

4.2. SPEAKING: INTERVIEWING, PRESENTING AN ORAL REPORT, MINI PRESENTATIONS ON SELECT TOPICS, READING NEWSPAPER ARTICLES

INTERVIEWING

Interview is the widely used selection method. It is a face-to-face interaction between interviewee and interviewer. Interview can be defined as an attempt to secure maximum amount of information from the candidate concerning his/her suitability for the job under consideration.

Objectives of an Interview

- Verifies the information obtained through application form and tests.
- Helps to obtain additional information from the applicant.
- Gives the candidate necessary facts and information about the job and the organisation.
- Helps to establish mutual understanding between the company and the candidate and build the company's image.

DO'S

- Do express yourself with strong voice and good diction and grammar.
- Do pay close attention to your personal appearance and dress code
- Do offer a firm handshake.
- Do have as much knowledge about the industry, employer and positions possible.
- Do display self-confidence.
- Do have a good eye conduct.
- Do equip yourself with a strong knowledge of the company.
- Do take time to think before answering difficult or unexpected questions.

- Do take an extra copy of your resume and a list of references with you to the interview.
- Do contact the employer by phone if the interviewer does not contact you one week after the time from which he or she indicated you would be notified.

Don'ts

- Don't be late. Plan to be early for any schedule interview.
- Don't sit down until you are asked.
- Don't lean or put your elbows on the interviewer's desk.
- Don't show your nervousness by drumming your fingers, swing your leg or cracking your knuckles.
- Don't inspect or read documents on the interviewer's desk.
- Don't keep adjusting your clothes.
- Don't have unusually long fingers.
- Don't look at your watch during the interview.
- Don't talk about the salary until later in the hiring process or until the recruiter brings it up.

Common Interview Questions:

- Tell me about yourself.
- What is your biggest weakness?
- What are your biggest strengths?
- Why should we hire you?
- Why do you want this job?
- Tell me what do you know about this company
- Describe your dream job
- Why do you want to leave your current job?
- What kind of work environment do you like best?
- What is your leadership style?

PRESENTING AN ORAL REPORT

An effective presentation is more than just standing up and giving information. A presenter must consider how best to communicate the information to the audience. Use these tips to create a presentation that is both informative and interesting:

- Organize your thoughts. Start with an outline and develop good transitions between sections. Emphasize the real-world significance of your research.
- Have a strong opening. Why should the audience listen to you? One good way to get their attention is to start with a question, whether or not you expect an answer.
- Define terms early. If you are using terms that may be new to the audience, introduce them early in your presentation. Once an audience gets lost in unfamiliar terminology, it is extremely difficult to get them back on track.
- Finish with a bang. Find one or two sentences that sum up the importance of your research. How is the world better off as a result of what you have done?
- Design PowerPoint slides to introduce important information. Consider doing a presentation without PowerPoint. Then consider which points you cannot make without slides. Create only those slides that are necessary to improve your communication with the audience.
- Time yourself. Do not wait until the last minute to time your presentation. You only have 15 minutes to speak, so you want to know, as soon as possible, if you are close to that limit.
- Create effective notes for yourself. Have notes that you can read. Do not write out your entire talk; use an outline or other brief reminders of what you want to say. Make sure the text is large enough that you can read it from a distance.
- Practice, practice, practice. The more you practice your presentation, the more comfortable you will be in front of an audience. Practice in front of a friend or two and ask for their feedback. Record yourself and listen to it critically. Make it better and do it again.

MINI PRESENTATIONS ON SELECT TOPICS

Professionals need to make oral presentations in many formal occasions such as meeting Conferences, panel discussions, seminars, etc. while working in an organisation. Also, there may arise occasion in which one will have to present reports and express opinions/ decisions about certain Viewpoints. Though we feel more at ease in spoken communication, than in written communication, presentations in formal contexts demand conscious effort and careful preparation. In fact, thorough preparation is the antidote for nervousness.

Before making an oral presentation, the following points should be given due attention.

(i) Analysing Audience and Locale

(a) Awareness of your audience (Who are they?) What are their needs or interests? What do they expect from you? Only then you can make sure what you say is interesting and relevant to your audience.

(b) Awareness of the Locale (A prior visit to the place of presentation will help the presenter get an idea about the ambience and he can also make some modifications in certain things like lighting, visual aid, arrangement of chairs etc., if necessary.

ii) Organising Contents

The presentation should have a clear structure with a proper introduction and a conclusion. The contents should be organised with a sense of time in such a way as to give due importance to each and every part. There should be a clear connection between different parts or ideas. This can be done by using linkers or sequence words.

(iii) Preparing an Outline

An outline helps one to organise the contents in a clear and comprehensible format. Familiarity with the outline helps the presenter to present the ideas without forgetting, in a sequence. In addition, it will also prepare the listeners by giving them an idea about what they are going to listen.

(iv) Visual Aids

In using visual aids these points have to be paid attention:

- (a) Use of relevant graphical illustrations like pie chart, bar chart, tables, graph, pictures, etc.
- (b) Familiarity in handling the equipment OHP, LCD etc.
- (c) Coherence between the visual aid and the text.
- (d) Checking for proper lighting and clarity.

should not use too many ideas in a single slide.

(v) Understanding Nuances of Delivery

In delivering the presentation, using both verbal and non-verbal skills in correct proportion is essential.

Verbal Skill: Use of clear, simple and natural spoken language with appropriate intonation and pauses for emphasis.

Non-Verbal Skill: Use of eye contact with the audience, formal attire, strong, clear gestures for emphasis, positive, confident and relaxed posture.

Points to remember for an effective presentation:

- Analyse the audience whether he is a lay man or a man with the technical know-how.
- Choose words according to the situation.
- Use brief, simple, comprehensible words.
- Time the delivery in a logical sequence and back up with actions, visuals and if possible, include three-dimensional models in motion.
- Take care to exhibit positive body gestures like facial expressions, eye contact, etc.
- Encourage audience participation making. Allow the audience to ask questions and sometimes allow them to answer also. When you have to reply, do it with confidence in a clear way.

TASK

Prepare on the following topics and make a technical presentation before your class.

- (a) Global Warming and its Adverse Impacts.
- (b) The Prospects of Nuclear Energy.
- (c) Bio fuels
- (d) Ethical Hacking
- (e) Alternative construction materials
- (f) Artificial Intelligence

READING NEWSPAPER ARTICLES

An article is a piece of writing that is published in a newspaper or magazine.

Example:

1. Read this newspaper article on "Autos Lead in Traffic Violations" and write recommendations to make a smooth and safe travel by auto.

AUTOS LEAD IN TRAFFIC VIOLATIONS

Over speeding, overloading, rash driving and lane jumping – autorickshaws in the city are involved in all sorts of traffic violations. In fact, autorickshaws are the worst offenders of traffic rules. According to statistics available with the Chennai City Traffic Police, this year till October, nearly 1.3 lakh cases of traffic violations have been booked against a majority of the 39,782 autorickshaws that ply on city roads, with a conviction rate of over 90 per cent. The fine amount collected from these traffic violators has so far yielded a whopping revenue of about Rs.92 lakh to the city police. This means, traffic violations by autorickshaws yield Rs.25,000/- every day, which translates to a fine amount of Rs.230 per auto per day. In 2002, the fine amount collected from autorickshaws for traffic violations was nearly Rs.89 lakh.

The violations, under 24 different sections of Motor Vehicles Act, for which cases have been booked this year, include overloading, defective number plates, dazzling head lights, demanding excess fare and refusal to ply, among others. Also, 20 persons have been killed and nearly 380 others injured this year in accidents involving autorickshaws.

Meanwhile, the city traffic police have initiated several schemes to regulate autorickshaws. one of which was autorickshaw drivers were asked to obtain an yellow card that certified the authenticity of the vehicle and the driver. The city traffic police also launched a training programme to educate autorickshaw drivers regarding first-aid.

| YEAR | 2002 | 2003(till Oct) |
|---|-----------|----------------|
| No of cases | 1,42,278 | 1,29,363 |
| No of convictions | 1,39,134 | 1,24,553 |
| Cases pending Trial | 3,144 | 4,812 |
| Fine collected (Rs) | 88,31,905 | 92,01,200 |
| No of deaths (involving autorickshaws) | 16 | 20 |
| No of persons injured | 260 | 386 |

Language Games

Spot these ants

1. Which ant smells sweet? -----ant
2. Which ant goes to a new place? ----- ant
3. Which ant is hard and unyielding?----- ant
- 4 Which ant is bossy?----- ant
5. Which ant is angry about something? -----ant
- 6 Which ant is an uninformed ant? ----- ant
7. Which ant is huge?----- ant
8. Which ant illuminates and emits rays? ----- ant
9. Which ant does not move and is like the puddle after the rains?----- ant
10. Which ant is splendid? ----- ant