

TAGORE INSTITUTE OF ENGINEERING AND TECHNOLOGY

Deviyakurichi-636112, Attur (TK), Salem (DT). Website: www.tagoreiet.ac.in

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)

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Department of Electrical and Electronics Engineering

III Year- V Semester – Electrical and Electronics Engineering

HS8581 PROFESSIONAL COMMUNICATION

LAB MANUAL

Academic Year 2020-2021

(2017 Regulation)

Communication is the process of transferring or exchanging ideas, information or opinions by the use of oral, written or graphical media. Also, expressions and gestures can be used to communicate.

INTRODUCING ONE SELF



1. Start with a smile on your face & give details about Name, Place after greeting.
2. If necessary only add your family details.
3. Tell about your educational details.
4. Share about why you want to do JOB so.
5. About your Project in Brief.
6. The person who inspired you a lot.
7. Then about your interests/hobbies.
8. Also how you will spend your time when you are free.
9. Tell about skills.
10. Then conclude by saying THANKS to the Person who is listening to you

Good morning sir/madam.

I am extremely happy to introduce myself. Its very pleasure to introduce myself in front of you !

It's my great pleasure to introduce myself.

I am glad to introduce myself.

Its like a dream comes true that I get a chance to introduce myself to a respected personality like you.

We are five in my family. My father is a private employee and my mother is a homemaker. I have two siblings.

I use to describe me in three words " Enthusiastic, dedicated, friendly".

My short term goal to get placed in well reputed company.

My long term goal to get placed in any MNC company and give my best to the Organization

Talking about my achievements I have played two national of cricket tournaments. I've played one interstate badminton tournament.

My strengths are:

Being responsible.

Patience.

Self respect.

Neat Analyzing.

And Proper Scheduling.

My strengths are stable minded, quick learner and hard working person.

My weakness is.

I am emotionally attached with what I do

My weakness I trust people easily.

My hobbies are making new electronic circuits, repairing electronics goods in free time, surfing internet, knowing about how things work, knowing about researches in cyber security.

One thing I adopted from myife I is "life is glorious gift so take care of it with happy and love"

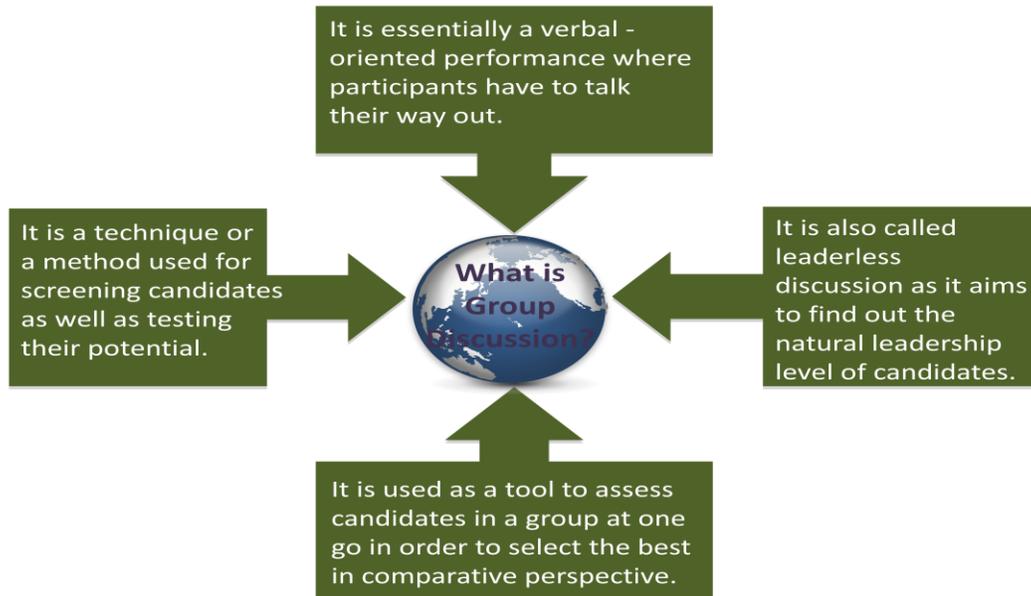
GROUP DISCUSSION

Group Discussion- dynamics of group discussion, intervention, summarizing, modulation of voice, body language, relevance, fluency and coherence.

A GD is a methodology used by an organization to gauge whether the candidate has certain personality traits and/or skills that it desires in its members. In this methodology, the group of candidates is given a topic or a situation, given a few minutes to think about the same, and then asked to discuss it among themselves for 15-20 minutes. Some of the personality traits the GD is trying to gauge may include :-

- Ability to work in a team
- Communication skills
- Reasoning ability
- Leadership skills
- Initiative
- Assertiveness
- Flexibility
- Creativity
- Ability to think on ones feet

What is Group Discussion?



GDs can be topic-based or case-based.

Topic based GDs can be classified into three types:-

1. Factual Topics
2. Controversial Topics
3. Abstract Topics

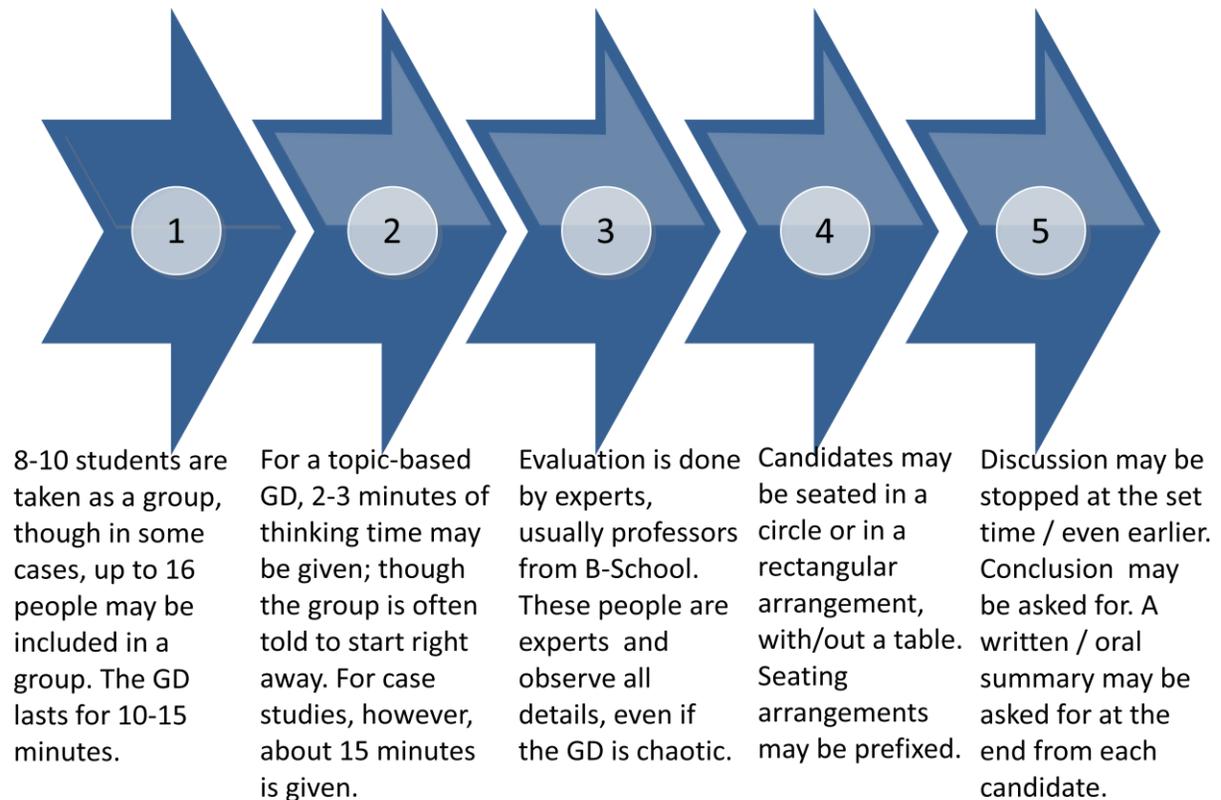
Reasons for having a GD

- It helps you to understand a subject more deeply.
- It improves your ability to think critically.
- It helps in solving a particular problem.
- It helps the group to make a particular decision.
- It gives you the chance to hear other students' ideas.
- It improves your listening skills.
- It increases your confidence in speaking.
- It can change your attitudes

Evaluation Criteria for Group Discussion



Process of Group Discussion



Do

- Speak pleasantly and politely to the group.
- Respect the contribution of every speaker.
- Remember that a discussion is not an argument. Learn to disagree politely.
- Think about your contribution before you speak. How best can you answer the question/ contribute to the topic?
- Try to stick to the discussion topic. Don't introduce irrelevant information.
- Be aware of your body language when you are speaking.
- Agree with and acknowledge what you find interesting.

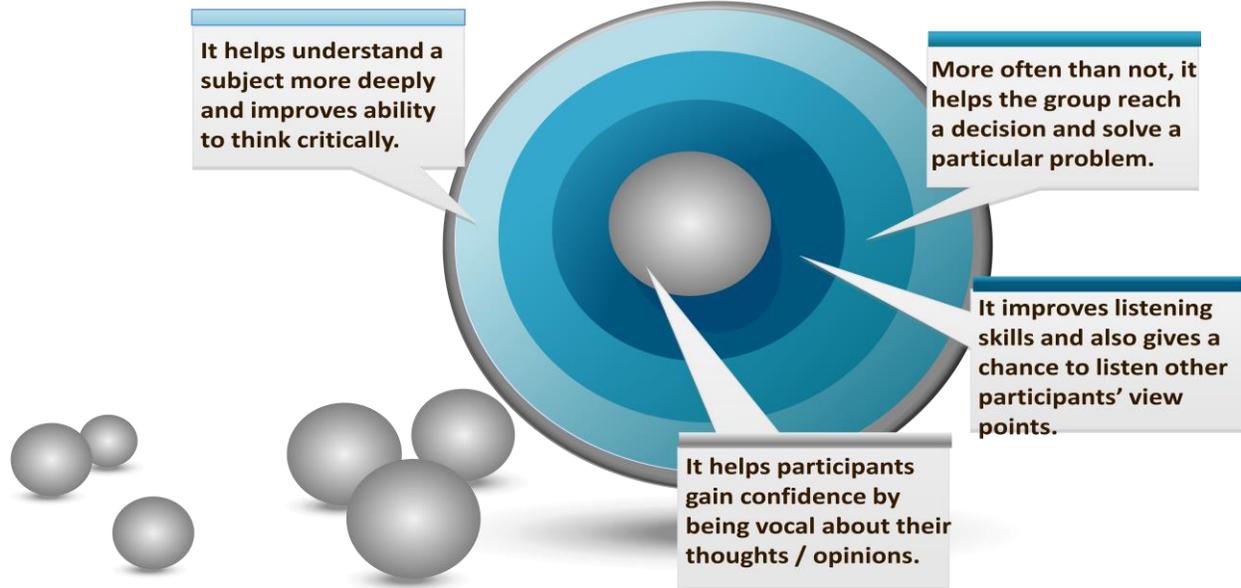
Don't

- Lose your temper. A discussion is not an argument.
- Shout. Use a moderate tone and medium pitch.
- Use too many gestures when you speak. Gestures like finger pointing and table thumping can appear aggressive.
- Dominate the discussion. Confident speakers should allow quieter students a chance to contribute.
- Draw too much on personal experience or anecdote. Although some tutors encourage students to reflect on their own experience, remember not to generalize too much.
- Interrupt. Wait for a speaker to finish what they are saying before you speak.

A group discussion consists of:

- Communication Skills
- Knowledge and ideas regarding a given subject
- Capability to co-ordinate and lead
- Exchange of thoughts
- Addressing the group as a whole
- Thorough preparations

Importance of Group Discussion



Model GD

PM's vision to make India a Manufacturing Hub – dream or a practical possibility?

Introduction

In the Independence day speech from Red Fort PM Narendra Modi gave delivered a new approach for Indians to cease exporting the raw materials and importing the manufactured products. He gave a new vision of converting India into a 'Manufacturing Hub'. He boosted up our good spirit to come forward and show our excellence and team spirit and earn the credit for self and gain the fame for the nation. This approach means a lot for the economy of the country in addition to the development of the industrial sector in the country. His initiative towards starting up the manufacturing of products with the raw materials that we are exporting for a long time is worth giving a bold thought. Yet, these things are far more complicated than just building a dream vision. Is PM's vision of making India a Manufacturing Hub a dream or is that a practical possibility that could be accomplished with our best efforts?

Dream

- Indians are used to the lifestyle of earning their living by exporting raw materials and importing manufactured goods. It is difficult to change their mind-set.
- It is not very practical to set up these many manufacturing units for all the raw materials that we export. Setting up the units demands infrastructure.
- We need good amount of funds for the machineries and other requirements for establishing the industries and start up with the manufacturing process.
- We need to train the employees and staff for the organizations / manufacturing industrial set-up who can work and deliver the products on International Standards.
- We are already fighting our best to gear up the prevailing industries in order to nurture them with global level technology and deliver the end products on International Standards. It would be a much far off dream to start on with lot many manufacturing units.

Practical Possibility

- India is very rich in manpower which is the topmost requirement to start with new industrial set-up for the manufacturing process.
- Indians are hardworking. We have talents and efficiency to deliver the best output with minimal input. It is one of the reasons that Indians are hired universally for the employment. If we can work for some other nation, then why can't we join hands together to uplift our own dooming economy?
- Our brain power is very famous throughout the world. We have new ideas and layout plans for all types of tasks and also have the efficiency to implement the same in the practical way.

- If we can curb corruption, then we would end up saving plenty funds to accommodate and initiate many new employment opportunities.
- All we need is to boost up the 'Young India' to have faith and confidence in their outlook and approach, who are our future stepping stones.
- The only reason that we have not been able to excel in this field is because we have never tried seriously. If we decide to start manufacturing, we can for sure do it.

Conclusion

We have arguments both in favour and against the setting up of new industries. With the corruption level in our country at present, the task of turning ourselves into the 'Manufacturing Hub' is undoubtedly a heavy and difficult. But there is a very nice proverb that we have learnt since childhood - "Where There is Will, There is Way". If we can join hands to give ourselves this new outlook, then we can not only check the corruption, but also make the PM's vision come true. Making India a manufacturing Hub could be the vision of Mr. Modi, but it will be a pride for every Indian.

- When do you present? Are you presenting at a conference? Will you be the first speaker or the last? Who is presenting before you and which content? If you know this in advance you might be able to relate to previous speeches. How are you going to wake your audience up if you are on right after lunch or at the end of the day? The best speaking slots are the *first* and, believe it or not, the *last*. People retain best what is said first and last. This is valid for a whole day of presentations but also for each individual speech.
- What do you present? Based on your audience and your subject what exactly will form your content? If you know your audience and subject you might be able to form a effective content.



“Make sure you have finished speaking before your audience has finished listening.”

-Dorothy Sarnoff

INTERVIEW SKILLS

The Interview

Interview is an interaction between two or more persons usually with a question and answer pattern. The interviewing process is a complex means of gathering relevant data about a candidate for a particular job position. It is a structured mechanism for professional evaluations for employment as well as methods such as group discussion and oral presentation.



A job interview provides the best opportunity to examine the relevance of an applicant's knowledge and experience and is an effective technique used for evaluating the suitability of a candidate for a particular position through a question-answer oral session.

Interview is the best way to judge one's ability as issues can be discussed to face rather than letter or phone calls. Call for an interview also gives you an opportunity to present yourself at your best.

Interview Preparation

Research is a critical part of preparing for an interview. If you haven't done your homework, it is going to be obvious. Spend time researching and thinking about yourself, the occupation, the organization, and questions you might ask at the end of the interview

Step 1: Know Yourself

The first step in preparing for an interview is to do a thorough self-assessment so that you will know what you have to offer an employer. It is very important to develop a complete inventory

of skills, experience, and personal attributes that you can use to market yourself to employers at any time during the interview process.

- Analytical/Problem Solving
- Flexibility/Versatility
- Interpersonal
- Oral/Written Communication
- Organization/Planning
- Time Management
- Motivation
- Leadership
- Self-Starter/Initiative
- Team Player

Consider the answers to other questions such as:

- How have I demonstrated the skills required in this position?
- What are my strong points and weak points?
- What are my short term and long term goals?
- What can I offer this particular employer?
- What kind of environment do I like? (i.e. How do I like to be supervised? Do I like a fast pace?)
- What do I like doing?
- Apart from my skills and experience, what can I bring to this job?

Step 2: Know the Occupation

The second step in preparing for an interview is to research the occupation. This is necessary because in order to present a convincing argument that you have the experience and skills required for that occupation, you must first know what those requirements and duties are. It is also in your best interest to identify the approximate starting salary for that position, or those similar. There are several ways to find out about an occupation:

Acquire a copy of the job description from the employer (Human Resources/Personnel) or check with Student Employment Services. If you are responding to an advertisement, this may also supply some details.



Step 3: Know the Organization

The more you know about an organization, the better prepared you will be to discuss how you can meet its needs. Some of the characteristics that you should know about an organization are:

Where is it located?

How big is it?

What are its products and who does it serve?

How is the organization structured?

What is its history?

Have there been any recent changes, new developments?

There are a number of ways in which you can access this information. Most medium- to large-sized organizations publish information about themselves.

Prepare Questions:

Having completed your background research, you are now ready to prepare questions to ask the interviewer(s). Try to think of questions for which the answer was not readily available in

company literature. Intelligent well thought-out questions will demonstrate your genuine interest in the position. Candidate should ask the same questions of each employer.

Some sample questions are:

1. How have changes in technology most affected your business today?
2. What future direction do you see the company taking?
3. Where is the greatest demand for your services or product?
4. How do you differ from your competitors?
5. What do you like about working with this organization?
6. Have any new product lines been introduced recently?
7. What criteria will be used to evaluate my performance?
8. Will I work independently or as part of a team?
9. What are the career paths available in this organization?
10. When can I expect to hear from you regarding this position?

It is very important to ask the last question because employers want to hire individuals who are interested in the position - and asking this question definitely helps to demonstrate interest on your part.

Preparations

Let's say you are going for an interview tomorrow. You have prepared yourself well for the occasion - anticipating the questions and getting ready the answers - but have you given a thought to what you will wear?

If you have not peeked into your wardrobe yet, it's time to take a real hard look now. Your application's fate depends not just on how well you answer the interview questions, but also on how well you project yourself physically. The first impression your interviewer makes about you is based on the way you look, and you know what they say about first impressions. According to Joe Hodowanec, J.M. Wanes and Associates career strategy advisor, "The way a person dresses is the single biggest non-verbal communication you make about yourself." The right dressing is a measure of the seriousness that you place on the position, as a person normally spends time on his looks if he considers an event important enough.

ENTRANCE AND INTRODUCTION

Even though most of us are primed for the basic grilling that we would face during the interview, we seldom pay attention to the way we enter an interview room or how we introduce ourselves. Says Subhashish Mitra, deputy manager, Essar Cellphones: "A lot of people do not think it important to knock properly while entering the interview room. They assume that as an interview is taking place, the panel will be expecting them."

In fact, the best way to enter an interview is to knock, ask for permission to enter and then wait for a while before you actually sit down. Few interviewees know this but the interview panel needs a little quiet time to discuss the previous candidate before they get around to the next one. So your silence till you actually get seated would be very valuable. Try and keep a bag with you for all your papers and certificates; make sure this bag is as unobtrusive as possible.

ATTITUDE AND RESPONSE

This is a grey area for most interview candidates. While dressing up and resume writing are skills you can go for a mock exercise before the real talk at the job table handle with a little practice, cultivating the right attitude as an interviewee requires a lot of patience and reading between the lines.

TEN THINGS THAT AN INTERVIEWER LOOKS IN YOU!

1. Family Background
2. Education
3. Experience
4. Stability
5. Initiative
6. General Ability
7. Interpersonal Skills
8. Confidence
9. Aptitude
10. Pleasant Looks

Establishing Rapport

This is a very important part of the interview because while establishing rapport, first impressions are made, and the tone of the interview is set. Some people suggest that the decision to hire is greatly influenced by the first five minutes of the interview. A good interviewer will introduce him/herself, and take the lead. Follow his or her lead - if they are chatty, be chatty; if they are formal, be formal. Some employers use what seems to be casual conversation to get to know you on a more personal level – this may be crucial to a hiring decision!

Tips:

- Smile and maintain eye contact. This is one way of communicating confidence, even if you don't feel it.
- If the interviewer offers his or her hand, shake it firmly. If they don't, it is appropriate to offer yours.
- Wait until the interviewer sits or offers you a seat before sitting down.
- If the interviewer is making small talk, participate. Keep your answers short and positive.

Exchange of Information

This is the bulk of the interview. It is your opportunity to let the interviewer know what you have to offer, and your chance to learn more about the organization.

Tips:

- When you answer a question, look the interviewer in the eye.
- Be aware of the interviewer's reactions. If he or she looks confused, ask if you can clarify anything.
- Be aware of what your body is saying. Avoid closed postures. Sit upright, but not stiffly.
- Try to find a comfortable position as that will make you feel more relaxed.
- Control your nervous habits. Don't swing your foot, talk with your hands (to an extreme), or fiddle with jewelers, buttons, pens, etc.
- Show that you are interested in the job by asking questions.
- Try not to appear bored or anxious. Don't look at your watch.

Closing the Interview

When the interviewer is done gathering the information that is needed, he or she will ask if you have anything to add, or if you have any questions. This is your opportunity to mentally review your inventory of skills and make sure that you have communicated everything that you wanted to. If any of your questions have not been addressed during the course of the interview, now is the time to ask them.

- Thank the interviewer for his/her time and consideration.
- Ask when you can expect to hear from him/her.
- If it is not known when a decision will be reached, ask if you can phone in a week's time to inquire about the progress.
- If the interviewer offers his/her hand, shake it firmly. Otherwise, it is fine to offer yours first.
- If not already discussed, you can offer to leave a sample of your work, or portfolio if you have one.

Below are questions you may be asked in the interview

1. Tell me about yourself? (try to hold your response to 2 minutes)
2. What do you know about our company?
3. Why should we hire you?
4. What can you do for us that someone else can't?
5. What do you look for in a job?
6. What skills and qualifications are essential for success in the position of _____?
7. How long would it take for you to make a meaningful contribution?
8. How does this assignment fit into your overall career plan?
9. Describe your management style.

10. What do you believe is the most difficult part of being a supervisor of people?
11. Why are you looking for a new career?
12. How would your colleagues describe you?
13. How would your boss describe you?
14. How would you describe yourself?
15. What do you think of your present or past boss?
16. What were the five most significant accomplishments in your last assignment?
17. What were the five most significant accomplishments in your career so far?
18. Can you work well under deadlines or pressure?
19. How much do you expect if we offer you this position?
20. Why do you want to work for us?
21. What other positions are you considering?
22. Have you kept up in your field with additional training?
23. What are your career goals?
24. What are your strong points?
25. What are your weak points?
26. How did you do in school?
27. What position do you expect to have in 2 to 5 years?
28. If you took the job what would you accomplish in the first year?
29. What was wrong with your current or last position?
30. What kind of hours are you used to working or would like to work?

31. Do you have your reference list with you? (Remember don't give it out unless it is asked for).

32. Can you explain your salary history?

33. What questions didn't I ask that you expected?

34. Do you have any question for me?

Below are questions you may want to ask the Interviewer

1. Why is this position open?

2. How often has it been filled in the past five years? What were the main reasons?

3. What would you like done differently by the next person who fills this position?

4. What are some of the objectives you would like to see accomplished in this job?

Face to Face Interview Tips

5. What is most pressing? What would you like to have done in the next 3 months?

6. What are some of the long term objectives you would like to see completed?

7. What are some of the more difficult problems one would have to face in this position?

8. How do you think these could best be handled?

9. What type of support does this position receive in terms of people, finances?Etc?

Model Resume

Sakthi . S
B.E.Mechatronics
Mobile no : 000000000000
Email ID : ttttt115@gmail.com

Objective

To achieve a career in a reputed organization that provides me an opportunity for the improvement of my creativity, knowledge, technical skills and to execute for the betterment of organization.

Academic Profile

Graduation	Board / University	Institution	Year Completion	of Marks
B.E. Mechatronics	Anna university , Chennai	SNS College of Technology, Coimbatore.	2015	9.09 CGPA (Up to VI sem)
Diploma in Mechanical Engineering	Directorate Technical Education	VLB of Janakiammal Polytechnic College, Coimbatore.	2012	90%
SSLC	State Board	T.A.Ramalingam Chettiar Higher Secondary Schoo,	2009	92%

Areas of Interest

- ✓ Electrical Machines
- ✓ Hydraulics and Pneumatics
- ✓ PLC

Technical Skills

- ✓ Operating Systems – Windows XP, 7, 8.
- ✓ MS-Office package 2007, 2010.
- ✓ AutoCAD 2012.
- ✓ Basics of PLC programming RS Logix 5000, Versa pro.

Certifications

Diploma in Computer operations [DCO]

Blue@Net

May/200s

- ✓ PROJECT – Fabrication of pneumatic auto feed multi-purpose machine.
- ✓ MINI PROJECTS – Touch sensitive circuit, Automatic street controller.

Awards and Achievements

- ✓ Published one Internatioinal journal on“PLC based railway level crossing gate control” in IJETCSEISSN: 0976-1353 Volume 8 Issue 1 –APRIL 2014.
- ✓ Participated and got 2nd place in paper presentation on “ PLC based Home Automation” at Jansons institute of technology.
- ✓ Participated and got 2nd place in event ”Ask Me” at United institute of technology.

Co-Curricular Activities

Conferences

- ✓ Presented paper on “ Improved PSO For Economic Load Dispatch Problem ”in National conference at Jansons Institute Of Technology.
- ✓ Presented paper on “ PLC Based Railway Level Crossing Gate Control ”in Inter National conference at Arjun college of technology.

In-Plant Trainings

- ✓ Underwent In-Plant training in “ CNC programming ” at Universal Engineering, Coimbatore.
- ✓ Underwent In-Plant training in“ PUMP MANUFACTURING AND TESTING” at Best Engineering,Coimbatore.
- ✓ Underwent In-Plant training in“ PAPER PRODUCTION ”at Shri Sakthi Papers India [P] Ltd, Sathy.
- ✓ Underwent In-Plant training in “ CNC ASSEMBLY ” at Vajra Tech, Coimbatore.

Workshops Attended

- ✓ Attended 4 days workshop on“ INDUSTRIAL AUTOMATION (Relay logic, PLC, SCADA & HMI)”at Kongu Engineering college, Erode.
- ✓ Attended 1 day workshop on “ADVANCED METROLOGY” at Government Engineering college, Trissur.
- ✓ Attended 1 day National workshop on “MULTI-LAYER PCB DESIGN USING ALTIUM DESIGNER” at Sri Krishna College of Technology, Coimbatore.
- ✓ ay National Seminar on“RECENT TRENDS IN AUTO MECHATRONICS” at K.S.Rangasamy College of Technology, Tiruchengode.
- ✓ Attended 1 day National workshop on“MEMS & MATLAB” at VIT University, Chennai.

Extra-Curricular Activities

- ✓ Attended 3 NSS camp in and around Narasi puram and its village.
- ✓ Participated in social service through VASANTHA MEMORIAL TRUST for cancer patients as a NSS volunteer.
- ✓ Student coordinator for the club GREEN CAMPUS.
- ✓ Attended Leadership Motivation & Personality Development camp as a NSS volunteers at CIT Sandwich polytechnic college.

Personal Profile

Name : -----

Date of birth : 11thMay, 1998.

Gender : -----

Father's Name : Mr.M.Bhuvaneshwaran.

Permanent address : 39, Ramalakshmi Nagar1st Street
Thadagam road,
Coimbatore - 641025

(Haniel.N)