



BHARATHIDASAN UNIVERSITY

**Tiruchirappalli- 620024,
Tamil Nadu, India**

Programme: M.A., HUMAN RESOURCE MANAGEMENT

**Course Title : Interpersonal Relations and Soft
Skills Development
Course Code : 22HRM1CC6**

**Unit-IV
Soft Skills**

Dr. T. KUMUTHAVALLI

Associate Professor

Department of Lifelong Learning

What is Public Speaking?

•Definition:

Public speaking involves delivering information or ideas to an audience in a structured, deliberate manner with the intent to inform, influence, or entertain.

•Importance:

- Enhances communication and persuasion skills.
- Builds confidence and credibility.
- Essential for leadership, teaching, and motivating other

Key Elements of Effective Public Speaking

1.Preparation:

1. Understand your topic well and research thoroughly.
2. Plan your speech to have a clear beginning, middle, and end.

2.Clarity and Brevity:

1. Speak clearly and keep your message concise.
2. Avoid jargon and complex language; use simple, direct words.

3.Engaging the Audience:

1. Maintain eye contact to build a connection.
2. Use stories, examples, or humor to keep the audience interested.

Overcoming Public Speaking Anxiety

•Common Challenges:

- Nervousness, fear of judgment, and stage fright.

•Strategies for Overcoming Anxiety:

- **Preparation:** The more prepared you are, the more confident you'll feel.
- **Practice:** Rehearse in front of a mirror or with a small audience.
- **Breathing Exercises:** Calm your nerves with deep breathing.
- **Visualization:** Imagine a successful presentation to reduce fear.

Key Elements of an Effective Presentation

1. Structure and Organization:

1. Introduction: Grab attention and state the purpose.
2. Body: Present main points with supporting evidence.
3. Conclusion: Summarize key points and provide a call to action.

2. Visual Aids:

1. Use slides, charts, and graphs to reinforce your message.
2. Ensure visuals are clear, simple, and not overwhelming.

3. Engagement:

1. Interact with your audience through questions or discussions.
2. Use anecdotes or examples that relate to their experiences.

Key Components of a CV

1. Personal Information:

1. Name, contact details, LinkedIn profile (optional).

2. Objective Statement (Optional):

1. A brief statement summarizing your career goals and what you aim to contribute to the organization.

3. Education and Qualifications:

1. List your academic background, certifications, and professional training.

4. Work Experience:

1. Include previous jobs with relevant duties and achievements.
2. Focus on accomplishments and quantifiable results.

1.Prepare for Common Questions:

1. Practice answers to questions like “Why should we hire you?” and “What are your strengths and weaknesses?”

2.Mock Interviews:

1. Conduct mock interviews to build confidence and improve delivery.

3.Positive Body Language:

1. Sit up straight, maintain eye contact, and smile to project confidence.

4.Ask Questions:

1. At the end of the interview, ask insightful questions about the company or role to show genuine interest.

What Are Presentation Skills?

- **Definition:** Presentation skills involve the ability to effectively present information in front of an audience, using verbal and non-verbal techniques.
- **Importance:** Crucial for conveying ideas, making persuasive arguments, and engaging listeners.

Key Components of a Successful Presentation

- **Content:** Well-researched, relevant, and concise information.
- **Delivery:** Confidence, clarity, and appropriate body language.
- **Visual Aids:** Slides, graphs, or videos to support the message.
- **Interaction:** Engaging with the audience through questions or discussions.

Planning a Presentation

- **Research:** Understand the topic and the audience.
- **Outline:** Structure the presentation with a clear beginning, middle, and end.
- **Time Management:** Plan the presentation within the allocated time limit.

Delivery Techniques

- **Voice Modulation:** Use tone, pitch, and pace to maintain interest.
- **Body Language:** Maintain eye contact, use gestures, and move confidently.
- **Confidence:** Speak clearly and assertively without rushing.

Dealing with Nervousness

- **Preparation:** Be well-prepared to increase your confidence.
- **Visualization:** Picture yourself succeeding in your presentation.
- **Focus on the Message:** Concentrate on delivering value to your audience, not on yourself.

Common Presentation Mistakes to Avoid

- **Overloading Slides:** Too much text or data can overwhelm the audience.
- **Monotone Delivery:** A lack of variety in voice tone can make the presentation dull.
- **Lack of Interaction:** Failing to engage with the audience can lead to disengagement.

What is a CV?

- **Definition:** A CV (Curriculum Vitae) is a written overview of an individual's education, work experience, skills, and accomplishments.
- **Purpose:** To apply for jobs and showcase qualifications.

Essential Elements of a CV

- **Basic Sections:**

- **Contact Information:** Name, address, phone number, email.
- **Personal Statement:** A short paragraph that summarizes your qualifications and career goals.
- **Work Experience:** List previous jobs, responsibilities, and accomplishments.
- **Education:** Include your highest degree, institution, and graduation year.
- **Skills & Certifications:** Include technical, interpersonal skills and certifications.
- **References:** Optionally list or state "References available upon request."

Tips for Writing a Strong CV

- **Action Verbs:** Start each bullet point with strong action verbs like “managed,” “designed,” or “achieved.”
- **Tailoring:** Customize your CV for each position to match the skills and qualifications listed in the job description.
- **Formatting:** Use a clean, organized layout. Avoid excessive text or graphics that clutter the document.

Common CV Mistakes to Avoid

- **Mistakes to Watch Out For:**

- Including irrelevant personal information (age, marital status)
- Using vague language or failing to highlight achievements
- Poor grammar or typos—always proofread!

Types of Interviews

- **In-Person Interviews:** Most common, can include panel or one-on-one.
- **Phone Interviews:** Often used for screening, quick and direct.
- **Video Interviews:** Becoming increasingly common, especially for remote positions.
- **Group Interviews:** Multiple candidates being interviewed at the same time.

Common Interview Questions and How to Answer Them

- **Tell Me About Yourself:** Keep it professional, focus on your skills, qualifications, and career path.
- **What are Your Strengths and Weaknesses?:** Be honest, but frame your weaknesses as areas for growth.
- **Why Do You Want to Work Here?:** Highlight the company's values and your alignment with them.

Conclusion

•Key Takeaways:

- Public speaking and presentation skills are essential for professional growth.
- A well-prepared CV and mastery of interview techniques increase your chances of success.
- Overcoming interview challenges requires practice, confidence, and preparation.

•Final Advice:

- Keep improving your soft skills, as they are critical to success in both personal and professional life.