

## CAREER DEVELOPMENT CENTRE



Date: 25<sup>th</sup> July 2020

### NOTICE

#### INTERVIEW & GROUP DISCUSSION SKILLS

All the students of MBA-2<sup>nd</sup> year are hereby informed that a value added course on “Interview & Group Discussion Skills” (VAT-64) is scheduled from 07<sup>th</sup> August 2020 on online mode at MS Team.

The details are as follows:

COURSE	MBA (2 <sup>nd</sup> Year)
TIMINGS	3 PM- 4 PM (Monday to Saturday)
COURSE DURATION	42 Hours
ORGANISING DEPARTMENT	Career Development Centre

**Objective:** To improve Communication skills involve listening, speaking, observing and empathizing. It will also helpful to understand the differences in how to communicate through face-to-face interactions, phone conversations and digital communications like email and social media.

**Note:**

1. The training will run in online mode (till further notice) on MS Team. Students will be assigned batch (as per the schedule) and will be added to their respective MS Teams.
2. It is suggested to all the above-mentioned students to attend the training (detailed schedule will be shared in your respective batch on MS Team).
3. The Department concerned shall notify the details about timings and MS Team batch of the training sessions. In case of any query please contact the Career Development Centre, DIT University.

*Gaurav Singh*

Mr. Gaurav Singh  
(Head- CDC)

Career Development Centre  
DIT University, Dehradun

To:

All Dean / Director / Head of Department

Chairman

Chancellor

Vice Chancellor

Pro Vice Chancellor

Manager Admin

HR Department

*W*  
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BIT University, Dehradun

For information please

**VAT 64: Interview and Group Discussion Skills**

**Speaker/Trainer:** - Mrs. Jasneet Kaur Kohli (Soft skills Trainer- CDC)

**Duration:** - 42 Hrs. (07<sup>th</sup> August 2020 to 15<sup>th</sup> September 2020)

**Timings:** - 2 PM to 3 PM (Monday to Saturday)

**Intended for:** MBA-2<sup>nd</sup> Year

**Objective of Training:**

At the end of this communication skills training course, Participants will be able to:

- Communicate clearly and get their message across
- Encourage others to open up and speak freely with them
- Communicate confidently with people at all levels
- Cope with difficult communication situations

**Requirements:**

- Listening with attention and focus
- Asking insightful questions

**Overview of the Training Course:**

- Communication skills are the abilities you use when giving and receiving different kinds of information. Some examples include communicating new ideas, feelings or even an update on your project. Communication skills involve listening, speaking, observing and empathizing. It is also helpful to understand the differences in how to communicate through face-to-face interactions, phone conversations and digital communications like email and social media.
- Being able to communicate effectively is a cornerstone to building positive working relationships; it will enable you to build rapport, develop relationships and feel comfortable and confident around others. People who can communicate effectively are great at getting others to open up and discuss feelings and emotions. They are able to respond appropriately during difficult conversations and feel less pressure when communicating with superiors and peers.

  
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- Being able to get your message across is an essential tool every successful business professional needs. This course presents key communication principles that will enable you to communicate more clearly and confidently. The course focuses on how to listen carefully, ask insightful questions, be assertive, and interpret non-verbal signals. Participants will leave with the ability to combine voice tone, body language, and appropriate language into a clear, effective message

### **Why take this course?**

Perhaps you're looking to improve the performance of a team that lacks communication skills and is unable to work together effectively. Or you want to include communication training as part of management and supervisor development. Whatever your need, this course provides you with a comprehensive communication skills training to make your life easy

### **The learning outcome of the training course material:**

**Understanding Communication** – A chance for participants to establish their view of what communication means and perhaps more importantly, what it means to them. Participants will then review the three main components of communication; verbal, para-verbal and non-verbal.

**Communication Styles** – Participants will explore their own communication styles and establish the positive and negative aspects of these preferences and what that means when communicating.

**Communication Attitude** – Reviewing the aspects of communication attitudes that can be portrayed – aggressive, assertive, passive and passive aggressive.

**Communicate Confidently** – Focusing on what makes people confident communicators, understanding what their own communication strengths are and acknowledging when to apply them.

**Active Listening** – Identifying the benefits of active listening and practicing the skill with colleagues.

**Clarifying and Questioning** – A review of the different types of questioning and clarifying that can be used. Understanding the purpose of alternative questioning approaches, applying them to different scenarios and explaining how and why they are used.

**Non-Verbal communication** – Establishing the impact of non-verbal communication. How to read it and how to improve their own. This includes, facial expressions, body language, gestures, personal space and touching.

  
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Getting Your Message Across – Helping to ensure others understand you, what makes communication become confused and how to use the ‘headline’ approach to structure an effective message. Looking at what they say, how they say it and focusing on the needs of the person receiving the message.

Difficult Communication – A provision of clear guidelines and advice on what to do when communication does not go smoothly, how to manage criticism and give criticism whilst remaining constructive and positive.

Putting it all into Practice – A chance to develop and practice the skills of communication whilst further exploring three key topics of communication

### Intended for:

Effective communication skills are the cornerstone to success in the business world today. Every job, no matter what it is, requires excellent communication capabilities. If you want to progress in your role, you need to be able to both express yourself clearly and be able to listen and understand the needs, wants and intentions of others when they communicate. Therefore, these training course materials are suitable for everyone in any role.

### Course Outline:

#### Module-I The elements of Communication (15 hours)

- 1.1 The importance of communication through English at the present time
- 1.2 The process of communication and factors that influence communication sender, receiver, channel, code, topic, message, context, feedback, noise, filters & barriers
- 1.3 The importance of audience and purpose
- 1.4 The information gap principle: given and new information, information overload
- 1.5 Verbal and non-verbal communication: body language
- 1.6 Comparing general communication and business communication

#### Module-II The sounds of English (15 hours)

- 2.1 Vowels, diphthongs, consonants, consonant clusters
- 2.2 The International Phonetic Alphabet (IPA): Phonemic transcription
- 2.3 Problem Sounds
- 2.4 Syllable division and word stress
- 2.5 Sentence rhythm and weak forms
- 2.6 Contrastive stress in sentences to highlight different words
- 2.7 Intonation: Falling, rising and falling-rising tones
- 2.8 Varieties of Spoken English: Standard Indian, American and British

#### Module- III Review of English grammar (12 hours)

- 3.1 Static and Dynamic Verbs
- 3.2 The auxiliary system: finite and non-finite verbs

  
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- 3.3 Time, tense and aspect
- 3.4 Voice: Active and passive
- 3.5 Modality
- 3.6 Negation

  
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## Annexure - II

### Value added course Details (Academic Year: 2020-21)

VAT Course Name: Interview and Group Discussion Skills

VAT Code: VAT 64

Duration in Hours: 60

Number of Students Enrolled: 92

Number of Students Completed: 88

*Submit*  
*Approved*

Head CDC  
Career Development Cell  
DITG University, Dehradun

**Grades:** G = GOOD ; S = Satisfactory ; P = Poor ; W = Withdraw

Student ID	Student Name	Program/Course	Year	Passing Grade
196122043	RICHA CHOUHAN	MBA-TRI	2nd Year	G
196122049	AYUSH SIAWAL	MBA-TRI	2nd Year	G
196122016	VIKASH MOHAN	MBA-TRI	2nd Year	S
196122081	SHREY GAIROLA	MBA-TRI	2nd Year	S
196124003	HEMANT SANDAL	MBA-TRI-SCM	2nd Year	G
196122031	RABIA SHARMIN	MBA-TRI	2nd Year	S
196122084	ANIL KUMAR CHAUDHARY KURMI	MBA-TRI	2nd Year	G
196122019	UTKARSH GAUR	MBA-TRI	2nd Year	G
196122088	PRAGYA MISHRA	MBA-TRI	2nd Year	S
196122005	JYOTI CHAND	MBA-TRI	2nd Year	S
196122002	ABHAY VARDHAN PANDEY	MBA-TRI	2nd Year	P
196122025	APARNA MAKKAD	MBA-TRI	2nd Year	G
196122050	APARAJITA SINGH	MBA-TRI	2nd Year	S
196124002	ADARSH MURTI	MBA-TRI-SCM	2nd Year	S
196122046	ALOK PUROHIT	MBA-TRI	2nd Year	G
196122072	SHIVANGI THAPA	MBA-TRI	2nd Year	S
196122082	UTKARSH JAISWAL	MBA-TRI	2nd Year	S
196122054	SHARIQ NIHAL	MBA-TRI	2nd Year	G
196122063	ABHISHEK PAREEK	MBA-TRI	2nd Year	G
196122092	SUMIT SINGH	MBA-TRI	2nd Year	S
196122040	SHIVAM CHADHA	MBA-TRI	2nd Year	S
196122073	RASHMI KUMARI	MBA-TRI	2nd Year	S
196122060	AVINASH KUMAR	MBA-TRI	2nd Year	S
196122035	MD AMAAN	MBA-TRI	2nd Year	S
196122074	PRADYUMNA SINGH	MBA-TRI	2nd Year	S
196122032	NISHA KUMARI KASHYAP	MBA-TRI	2nd Year	S
196122014	ADITYA KAUSHIK	MBA-TRI	2nd Year	G
196122042	PRIKSHIT SAINI	MBA-TRI	2nd Year	S
196122030	PRIYANK SHARMA	MBA-TRI	2nd Year	S
196122087	APOORV SHOKEEN	MBA-TRI	2nd Year	G
196122080	AKASH CHAUDHARY	MBA-TRI	2nd Year	G
196122039	SHIVAM KHANNA	MBA-TRI	2nd Year	S
196122062	AJEET SINGH	MBA-TRI	2nd Year	G
196122091	SANYA PRAVEEN	MBA-TRI	2nd Year	G
196122071	AKSHAY PANWAR	MBA-TRI	2nd Year	G
196122093	GAURAV SINGH RAWAT	MBA-TRI	2nd Year	S
196122089	BRIJBHUSHAN KUMAR PATEL	MBA-TRI	2nd Year	S
196122075	NIKHIL JOSHI	MBA-TRI	2nd Year	G
196122077	JYOTI .	MBA-TRI	2nd Year	G

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196122083	AKANKSHA SINGH	MBA-TRI	2nd Year	S
196122068	PRAKHAR BHATNAGAR	MBA-TRI	2nd Year	G
196122001	PRAKIRTI SINGH	MBA-TRI	2nd Year	G
196122053	RASHMI KUMARI	MBA-TRI	2nd Year	P
196122051	KAJAL MAHAR	MBA-TRI	2nd Year	S
196122052	ROBIN BABA	MBA-TRI	2nd Year	S
196122055	AMAN KUMAR	MBA-TRI	2nd Year	G
196122008	SARANDHA CHOUDHARY	MBA-TRI	2nd Year	G
196122018	AVNEET KAUR PRUTHI	MBA-TRI	2nd Year	S
196122048	AYUSH RIKHARI	MBA-TRI	2nd Year	G
196122021	LAKSHAY BAHL	MBA-TRI	2nd Year	G
196122036	ROHINI SETIYA	MBA-TRI	2nd Year	G
196122034	DIMPLE RATHI	MBA-TRI	2nd Year	P
196122085	SHRESTHA JAISWAL	MBA-TRI	2nd Year	S
196122012	ALISHA JAGGA	MBA-TRI	2nd Year	G
196122015	SHIVANK RAJVANSHI	MBA-TRI	2nd Year	G
196122023	RAHUL KUMAR	MBA-TRI	2nd Year	S
196122090	SHUBHAM CHOUDHARY	MBA-TRI	2nd Year	G
196122020	SHANTANU TYAGI	MBA-TRI	2nd Year	P
196122003	DEEPANSHI MIGLANI	MBA-TRI	2nd Year	G
196122026	SHREYA LATA THAPA	MBA-TRI	2nd Year	S
196122094	AZEEM AHMAD	MBA-TRI	2nd Year	S
196122066	MOMUMITA ROY	MBA-TRI	2nd Year	G
196122057	PRADERSHIT CHAUHAN	MBA-TRI	2nd Year	G
196122013	SHUBHAM SINGHAI	MBA-TRI	2nd Year	S
196122017	AVNEET KAUR	MBA-TRI	2nd Year	G
196122033	RASHI KHURANA	MBA-TRI	2nd Year	G
196122078	DEVESH BOHRA	MBA-TRI	2nd Year	G
196122022	AVINASH KUMAR	MBA-TRI	2nd Year	S
196122076	HIMANSHU GOYAL	MBA-TRI	2nd Year	S
196124001	BHAVESH ASHOKKUMAR SHEORAN	MBA-TRI-SCM	2nd Year	G
196122059	SHIVAM DIXIT	MBA-TRI	2nd Year	G
196122004	SHIVANGI VERMA	MBA-TRI	2nd Year	S
196122006	GEETANJALI SRIVASTAVA	MBA-TRI	2nd Year	G
196122079	DHEERAJ CHANDRA TIWARI	MBA-TRI	2nd Year	G
196122069	SIDDHARTH BHATT	MBA-TRI	2nd Year	G
196122011	RISHABH RATURI	MBA-TRI	2nd Year	S
196122038	RAGINI MANDYAL	MBA-TRI	2nd Year	S
196122037	SEEMA GURUNG	MBA-TRI	2nd Year	G
196122010	AMAN BHOJ	MBA-TRI	2nd Year	G
196122067	ANAM ARSHAD ANSARI	MBA-TRI	2nd Year	S
196122065	SEJAL SINHA	MBA-TRI	2nd Year	G
196122024	SHAKTI GAUR	MBA-TRI	2nd Year	G
196122061	AYUSH KURIA	MBA-TRI	2nd Year	G
196122058	SHEETAL JOSHI	MBA-TRI	2nd Year	S
196122086	ARCHANA DUNGRAKOTI	MBA-TRI	2nd Year	G
196122047	SWARNIKA PRIYA	MBA-TRI	2nd Year	G
196122007	TEJASHWI GOLIYAN	MBA-TRI	2nd Year	G
196122028	KAJAL VERMA	MBA-TRI	2nd Year	S
196122009	RITIK GUPTA	MBA-TRI	2nd Year	G

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196122070	DEVANSH CHAUDHARI	MBA-TRI	2nd Year	G
196122064	DEEPANSHU PUNDIR	MBA-TRI	2nd Year	G
196122041	AMANDEEP .	MBA-TRI	2nd Year	S

  
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