IIT ROORKEE

NPTEL ONLINE CERTIFICATION COURSE

LECTURE- 4

Practice makes interview perfect

Dr. Smita jha
Department of Humanities and Social Sciences



Public speaking

- Communication skills matter at networking event, where good presentation can have best impression.
- Demonstrating non-verbal behavior while communicating at work show sincerity.
- Those who have public speaking skills can excel in all sphere of life.
- Glass phobia is a term for those who has fear of public speaking.

Way to overcome fear of public speaking

- Start by speaking to smaller group.
- Don’t memorize the words just remember key points.
- Use tactics to reduce stress.
- Engage the audience.

4 cardinal rules for power-point presentations

- Be a good presenter not a reader.
- Presentation should be engaging with messages and images.
- Use picture to convey your message.
- Incorporate something new and unexpected.

Tips for delivering presentation

- Take time to prepare, not present something in haste.
- Know your time limit.
- Memorize key points with sub-points and example.
- Practice it well.
- Make your presentation more interactive.