

UNIT 3

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- Speaking skills: monologue, dialogue, group discussion, interview ,public speech
- Personal interview skill

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- What is a Monologue?

A monologue is a speech in which a character expresses his thoughts and feelings to the other characters or the audience. Monologues are used in both dramatic works (dramas, films, etc.) as well as in non-dramatic work such as poetry. The main purpose of a monologue is to reveal the inner workings of a character and understand his or her motivations which might otherwise remain mostly internal. There are two types of monologues named interior monologue and dramatic monologue. An interior monologue involves the character expressing his thoughts to the audience whereas a dramatic monologue involves the character expressing his thoughts to other characters.

DIALOGUE

- What is a Dialogue?

In literature, dialogue refers to a conversation between two or more characters. The term dialogue is derived from the Greek dialogos meaning conversation. Dialogue plays a very important role in all fiction. Many literary forms such as novels, short stories, dramas, and films use dialogue as a major technique. In fact, dramas are entirely made of dialogues. It is the dialogues that portray the way characters interact, make decisions and change. They reveal the thoughts and ideas of the characters which cannot be understood otherwise. Dialogues help the readers to understand the personalities of the characters create conflict in the plot and, move the storyline forward. Let us now see how some famous writers have used dialogues in their work.

GROUP DISCUSSION

- What is a Group Discussion?

Group discussion is an important activity in academic, business and administrative spheres. It is a systematic and purposeful interactive oral process. Here the exchange of ideas, thoughts and feelings take place through oral communication. The exchange of ideas takes place in a systematic and structured way. The participants sit facing each other almost in a semi-circle and express their views on the given topic/issue/problem.

- PUBLIC SPEECH

Public speaking is the process and act of speaking or giving a lecture to a group of people in a structured, deliberate manner intended to inform, influence, or entertain a listening audience. Public speaking is commonly understood as face-to-face speaking between individuals and an audience for the purpose of communication. Public speaking has evolved from a skill reserved by a selected few to one of the most powerful marketing, educational and brand promotion tools in any business. It is safe to say that in the modern business world just about every well-paid position requires some form of public speaking, be it giving a group sales presentation, presenting your ideas to the board of directors, speaking to a committee or telling a group of potential clients about your company during a corporate event.

Do's and Don't's in a GD

- **Dress Formally**

Dressing helps make the first impression and determines one's personality – so do not take it casually. Dress smartly in a formal outfit for GD and PI round. It will add to your confidence and keep you comfortable while speaking in a group. Positive gestures and body language will make your work easier.

- **Don't Rush Into It**

Initiating the GD is a big plus. But it works in your favour only when you understand the GD topic. If you are not sure about the topic, take your time, take a cue from others and then frame your argument. It will help you appear more measured when you speak and bring out your analytical skills.

- **Keep Eye Contact While Speaking**

Stay relaxed and keep eye contact with every team member of the group discussion while speaking. Do not look at the evaluators only.

- **Allow Others to Speak**

Do not interrupt others during the GD. Even if you don't agree with their thoughts do not snatch their chance to speak. Instead make a mental note and state your points when it's your turn. This will show that you are not desperate to blow your own trumpet and are mindful of other people's opinion.

- **Don't be Aggressive**

Speak politely and clearly. Use simple language to convey your thoughts without being irritable. Don't be aggressive even if you need to disagree with someone. Express your feelings calmly and politely.

- **Maintain Positive Attitude**

GD is a team activity. Be confident but do not try to dominate anyone. Remember it's a discussion and not a debate, so express your feelings calmly and politely. Ensure a positive body language. Show interest in the group discussion when others express their thoughts. This will make you appear as someone who is a team player.

- **Speak Sensibly**

Do not speak just to increase your speaking time. Don't worry even if you speak less but do not try to beat around the bush. Your thoughts should be sensible and relevant. Wasting the group's time with your irrelevant speech or speaking without proper subject knowledge will only create a poor impression.

- **Listen Carefully to Others**

Being a good listener is an important skill to succeed in group discussions. Pay attention when others speak. This will encourage coherent discussion and you will get involved in the group positively. That way, others are also more likely to be receptive to your points.

- **Avoid Time-Consuming Details**

A basic subject analysis is sufficient. There's no need to mention exact figures and statistics while making a reference. You have limited time in a GD, so be precise and convey your thoughts in a smart and crisp manner.

- **Keep the Discussion on Track**

If you find the group is digressing from the topic or goal then simply take the initiative to bring the discussion back on track. Uphold and emphasize the group's common objective to stick to the topic to arrive at some conclusion at the end of the group discussion. This will exhibit your leadership skills.

Interview

An interview means a private meeting between people when questions are asked and answered. The person who answers the questions of an interview is called the interviewee. The person who asks the questions of our interview is called an interviewer. It suggests a meeting between two persons for the purpose of getting a view of each other or for knowing each other. When we normally think of an interview, we think a setting in which an employer tries to size up an applicant for a job.

Types of interviews : Panel interviews, Telephone interviews, Lunch/dinner interviews, Preliminary interview, Sequential interviews, Skill based interview, Academic interviews and Personality interviews.

Personal interview skill

Interviewing – whether for a new job or a different position with your current employer – can be a nerve-racking experience. You hope that your qualifications speak for themselves, but they may not be enough to make you stand out from a pool of equally talented applicants.

To get noticed, spend time developing a few key interview skills. By learning to form an authentic connection with the interviewer and clearly articulating your value to the company, you will move one step closer to the job you want.

- Clarify interview questions

Most people are afraid to ask an interviewer to clarify a question. You might worry that the interviewer will think you weren't paying attention, but ensuring that you thoroughly understand the question can really help you give a thoughtful, relevant response.

- Think out loud

One mistake that many interviewees make is stalling when they don't have an answer ready, or responding with "I don't know." Shon Burton, CEO of social recruiting tool Hiring Solved, said that thinking aloud is a good tactic to combat this problem.

"The best approach is to have humble confidence," Burton said.

"Repeat the interviewer's question, and work through your thought process out loud. The interviewer may give you a hint if you're actively thinking instead of stalling."

- Know your resume

This may seem obvious, but knowing your own resume inside and out is crucial to interview success. You can take it to the next level by walking into every interview prepared to provide measurable specifics about the accomplishments documented in your resume.

- Tell a compelling story

Hiring managers can collect bits and pieces of information about you everywhere, from your resume to your Twitter feed. In isolation, these individual details don't always accurately represent you, but you can use the interview to bring these fragments together, creating a fuller narrative of who you are and what you can offer an employer.

- Leverage knowledge of the company and interviewer

Every job seeker has been told to thoroughly research the company and position they're interviewing for, but it's just as important to know how to use that information to your advantage. Myers recommended researching not only the job description and organization, but the community in which it's located.