** Be brief and to the point. Avoid unnecessary elaboration and filler words that can distract from the core message. Your language should allow you to convey your ideas in a clear, organized manner.
- 4. Appropriate Tone:** The tone of language should match the nature of the presentation. For a formal presentation, the tone should be professional and respectful. For a more casual setting, a relaxed tone may be appropriate.
- 5. Audience Awareness:** Tailor your language to suit the audience's level of knowledge and expectations. For example, a presentation to experts in a field will use more technical language, while a presentation to the general public should be more accessible.
- 6. Use of Visuals:** Language in presentations should complement visual aids. Phrases should refer to and explain the visuals clearly, guiding the audience through charts, images, or graphs.
- 7. Active Voice:** Use active voice to make your language more direct and dynamic. It helps in making statements stronger and more engaging. For example, "We developed the new software" is stronger than "The new software was developed by us."
- 8. Variety and Emphasis:** Use a variety of sentence structures to keep the presentation dynamic. Emphasize key points by repeating them or using pauses to give them weight. Emphasizing certain words or ideas can help highlight your most important messages.
- 9. Confidence:** The language used should reflect confidence. Avoid unnecessary hedging (e.g., "I think" or "maybe"), and instead speak with conviction, showing that you believe in the points you are making.

10. Call to Action: If applicable, end with a clear call to action. Your language should encourage the audience to take the next step or engage further with your topic.

By focusing on these aspects, the language of your presentation can enhance its effectiveness, helping you communicate your ideas clearly and make a lasting impact on your audience.

8) What are the kinds of presentation?

There are several types of presentations, each suited to different purposes, audiences, and settings. Here are some of the most common kinds:

There are several types of presentations, each serving different purposes:

1. **Informative Presentation:** Aimed at educating the audience about a topic, focusing on facts, data, or explanations.
2. **Persuasive Presentation:** Designed to convince the audience to adopt a certain viewpoint or take action.
3. **Motivational Presentation:** Inspires and energizes the audience, often using personal stories to encourage positive change or growth.
4. **Demonstrative Presentation:** Focuses on showing how to do something, typically involving step-by-step instructions.
5. **Explanatory Presentation:** Explains complex ideas or processes in a simple and understandable way.
6. **Business Presentation:** Presented in professional settings, such as proposals, reports, or sales pitches.
7. **Pitch Presentation:** Aimed at persuading potential investors or clients to support an idea, product, or service.

9) What are the qualities a good public speaker should have?

A good public speaker should possess several key qualities to engage and connect with their audience effectively:

1. **Confidence:** A confident speaker commands attention and instills trust. Confidence helps to convey authority and ensures the message is delivered clearly.
2. **Clarity:** Clear articulation and a well-structured message are essential to ensure the audience understands the speaker's points.
3. **Engagement:** A great speaker interacts with the audience, using eye contact, gestures, and enthusiasm to maintain attention and create a connection.
4. **Empathy:** Understanding the audience's needs and emotions allows a speaker to adjust their tone and message to resonate more deeply.
5. **Preparation:** A well-prepared speaker delivers content smoothly, stays on topic, and answers questions confidently.
6. **Adaptability:** The ability to adjust to different audiences, settings, and unexpected situations is crucial for a successful presentation.