

## MASTER OF COMPUTER APPLICATIONS (MCA)

### DEPARTMENT OF ENGLISH

#### 24CA151- PROFESSIONAL COMMUNICATION – I

#### UNIT-V: SPEAKING.

##### **Giving One-Minute Talks, participating in Small Group Discussions, and Making Presentations**

Communication skills are essential for academic success, placement interviews, seminars, project presentations, and workplace interactions. Effective speaking should be **clear, confident, concise, and audience-oriented**.

##### **1. Giving One-Minute Talks**

A one-minute talk is a short speech that presents ideas clearly within 60 seconds. It helps improve confidence, fluency, and spontaneous speaking ability.

##### **Structure of a One-Minute Talk**

##### **1. Introduction (10–15 seconds)**

- Introduce the topic.
- Grab attention with a fact, question, or statement.

##### **2. Main Content (35–40 seconds)**

- Explain 2–3 important points.
- Support with examples.

##### **3. Conclusion (5–10 seconds)**

- Summarize the idea.
- End with a positive statement.

##### **Tips for Effective One-Minute Talks**

- ✓ Speak confidently and clearly.
- ✓ Maintain eye contact.
- ✓ Use simple language.
- ✓ Avoid speaking too fast.
- ✓ Organize ideas logically.
- ✓ Practice regularly.

##### **Example 1: Artificial Intelligence**

##### **Good morning everyone.**

Artificial Intelligence, or AI, is one of the most important technologies today. It enables machines to perform tasks that normally require human intelligence. AI is used in healthcare, banking, education, and transportation. Applications such as chatbots, self-driving cars, and virtual assistants have transformed our daily lives. Although AI brings many benefits, ethical and

privacy concerns should also be addressed. In conclusion, AI is shaping the future and creating new opportunities for innovation.

**Thank you.**

## **Example 2: Cloud Computing**

Cloud computing allows users to access data and applications through the Internet. It provides scalability, flexibility, and cost savings. Services such as Google Drive and Microsoft Azure are examples of cloud computing platforms. Today, many businesses depend on cloud technologies for data storage and software services. Therefore, cloud computing has become an essential part of modern information technology.

## **2. Participating in Small Group Discussions (GD)**

Group Discussion is a method of exchanging ideas among participants on a given topic. It is commonly used in placement interviews and teamwork situations.

### **Objectives of Group Discussions**

- Share opinions and ideas.
- Develop communication and leadership skills.
- Improve critical thinking.
- Learn teamwork and cooperation.
- Solve problems collaboratively.

### **Stages of Group Discussion**

#### **1. Initiation**

Introduce the topic clearly.

#### **2. Discussion**

Present ideas and listen to others.

#### **3. Interaction**

Agree, disagree, or add points politely.

#### **4. Conclusion**

Summarize the discussion.

### **Dos and Don'ts**

#### **Dos**

- ✓ Listen carefully to others.
- ✓ Speak confidently and politely.
- ✓ Support arguments with examples.
- ✓ Encourage participation.
- ✓ Respect different viewpoints.

#### **Don'ts**

- ✗ Interrupt others.
- ✗ Dominate the discussion.
- ✗ Use offensive language.
- ✗ Speak without facts.
- ✗ Remain silent throughout.

## **Useful Expressions in Group Discussions**

### **Starting a Discussion**

- "I would like to begin by saying that..."
- "In my opinion..."
- "The topic is highly relevant because..."

### **Agreeing**

- "I agree with your point."
- "That's a valid observation."

### **Disagreeing Politely**

- "I understand your perspective, but I would like to add another point."
- "I respectfully disagree because..."

### **Asking for Opinions**

- "What do others think about this issue?"
- "Would anyone like to add to this point?"

### **Concluding**

- "To summarize our discussion..."
- "In conclusion, we can say that..."

## **Example Group Discussion**

### **Topic: Is Artificial Intelligence a Threat to Human Employment?**

#### **Student A**

I believe AI may replace repetitive jobs, especially in manufacturing and customer support.

#### **Student B**

I agree, but AI also creates new job opportunities in machine learning and data science.

#### **Student C**

In my opinion, people need to upgrade their skills to adapt to technological changes.

#### **Student D**

Therefore, AI is not necessarily a threat but a tool that changes the nature of work.

#### **Conclusion**

AI may replace some jobs, but it also creates new career opportunities. Continuous learning is essential.

## **3. Making Presentations**

Presentation skills are important for seminars, project demonstrations, viva voce, and workplace communication.

### **Components of an Effective Presentation**

#### **1. Introduction**

- Greet the audience.
- Introduce yourself and the topic.

Example:

Good morning everyone. I am Anjali from MCA II Year. Today, I am going to present the topic "Cyber Security in the Digital Era."

## **2. Body**

Explain the topic in a logical sequence.

Example:

- Definition of Cyber Security
- Types of Cyber Threats
- Security Measures
- Future Challenges

## **3. Conclusion**

Summarize key points and thank the audience.

Example:

To conclude, cyber security plays a vital role in protecting information systems. Thank you for your attention.

## **Presentation Tips**

### **Before Presentation**

- ✓ Prepare thoroughly.
- ✓ Know your audience.
- ✓ Organize content logically.
- ✓ Practice several times.

### **During Presentation**

- ✓ Speak clearly and confidently.
- ✓ Maintain eye contact.
- ✓ Use gestures naturally.
- ✓ Avoid reading directly from slides.
- ✓ Manage time effectively.

### **After Presentation**

- ✓ Invite questions.
- ✓ Answer politely and confidently.
- ✓ Thank the audience.

## **Example Seminar Presentation**

### **Topic: Internet of Things (IoT)**

#### **Slide 1: Title**

#### **Internet of Things (IoT)**

Presented by: Rakesh Kumar

MCA II Year

#### **Slide 2: Introduction**

- IoT connects physical devices through the Internet.
- Enables communication and data exchange.

#### **Slide 3: Components of IoT**

- Sensors

- Connectivity
- Data Processing
- User Interface

#### **Slide 4: Applications**

- Smart Homes
- Healthcare
- Agriculture
- Smart Cities

#### **Slide 5: Advantages**

- Automation
- Increased Efficiency
- Real-time Monitoring

#### **Slide 6: Challenges**

- Security Issues
- Privacy Concerns
- High Initial Cost

#### **Slide 7: Conclusion**

IoT is transforming industries and improving everyday life. Addressing security and privacy challenges will enhance its adoption.

#### **Sample Presentation Opening**

Good morning everyone. I am Priya Sharma from MCA I Year. Today, I am going to present on the topic "Big Data Analytics." In this presentation, I will discuss its meaning, applications, benefits, and future prospects.

#### **Sample Question-and-Answer Session**

**Question:** What are the applications of Big Data Analytics?

**Answer:** Big Data Analytics is used in healthcare, banking, e-commerce, and social media platforms to analyze large volumes of data and support decision-making.

#### **Practice Topics for MCA Students**

##### **One-Minute Talks**

1. Artificial Intelligence
2. Cloud Computing
3. Cyber Security
4. Blockchain Technology
5. Social Media and Students

##### **Group Discussions**

1. Is AI replacing human jobs?
2. Online Education Vs Traditional Education.
3. Advantages and Disadvantages of Social Media.
4. Impact of Smartphones on Academic Performance.
5. Green Computing and Sustainability.

##### **Seminar Presentations**

1. Machine Learning
2. Internet of Things (IoT)

3. Big Data Analytics
4. Blockchain Technology
5. Quantum Computing
6. Cyber Security
7. Cloud Computing

### **Conclusion**

**Effective speaking skills require confidence, clarity, active listening, logical organization, and continuous practice. Mastering one-minute talks, group discussions, and presentations will help MCA students excel in academics, placements, and professional careers.**