

## **Institute of Sciences, Humanities & Liberal Studies**

### **Department of Languages**

**Topic: Presentation Techniques (brief summary)**

**Faculty-In charge: Prof. Mamta Amin**

- Presentation-Point A to B (Audience is at the Centre)
- Use of anecdotes/ subjective examples-Connect with the audience with relatable experience sharing
- Slides should not be crowded
- Bullets-Only when necessary
- No/Simple Background
- Simple Fonts
- Simple Colors
- Minimum Animation
- Proof Read
- Rehearse
- Timing allotted according number of slides made

## **Institute of Sciences, Humanities & Liberal Studies**

**Department of Languages**

**Topic: Interview Techniques**

**Faculty-In charge: Prof. Pranjal Bhatt**

### **Attending the Interview**

Some General Dos and Don'ts

#### ***Do:***

- Arrive in good time. The interview panel may be interviewing a lot of candidates so do not keep them waiting.
- Dress appropriately. Some organizations, especially technology companies, have a very casual dress code but, for most, a suit will be appropriate interview wear. Remember that you are being judged on the appearance that you present.
- Act appropriately, which usually means following the interviewer's lead. If you are offered a hand to shake, then shake it, but don't offer your own hand if nobody else seems interested.
- Engage with the interviewers. Smile, make eye contact, and build rapport.
- Answer the questions that are asked, using relevant examples where at all possible.

#### ***Don't:***

- Be afraid to blow your own trumpet a bit. After all, nobody else is going to blow it for you; however do not lie or exaggerate. If you want the job, be enthusiastic and positive.
- Be over-familiar or share too much information. For example, the interviewers don't want to know how you're going to manage your childcare.