



### Session on “Presentation Skills and Group Discussion”

<b>Topic :</b>	“Presentation Skills and Group Discussion”
<b>Date of event :</b>	21 Jan 2011
<b>Aim of the Event</b>	A Session on Presentation Skills and Group Discussion was organized for the students of MCA IV Sem with the aim of improving their soft skills. At RDIAS we realize that good communication skills always enhance technical knowledge and could be one of the most important parameters in the selection of a candidate in the recruitment process.
<b>Event Description:</b>	<p>The activity was divided into two phases:</p> <ol style="list-style-type: none"><li>Presentation Skills</li><li>Group Discussion</li></ol> <p>At first the trainer at RDIAS gave tips to the students for an impressive and crisp presentation followed by the do’s and don’ts of a Group Discussion. The talk was accentuated with the help of videos and examples.</p> <p>Good <b>Presentations Skills</b> can elevate the status of a candidate or a manager. Keeping this fact in mind the students were asked to pay attention to the following areas while presenting:</p>

- **Body language:** This covers areas such as facial expressions, eye contact, voice modulation, posture, gait and facial expressions.
- **Vocal variety:** How to add interest to your speaking style, how to sound more confident, how to add ingredients such as articulation, inflection, rate, pauses, changes in inflection and volume, and so on.
- **Structure:** How to plan and structure your talk, how to hook listeners with an effective opening, how to manage time and enlist participation, how to end on a high note.
- **Visuals:** How to think in pictures, how to marshal facts visually, how to use visual aids, use of color, balance and contrast, use of repetition, and so on.
- **The words you use:** Think carefully about the contents of your talk — be human and accessible, know your topic, relate real experiences, be persuasive, be economical and descriptive, avoid condescension and apologies.

Two Students were selected to give presentation on two different companies of their choice (HCL and TCS) after which feedback was given to the presenters by their fellow mates and instructor.

Then, there was a session on **Group Discussion** which is another very important area from campus interview perspective. Two main recommendations in this area were:

- One has to be a good listener.
- One should have good proficiency and control over language

Focus in GD was on following areas:

- **Reading news paper / journals/ magazines:** Attention to Editorials can give one a deep understanding about a topic.
- **Stating Facts adds to authenticity of GD:** Facts means

statistics, for eg: years (1994, 1995), numbers (44mm, 50 meters) etc.

- Try to **initiate and conclude** the topic.
- Don't argue with anyone, be polite yet assertive.

Students were involved in two Group Discussions

- “Is China better than India in software”, and
- “How computers are affecting the originality of Indian youth”

Each group session lasted for ten minutes, in which students were evaluated on following parameters:

- Initiative/ Conclusion
- Content
- Body Language
- Voice Level/Clarity
- Team Playing Ability

At RDIAS the trainers try to drive in the point through the students that good communication skill and its forms always enhance a person's knowledge, lack of which would be like a chocolate cookie without the chocolate!