AKTU Syllabus : Unit-2

- **Communication Skills for Career Building** CV and Résumé Writing, Interview Skills, Group Discussion, Effective Profiling, Communication and Networking: Building relationships, Writing the Statement of Purpose (SOP) for admission in Higher Studies, Seminar & Conference Paper Writing, Expert Technical Lecture: Writing and Presenting.

Unit-2 Lec-1

C.V. and Resume Writing

- **C.V. and Resume Writing**

- **What is C.V.-**

- The term C.V. is an abbreviation for the Latin word ‘Curriculum Vitae’, which is literary translated into-

- **The course of our life.**

- **How to write C.V.-Points to Remember while drafting C.V.**

C.V. and Resume Writing

- A C.V. is a comprehensive description of everything, we have ever done, we have actually earned.
- It contains all the **achievements, participations, publications**, that bear our name etc.
- A C.V. is a very in-depth document, that describes career journey step by step.
- Depending on the amount of experience, a C.V. can range from 2-8 pages.

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C.V. and Resume Writing

❖ What to include in a C.V.

- Full name
- Contact information
- Professional title
- Summary or objective
- Research interests
- Educational qualifications and specializations
- **Publications:**-both academic papers in journals and books, both.
- Teaching and lecturing experience, guest lecturing too, if any.

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C.V. and Resume Writing

- Work experience
- Conference/seminars/workshops/FDPs/MDPs attended..
- Courses-NPTEL, Coursera, NIPAM, SIPAM and the like.
- Skills
- Cultural activities and sports Participation, Debate / Declamation, Speech etc.
- Certificates achieved
- Grants or fellowship earned

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C.V. and Resume Writing

❖ Resume-What is Resume -

- A Resume is a **short, straight, to the point document**, created for the purpose of applying for a specific job.

❖ Points to remember while drafting Resume -

- Keep your resume **as short** as possible. In case of you are a fresher, your resume should be of **1-1.5** pages approximately in maximum.
- If you have 15+years of experience, you can make it of 2 pages.
- Resume is usually accompanied by a covering letter.
- A good resume highlights specific contributions, you have made during your studentship/in your previous work. It also showcases how your different skills can be useful for the position, you are applying to.

C.V. and Resume Writing

❖ What to include in a Resume-

- Full name
- Job title/name of the position, you are applying for, as-
  - Assistant Professor
  - Quality Manager
  - Assistant Manager....
- Contact information - E-mail address, phone number, address
- Resume summary/objective

*Work experience
*Educational qualification and specialization

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C.V. and Resume Writing

- Work experience
- Educational qualification and specialization
- Relevant skills earned -Java, C,C++,HTML, Python etc.
- Personal details - Interests, hobbies, DOB, Nationality, Religion, Blood Group, languages known and the like.

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RESUME

Pooja Agarwal.
F-39, Mukhargi nagar
New Delhi
.....@gmail.com
7455961284

Photo

Objective :- To prove my self as an asset for the organization, where I am associated with, on the basis of my hard work, potential and loyalty.
Academic Qualification

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RESUME

❖ Academic Qualification :-

Standard / Course	Year	Board / University	Subject offered	% Marks obtained
B.Tech	2004	APJ AKTU	CSE	78%
Intermediate	2000	I.C.S.E	PCM	77%
High school	1998	I.C.S.E	All subjects	75%

❖ Training, opt :-

- Had undergone one month summer training with HCL Technologies Noida.
- Had undergone 15 days training with ‘Appwares Technologies’ , Gurgaon.

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RESUME

❖ Experience :-

- Applying as a fresher.

❖ Key skills :-

- Competency in Java and C++.

❖ Strenghts :-

- I am Hard working.
- I enjoy work on some new project is my passion. I never cheat with people.

❖ Weakness :-

- I am homesick
- I am aggressive
- I am emotional to some extent Snipra Garg.

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RESUME

❖ Personal Information :-

- Name :-
- Father name :-
- Mother’s name :-
- Language known :-
- Blood Group :-
- Nationality :- Indian
- Religion :- Hindu
- Martial status :- Single
- Hobbies :-

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RESUME

❖ Declaration :-

I, hereby declare that all the above details are true to the best of my knowledge and nothing is hidden or kept secret.

Place :- XYZ College , Delhi

Date :- 15.10.2023

Signature

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Unit-2 (Lec-2)

Interview Skills

❖ What is Interview -

- The word ‘Interview’ comes from the combination of **two words** from two different languages –

- **Intre -** Greek word, that stands for between...

- **Viore -** Latin word, that stands for to see....

Interview Skills

Hence interview means - To see each other for professional purposes.

- Interview is a structured meeting, in which one participant asks the question and other one answers.

- According to Garry Desller,

“Interview is a two way interactive process which is designed to select the best person for the roles and responsibilities and jobs available to an employer”.

Interview Skills

Objectives of Interview-

- There are **dual purposes** of interview.

For the employer -

- To select the best person for the job.
- To allot the roles and responsibilities, department, suiting best to the profile as well as interest of the candidate.

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Interview Skills

For the Employee :–

- To search the best option, suiting to the skills and potentials.
- To exhibit the overall personality and extra skills.
- To search an organization where growth opportunities exist.
- To seek an organization, where working conditions are good and healthy.

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Interview Skills

Apart from these, there are some general purposes of interview :-

- To explain career goals.
- To discuss professional background and other accomplishments.
- To know and understand the culture of the organization.
- To discuss salary and other perks.
- To discuss the vision, mission and other terms and conditions, rules and regulations of the organization.

Interview Skills

Interview Skills :–

- To appear in an interview and to win it requires certain skills. We are dividing these skills into three steps -

Skills required Before the interview:-

- Self-preparation
- Research
- Mastering your emotions
- Logistical planning

Interview Skills

During the interview :-

- Communication
- Introducing yourself
- Presenting your qualifications
- Listening
- Asking questions

After the interview :-

- Following up with your interviewer
- Reflecting on your interview and refining your methods.

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Interview Skills

- **Self Preparation -** Mental preparation is must before you appear in an interview. Make a list of your **personal and professional strengths**. Make a list of **accomplishments**, you are most proud of. Make a list of **job experience**, **projects** done, and **responsibilities** took over as of now.
- **Research –** Make complete research about the company-its **products and services, it's competitors**, **it's culture**, **it's mission and vision**, it's **turn over**, it's **achievement**, it's market capital and other information may build up a strong impression into the eyes of interviewer. It also shows of how much serious, enthusiastic you are about the company.

Interview Skills

Mastering your emotions :-

- In interview do not ever break out. Be **positive**, **solid**, **confident** and be **emotionally intelligent**.

Logistical Planning :-

Gather information about **transportation, lunch, parking, internet access, Library, child care** and the like. This would help you to be free from asking unnecessary questions.

Interview Skills

❖ During the interview

Communication :-

- **Brushing** up your **communication skills** help you to win the interview. Verbal communication **skills** include **choosing your words carefully**, to be polite, to come to the point directly and non verbal communication skills include smiling, making eye contact.

Introducing yourself :-

- Introduce yourself in metered and measured way, after greeting the panel.
- Leave the cabin, thanking the board/panel to give you opportunity to appear in interview.

Interview Skills

Presenting your Qualifications :-

- Present your qualifications, area of specialization and experience in **systematic way**.
- Don't **ever hide anything** or **don't lie**. Never **boast** about anything that you really don't know.

Listening :-

- Listening is as important as to answer the question. Be **calm** and **patient**. Be **attentive and keen listener**. Listen to the interviewer with **open mind and curiosity**.

Interview Skills

Asking questions :-

- **Do not be over smart** to ask **unnecessary** or **unwanted questions**. Do not ask any question about salary, perks of other benefits in first rounds of interview. Ask questions whichever are relevant and unavoidable.

After the interview :-

- **Following up** with your interviewer is a sign of courtesy but **don't show impatience**. Logically, at certain intervals you can ask them about the result.
- **Reflecting** on your interview is very much necessary. Learn from your mistakes. Enrich the areas where you lacked. Refine yourself for the forthcoming interviews.

Unit-2 : Lec-3

Group Discussion

❖ **What is Group Discussion :–**

➢ Group discussion refers to a **communicative situation**, that **allows it's participants** to **share their views** and **opinions on a particular topic**, generally on a **burning topic**, with other participants for the purpose of reaching to some goal or fruitful results.

➢ Group Discussion is a process of reflective thinking.

➢ It is reflective because our thinking depends upon-

❖ **What others think and what others express ..**

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Group Discussion

❖ **Purpose/Need/Objectives of Group Discussion :-**

- To generate **new ideas** for solving a **rather complicated problem.**
- To **train** the candidate into **various interpersonal skills** ,i.e. time management, team building, problem solving skills and the like.
- It **improves** the skills of **communication**.
- It develops **critical and analytical power**, **logical and rational power** too.

Group Discussion

- It enriches **our thinking** and **perspectives**.
- It helps in **decision making**.
- It is the best medium to **develop confidence**.
- It is the best alternate to select the **best candidate** for the job, as through GD, many skills can be examined altogether.
- to take out a mid way that is equally suitable for everyone, specially in case of arising some conflicting state.

Group Discussion

❖ Do's of Group Discussion :–

- While participating in group discussion, a candidate should follow certain do's. These are as under-

- Speak **politely** and pleasantly, with manners, decorum and etiquettes.

- Interpose only when there is an **urgent need** of.

- Do a **mental revision** of what you are going to say.

- Do read and **research** a lot.

Group Discussion

- Do initiate only when you have **sound knowledge** and **deep insight** into the subject.
- Do support your point with some **relevant data/fact or figures**. Story ,real life experience or anecdote may be used. But these should be directly related to the main theme of the topic, that is in discussion.
- Disagree politely and patiently, being in proper manner and decorum.

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Group Discussion

❖ **DON'Ts of Group Discussion :-**

- While participating in group discussion, we have to be careful about not to do certain things. This list of DON'Ts is as under –

- Do not make it a **one man show**. Do not **monopolize**. Give others chance to speak.

- Do not **lose your temper**. It is GD, not an argumentative session.

- Don't be **loud or aggressive.**

- Do not drop too much **personal experiences.**

Group Discussion

- Do not **interrupt unnecessarily**.
- Do not over speak. It is counted as negative.
- Do not avoid eye contact with other members.
- Do not mention incorrect statistics, facts or figures.
- Do not display low confidence with **shaky voice** and **trembling hands.**
- Do not dominate the group discussion, making it a one man show or a one sided affair.

Unit-2 : Lec-4

Effective Profiling -Communication and Networking -Building Relationship

❖ **What is Profiling -**

➢ Profiling is defined as the act or process of **extrapolating information** about a **person** based on **known traits or tendencies**.

❖ **What is employee Profiling –**

➢ Employee profiling is the **act of collecting critical data** about candidates **for a job**, like how they handle challenges, work in a team, or control their emotions. This in-depth evaluation process helps improve candidate assessment.

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Effective Profiling

❖ **What to include in profile-**

- Academic exposure
- years of experience
- area of specialization
- soft and hard skills, one has
- achievements and accomplishments, awards and honour, received
- Professional career goals, one wishes to achieves.
- Keywords, used in the job posting.

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Effective Profiling, Communication and Networking:

Building relationships

❖ **Need of Effective Profiling - communication, network And building relationship-**

➢ In today's dynamic and interconnected world, mastering the art of effective profiling, communication, networking, and relationship building has become paramount for personal and professional success. This multifaceted skill set empowers individuals to navigate complex social landscapes, establish **meaningful connections,** and achieve **their goals**.

Effective Profiling, Communication and Networking:

Building relationships

- **Communication Mastery -**
- Focus should be on **maintain Clarity** - Clarity of thoughts, information and perceptions.
- Overcome language barriers, For this, be precise, crisp, plain, use effective language and style. It would automatically increase readability of your profile.
- Be direct ,to the point and upto the mark.
- It should be persuasive enough to make its unique place amid thousand other profiles.
- It should be attention grabbing.
- Don’t make overuse of technical terminology or jargons.

Effective Profiling, Communication and Networking:

Building relationships

❖ **Strategic Networking**

- Identify key contacts, whom you can access easily and efficiently.
- expand horizons to build up new relationships, new contacts as well.
- Search online and offline channels, take help from social media as- Naukri Dot Com , Linkedin etc.
- Attend industry events and conferences to meet new people and cherish new contacts.

Effective Profiling, Communication and Networking:

Building relationships

❖ **Building Relationships**

- Be respectful and pay honour in relationships.
- Be loyal, generous and cooperative.
- Add value to existing relationships.
- Reciprocate in time and build trust in relationships.
- Use emotional intelligence rather than emotional foolishness.
- Exhibit professional maturity.

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Unit-2 : Lec-5

Writing the statement of Purpose for admission in higher studies

- **What is Statement of Purpose -** A statement of purpose is a letter, that explains candidate's intent to study in a particular University.
- In simpler words, SOP is your first introduction to the university as an applicant.
- SOP communicates about candidate's-
- Personality
- Intent
- Goals
- Career path
- Interest
- Professional contribution
- Once submitted, it is reviewed by the admission panel to decide whether the candidate is suitable to grant admission or not.

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Writing the statement of purpose for admission in higher studies

❖ **Style of SOP**

➢ Generally Statement of Purpose is written in paragraph format while following the general rules of essay writing, but some universities keep it question based.

❖ **How many pages should SOP contain -**

➢ A standard SOP is usually **800-1000** words long that are usually 1-2 pages. It uses a maximum **12-point** font and is **double-spaced in normal margins**.

Writing the statement of purpose for admission in higher studies

❖ **Need of SOP**

➢ A well written SOP showcases **your particular skills, talents, abilities** and **experiences.** Thus it makes you different from others.

➢ It **grabs the attention** of admission panel and you can easily claim your admission, beating other aspirants.

❖ **Elements/components of SOP -**

➢ Following elements/components make your **SOP attractive** and winning-

Writing the statement of purpose for admission in higher studies

- **1-Introduction -**
  - Personal background
  - Aspirations
  - Current career goal and objective
  - Introduce the academic field of interest
  - Write how and why it fascinates you
- **2-Interests -**
  - Interest in particular area of study
  - Reasons and purposes behind choosing that particular University/college.

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Writing the statement of purpose for admission in higher studies

❖ **3-Why this course-**

- Specify why you want to pursue this particular course
- Discuss the course curriculum
- Explain the skills, you would enhance during this course

❖ **4-Why this university -**

- Specific features of university that attracts you.
- How it's exposure will help you realize your goals.

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Writing the statement of purpose for admission in higher studies

- **5-Personal qualities -**
  - Personal Achievements
  - Hobbies
  - Extra curricular activities
  - Strengths
- **6-About experience -**
  - Internship
  - Research project
  - Paper presentation

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Writing the statement of purpose for admission in higher studies

❖ **7-Conclusion -**

- Long term career goals
- Life long aspirations
- Final impression
- Undertaking

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Writing the statement of purpose for admission in higher studies

❖ **Tips to write a good SOP**

- 1-Use a formal, yet conversational tone.
- 2-Do not exceed the given word limit.
- 3-Be crisp, to the point and direct.
- 4-Avoid too much jargons and technical terms. Instead make it plain, simple but effective.
- 5-Make your SOP engaging, connected and organized .
- 6-Proof read ,before final submission .
- 7- Prepare rough draft beforehand. It would give you enough time to research.
- 8-Beware of lying and copying.

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Sample of SOP for admission in higher studies

To

University of Melbourne
Melbourne

Dear Admission Panel

“The computer is the most remarkable tool we’ve ever come up with. It’s the equivalent of a bicycle for our minds." - This quote by Steve Jobs has inspired me ever since I read about him in an article, when I was in school.

The sheer passion, dedication and insight to the future that Steve had has led to the growth of Apple, one of the best technology companies in the world. The products created by Apple Inc. from the ipod, iphone to the ipad have all been game-changers and have a fanatic fan-following all over the world.

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My interest in computers was sparked by the story of how Steve created Apple as a technology firm with his friends. This led me to opt for the Bachelor of Engineering in Computer Science course at Mercy Engineering College. I rate the four years of study at the engineering college amongst the best years of my life, as I spent a lot of time in the computer laboratory learning programming languages and concepts of hardware technology and the components that make up a computer.

As part of the project of my final semester of study, I worked on multiple aspects. I completed the engineering course with a cumulative grade point average of 8.75 out of a maximum of 10 points.

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I aspire to study Master of Science in Computer Science at the University of Melbourne because it has amongst the most highly rated postgraduate programmes offered, in Australia. Additionally, one of my lecturers Mr. Avinash Tripathi, an alumnus of the University of Melbourne, recommended that I study there. I have complete faith in Mr. Avinash's recommendation, and I hope I will get a chance to study my dream course at Melbourne.

Eagerly waiting for your kind response..

Applicant

Shiwangi Goel

7455961284

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Unit-2 : Lec-6

Seminar and Conference Paper Writing

❖ Seminar-What is Seminar -

➢ A seminar is a form of academic instrument, offered by a commercial or professional organization. It has the purpose of **bringing together small groups** for **recurring meetings**, **focusing** each time on some particular subject in which everyone present is requested to participate and **put forth one's views** in **a rather Researchful way**.

Seminar and Conference Paper Writing

❖ Objectives of conducting Seminar -

- To **offer a joint platform** for annual planning for **some research** and innovation.
- To **generate ideas** on a particular topic.
- To **prepare a roadmap** for upcoming projects and also to explore possibilities for setting up new avenues for forthcoming projects and research.
- To **gather like minded** individuals from across the country to learn, to discuss, develop network, share and transfer ideas and to ignite motivation for some inventions, innovation and some new research.

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Seminar and Conference Paper Writing

❖ Conference –

❖ **What is Conference -** A conference is a **meeting of persons** to **discuss** and **analyze** a topic or issue and also to offer the **solution** of the problem/issue.

❖ **Objectives of conducting Conference -**

- To be benefitted with the thoughts and rich knowledge on a particular topic from eminent scholars who have specialization on the delineated topic.
-
- To take out some important solutions of a critical problem.

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Seminar and Conference Paper Writing

❖ Seminar And Conference Paper Writing -

❖ Step-1

- **Choose your topic** : your topic should be attention grabbing and something different from what others are working on.
- You should not pick a broad topic, that will be difficult to exhaust.
- Ensure your academic supervisor approves your topic, before you start writing on it.

Seminar and Conference Paper Writing

❖ **Step-2**

➢ **Find and gather** information as much as you can, be it from **surfing websites**, going through magazine, journals and newspapers, books or from **surveying**, **conducting interviews** with **eminent scholars** on the topic or from **watching different channels**. Read a lot and be researchful. analytical and logical arrange vast information on the said topic.

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Seminar and Conference Paper Writing

❖ **Step-3**

➢ Make an outline .Draft an outline for your work. Your outline is a rough work of your table of contents. List out main points under which you list your sub topics and sub sub topics.

❖ **Step-4**

➢ Gather your notes. Arrange them in proper sequence. Prepare a rough draft. Proof read it.

❖ **Step-5**

➢ Write your paper, under the prescribed format font and style.

Seminar and Conference Paper Writing

❖ Format of a seminar paper -

- **Title Page** (The title of your seminar paper should be brief, self explanatory and also attention grabbing.

- Author's Name (Put your name, your ID number, the name of your department, and the name of your university under the title.)

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Seminar and Conference Paper Writing

❖ Table of Contents

❖ Abstract

- The abstract should state the **most important facts and ideas** in your paper. It should be complete in itself. The length of the abstract should be about **200 words**. The abstract should state clearly:
- The problem studied
- The method used
- The main results
- The main conclusions.
- Do not put information in the abstract which is not in the main text of your paper. Do not put references, figures, or tables in the abstract. It is advisable to write Abstract in the last.

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Seminar and Conference Paper Writing

- **Main body (Introduction, Sections, Summary and Conclusion)**

The main body of your paper should be divided into sections, each with a separate heading.

The first section should be an introduction to your topic. This section should review the background of your topic and give an outline of the contents of your paper. You should get the information for your paper from various sources, such as books, journals, lecture notes, etc. You must write the paper yourself using this information. You must not copy text written by other authors. Instead, select only the information you need and summarize this information in your own words. The final section of your paper should summarize your conclusions.

- **Symbols, abbreviations and Units (if any)**
- **Glossary**

Unit-2 : Lecture-7

Expert Technical Lecture-Writing and Presenting

❖ **What is Technical Lecture –**

- The word **'lecture'** comes out from the **Latin word 'lectura'**. It means **'Reading'.** Technical stands for something **scientific, Researchful or logical, rational one.**
- Expert technical lecture is a method of teaching to the specific audience with a specific purpose to deliver a **specific content on a specific subject/topic.** In this teacher acts as the primary information giver. Listeners or students are expected to listen to him and take notes during the lecture.
- There is **limited interaction and exchange of ideas** between teacher and students in the expert lecture. It's a kind of one sided affair.

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Unit-2 : Lecture-7

❖ **Examples -**

- Lecture by D.I.G./S.D.M. on cyber security
- A Politician's speech
- Lecture by ISRO scientist on upcoming technology

Unit-2 : Lecture-7

❖ Types of Expert Technical Lecture -

❖ **1-Participatory expert technical lecture -** When the expert technical lecture is delivered in **interactive mode**, it is participatory expert technical lecture.

❖ **2-Non-participatory expert technical lecture -** In such an expert technical lecture, Speaker is considered an **authority** . He monopolizes the lecture, making it a one man show.

➢ In such a delivery no student is given room to address one's queries.

Expert Technical Lecture-Writing and Presenting

❖ Advantages of Expert Technical Lecture -

- **It helps to enhance knowledge.**
- It helps to **broaden the critical thinking and creativity, innovation** like skills.
- The students get to know **how Industry functions.**
- An expert technical lecture **breaks the monotony of regular classes**, and helps to give them **something extraordinary**.
- **It helps to stimulate the thoughts of audience .**
- **It imparts knowledge on technical and complicated topic** in an **easy and comprehensible** way.

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Expert Technical Lecture-Writing and Presenting

❖ Expert Technical Lecture – Writing - How to write –

- **(1) Clarity -** There should be clarity of **purpose, thoughts and expression** . It shouldn't have any ambiguity, double or hidden meaning. The main theme should be as clear as crystal is.
- **(2) Precision -** Subject matter must be presented in a precise manner. It should be **brief** and **to the point**, written in **metered** and **measured way.**

- **(3) Simplicity -** Keep the language **simple, plain but effective** .Make it **free from uncommon words , terms , jargons and clichés**

- **(4) Necessity-** State only those points that are imperative for understanding . Avoid being redundant.

Expert Technical Lecture-Writing and Presenting

❖ Expert Technical Lecture -Presentation-

- Since it is prepared for the purpose of delivering to a specific mass of public for a specific purpose, hence the speaker should be prepared before hand. Following are the points, that should be taken care of while presenting expert technical lecture –

- **Read a lot** and gather as much information as you can. **Prepare more material** than is required.

- **Be ready with the possible questions** that the audience may ask. Be ready with the answers.

- **Use charts, graphs and tables** to make your lecture easy, intersting and engaging.

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Expert Technical Lecture-Writing and Presenting

- **You can use healthy humour** in between. It would help you and your audience both to feel relaxed.
- **Use proper gestures** and **establish proper eye contact** with the audience.
- **Encourage audience to ask cross questions .**
- **Allot at least 10% time** of scheduled lecture for **question answer session.**
- **Make proper rehearsals** before you finally deliver your lecture. It will help you to feel ease and to manage time, and also to feel much more confident, convenient, relaxing and free.

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Thank You