

UNIT-IV

INTERVIEW SKILLS & GIVING PRESENTATIONS

Points to be covered in this topic

❖ INTERVIEW SKILLS

THE PURPOSE OF INTERVIEW

DO's OF AN INTERVIEW

DONT's OF AN INTERVIEW

❖ GIVING PRESENTATION

DEALING WITH FEARS

PLANNING YOUR PRESENTATION

STRUCTURING YOUR PRESENTATION

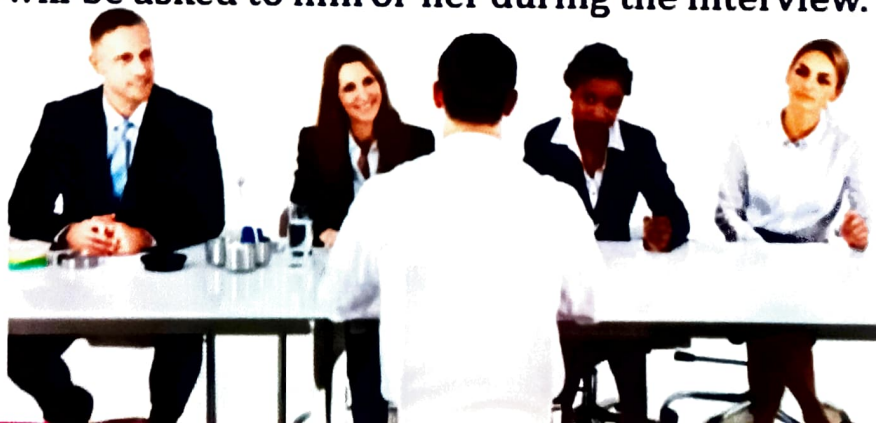
DELIVERING YOUR PRESENTATION

TECHNIQUES OF DELIVERY

❑ INTERVIEW SKILLS

❖ The Purpose of the Interview

- One of the major forms of oral communication is the purpose of an interview or the objective of the interview. It is possible to conduct interviews for many reasons. These are the purposes of interviews:
 1. **Advising:** By conducting an interview, the interviewer can provide necessary advice to the interviewee or to a **concerned third party**.
 2. **Increasing understanding:** Interviews can enhance the understanding of the parties on a variety of topics.
 - All parties in an interview **exchange their views, opinions, and suggestions** during the open discussion session.
 - As a result of the openness of the interview, the concerned parties can better understand one another and **minimize miscommunication**.
 3. **Measuring stress:** An important purpose of an interview is to gauge employee stress.
 - An interviewee is put through difficulties to test how he **reacts to stressful situations** as part of a stress interview.
 - It is commonly used when selecting candidates for jobs in which a person must be capable of handling difficult **situations without losing their temper**.
 4. **Finding out the best candidate:** During an employment interview, the goal is to select the **most suitable candidate out of the potential candidates**. To determine the candidate's qualifications, several questions will be asked to him or her during the interview.



❖ DO's of an interview

- Dress appropriately for the industry on the side of being conservative to show you take the interview seriously. Your personal **grooming and cleanliness should be impeccable.**
- **Arrive early; 10 minutes** prior to the interview start time [or earlier if the event or employer instructs you to do so].
- Treat other people you encounter with courtesy and respect. Their opinions of you might be solicited during hiring decisions.
- **Offer a firm handshake, make eye contact,** and have a friendly expression when you are greeted by your interviewer.
- Listen to be sure you understand your interviewer's name and the correct pronunciation.
- Even when your interviewer gives you a first and last name, address your interviewer by title (Ms., Mr., Dr.) and last name, until invited to do otherwise.
- **Maintain good eye contact** during the interview.
- Sit still in your seat; avoid fidgeting and slouching.
- Respond to questions and back up your statements about yourself with specific examples whenever possible.
- Ask for clarification if you don't understand a question.
- Be thorough in your responses, while being concise in your wording.
- Be honest and be yourself — your best professional self. Dishonesty gets discovered and is grounds for withdrawing job offers and for firing. You want a good match between yourself and your employer. If you get hired by acting like someone other than yourself, you and your employer will both be unhappy.



- **Exhibit a positive attitude.** The interviewer is evaluating you as a potential co-worker. Behave like someone you would want to work with.
- **Have intelligent questions prepared to ask the interviewer.** Having done your research about the employer in advance, ask questions which you did not find answered in your research.
- After the interview, make notes right away so you don't forget critical details.
- Write a thank-you letter to your interviewer promptly.

❖ **DONT's of an interview**

- Don't be late.
- Don't ask about other applicants.
- Don't request salary information.
- Don't smoke, Don't chew gum/eat life savers, etc.
- Don't slouch
- Don't criticize previous employers, professors, etc.
- Don't dress inappropriately. (You must dress to fit in.)
- Don't dominate the conversation.
- Don't make excuses. (Give reasons instead.)
- Don't ramble (make your point and stop talking.)
- Don't ask obvious or inappropriate questions (about vacation, sick leave, etc.)
- Don't be aggressive. (Be assertive.)
- DON'T cross your arms
- DON'T play with your hair
- **Playing with your hair** or touching your face will not only distract from what you're saying, it may also suggest that you're nervous, or worse, that you care more about how your hair looks than you do about the job.
- Don't speak over the interviewer- It is important to be a good listener as well as a good talker. It shows that you are respectful and have strong interpersonal skills.

❑ GIVING PRESENTATION

❖ Dealing with fears

Fear of public speaking is a common form of anxiety. It can range from slight nervousness to paralyzing fear and panic. These steps may help:

- **Know your topic** : The better you understand what you're talking about and less likely you'll make a mistake or get off track.
- **Practice, and then practice some more**: Practice your complete presentation **several times**. Do it for some people you're comfortable with and ask for feedback. **Consider making a video of your presentation** so you can watch it and see opportunities for improvement.
- **Challenge specific worries**: When you're afraid of something list your specific worries. Then **directly challenge them by identifying probable and alternative outcomes** and any objective evidence that supports each worry or the likelihood that your feared outcomes will happen.
- **Visualize your success**: Imagine that your presentation will go well. **Positive thoughts can help decrease** some of your negativity about your social performance and relieve some anxiety.
- **Do some deep breathing**: This can be very calming. **Take two or more deep, slow breaths** before you get up to the podium and during your speech.
- **Focus on your material, not on your audience**: **People mainly pay attention to new information** not how it's presented. If audience members do notice that you're nervous, they may root for you and want your presentation to be a success.
- **Don't fear a moment of silence**: If you lose track of what you're saying or start to feel nervous and your mind goes blank, it may seem like you've been **silent for an eternity**. In reality, it's probably only a few seconds. Even if it's longer, it's likely your audience **won't mind a pause** to consider what you've been saying. Just take a few slow, deep breaths.

❖ Planning your presentation

Careful planning is required for a successful presentation. Plan a successful presentation by following these steps:

- Do you have any knowledge of it? Why are you presenting this? Why are you presenting it? To whom are you presenting it?
- **Learn more about your topic** by researching it, and then use examples and statistics to support your argument.
- Organize your thoughts. **Outline your argument.**
- Draft your paper.
- Plan any visual aids you would like your audience to see, such as **PowerPoint slides or any activities** you would like them to participate in
- Be sure to practice! Your presentation shouldn't be exceedingly long, so make sure you edit it if necessary.

❖ Structuring your presentation

Organizing a presentation properly with a beginning, middle, and end is key.

1. BEGINNING

A good presentation starts from the beginning! **The first few seconds of your presentation** are a chance for you to grab the audience's attention and start things off right.

- **Make your presentation memorable.** You can use an attention-getting statement. You can use a variety of techniques to grab your audience's attention, such as asking a provocative question, drawing an intriguing picture, providing a real-life story or example related to your topic, sharing a shocking statistic, sharing an inspiring quote, and playing a video.
- Let's begin **by introducing ourselves** and the topic we will be discussing
- Submit a brief outline of your presentation.

2. BODY

- **Organize your thoughts** in a logical sequence
- If you are moving from one point to another, you should make sure your audience is aware of it.
- **Provide examples** to support what you are saying

3. CONCLUSION

- Provide a summary of the **main points**
- For now, please **don't provide any additional information**, but if you have any additional questions, please share them immediately.
- As you conclude your presentation, you should inform your audience.
- End your presentation **without saying, "that's it!" or apologizing** for it.
- Invite questions from the audience and thank them for listening

❖ Delivering your presentation

1. Be aware of your non-verbal communication. Use body language that shows CONFIDENCE!
 - Have good posture
 - **Smile and act relaxed.** It will make you look and feel more confident.
 - **Make eye contact with your audience** instead of reading off your notes the entire time.
 - Avoid distracting behaviors, **like chewing gum or fidgeting.**
 - Watch for nervous gestures, such as rocking, or tapping.
 - Make sure to dress appropriately for your profession.
 - **Add expression to your talk with quick and energetic hand and arm movements.** Make your movements unpredictable in order to keep the audience's attention.
2. **Take time to think during your presentation!** People have a tendency to speak more quickly under pressure.

3. Make an effort **to slow your pace and include pauses**. Speaking slower will also help you avoid excessive verbal fillers like **"ummm"** or **"ahhhh"**.
4. Pay attention to your volume. Think about projecting your voice to the back of the classroom so that everyone can hear what you have to say.
5. Try to speak clearly so that your audience can easily understand your words.
6. Voice is important to use your voice effectively to improve your delivery. The most effective speaking voices are **friendly, natural, and enthusiastic**. Here are a few guidelines for developing a great speaking
7. **Make sure your voice has a variety of pitches** (highs and lows) to avoid monotony. Be careful not to change the pitch too much, however, since it may sound unnatural.
8. You should **speak loud enough** so that everyone can hear you, but you should vary your voice volume **to maintain interest and emphasize important points**.
9. Appearance refers to the **speaker's dress and grooming**. - Don't wear anything potentially distracting - Wearing clothing as a presentation aid - Take appearance cues from audience - When in doubt dress conservative

❖ **Techniques of delivery**

There are 4 methods that include:

1. Proper speaking
 2. Manuscript presentations
 3. Extemporaneous presentations
 4. Memorized speaking
- Manuscript speaking is **reading a presentation from a written text**. It is rarely done well enough to be interesting.
 - Memorized speaking is delivering presentation **word-for-word from memory without using notes**.

- Impromptu speaking, off-the-cuff, is delivering a presentation **without advance preparation.**
- Extemporaneous **speaking is speaking from a written or memorized outline without having memorized the exact wording.** This method is preferred by most audiences.
- **Guidelines**
 - ✓ Use a full-content preparation outline when rehearsing presentation.
 - ✓ Prepare abbreviated delivery outline and speaking notes.
 - ✓ Do not try to memorize your message.
 - ✓ As you deliver a presentation, adapt it to your audience.