

Manual - 1



संत लोंगोवाल अभियांत्रिकी तथा प्रौद्योगिकी संस्थान,
लोंगोवाल, संगरूर, पंजाब – 148106
SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY
(DEEMED TO BE UNIVERSITY) UNDER SECTION 3 OF UGC ACT, 1956
LONGOWAL (SANGRUR, PUNJAB)

ON YOUR MARK...GET SET...GO...

A Beginners' Course for Enhancing Communication Skills & Personality

For Students of UG Degree Programs

By

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**Communication Skills and Personality Development Cell
(CSPDC)**

Dear Students

Welcome and Congratulations ...on your admission to the Engineering Program at Sant Longowal Institute of Engineering & Technology (SLIET)Longowal.

We can well imagine how happy you must be feeling, now that you believe that you have achieved your life's dream...

No more scolding and lectures from parents, they too look so happy and proud of you...

Life must seem so pleasant and nice....

So you think, the job is done...no more problems...life is made???

Are You Sure???

No! Wrong!

Life is just beginning...

Yes, Dear Students, you are at the threshold of your professional life...

Your journey has just started...

Let's begin the hard work for a bright future...

Setting Goals...

Even as you start with the Scientific and Technical Education, Let's also focus on Enhancing Communication Skills and Personality...

You may very well ask...

Why Communication Skills?

Communication Skills, because that is by which

- We **connect** and **relate** with others
- We **exchange ideas** and **learn** from others
- We **convey** our knowledge and expertise to others
- We **motivate**, **inspire** and **Impress** others...

Remember...

Communication is **the glue** that keeps our family, community, organization, and nation together...

Note...

Since Communication is a **skill**... it means it can be and must be **learned**, **acquired** and **practiced**...everyday...all our lives.

Also remember...it is in plural... Communication Skills... It includes **Listening**, **Speaking**, and **Writing**.

Let's learn to express ourselves verbally as well as on paper...

You may wonder... How may one **Enhance** one's **Personality**?

- By acquiring **Knowledge** about **your subject**
- By acquiring **Awareness** about the **world around**
- By always maintaining a **Positive Attitude**
- By Enhancing **Communication Skills**
- By acquiring appropriate **Manners and Body Language**
- By continuously **Grooming and Refining** yourself

Some of the ways through which one may accomplish it, are...

- **Intensive Reading**
- **Developing Language fluency and Vocabulary**
- **Practicing Public speaking**
- **Working on Writing skills**
- **Practicing Intensively**

So, Let's Begin...

PLAN YOUR JOURNEY TOWARDS A SUCCESSFUL & SATISFYING PROFESSIONAL CAREER

This implies you must learn...

- **About Yourself**
- **About your Surroundings**
- **About the Whole World**



Remember, the Key to Success is through

- **Achieving Academic Excellence**
- **Acquiring Technical Knowledge and Skills**
- **Learning Effective Communication Skills**
- **Inculcating Morals, Ethics, Values, and Positivity**
- **Moulding into a Wholesome and Balanced Personality in Harmony with Self & Society**

KNOW YOURSELF, KNOW YOUR POTENTIAL

Activity One: Giving Your Introduction

This is something you will be doing innumerable times, all your life.

- With people who will become your friends
- With people you will meet during the course of your job and/or social interactions
- Most importantly, While facing Job Interviews

So let's learn how to give an introduction?

General Tip

- First things first... Do not ever start your introduction by saying, for example, 'Myself, Mohan.' (Wrong English). Instead, start with,
Hello! I am Mohan.
Or
Hello! My name is Mohan.

Introducing yourself to Peers

- While introducing yourself to your class-fellows who will soon become your friends, giving your name, and, place of belonging, is enough.

For example:

**Hello! Good Morning! I am Mohan,
From New Delhi, and a First-Year
student of B.Tech. Electronics.**

Or

**Hello! Good Morning! I am Mohan, I
belong to New Delhi. I am now a
student of B.Tech. Electronics.**

Introducing Yourself Informally

While introducing to others who are not from your institute, you may add the institute name as well.

For example:

Hello! I am Mohan; I am a First-Year student of B.Tech. Electronics at SLIET Longowal. Established and fully funded by Government of India, my institute is a deemed to be university. It is situated at Longowal, District Sangrur, in Punjab.

Introducing yourself Formally

While introducing yourself to your teacher or any other official, you must maintain a formal manner:

For example:

Good Morning Ma'm/Sir

**I am Mohan. I am a First year
student of B.Tech in Electronics.**

Introducing Yourself during Job Interviews



- A very important occasion to introduce yourself will be when you appear for a job interview. Though this is something you will be doing a few years from now, no harm in considering and planning it today itself. You will have to carefully think out how you give your Introduction while facing the job interview.
- Remember, your description of yourself will most likely become the **basis for the next set of questions** coming your way.

- Do not give false information... **NO LIES** about your capabilities or qualifications...
- Prepare your introduction, but it must not seem to be a memorized response.
- Maintain a formal manner and style.

Remember, almost always, an interview starts with the question, “Tell us about yourself.”

Do start with your name, place you belong to, the degree you have acquired, your institution and your percentage of marks. You could add information about any extra qualification you may have, any special achievements, and/or your hobbies/interests, and then wait for the next question.

For example:

Good Morning ... I am Mohan, I passed out from Sant Longowal Institute of Engineering & Technology, Longowal with a Bachelor's degree in Mechanical Engineering in June 2021 securing (CGPA). My Final year project was on (Topic). As a student, I underwent Industrial training for (Number of months) at (Name of company). I also did an internship with (Name of company) for (Number of months). I participated in (Extra-curricular activities/Sports/Cultural Events/etc.) My hobby is.....

- Sometimes, the Interview Board member may ask you, “Tell us, who you are, where do you belong to, where did you study, how would you describe yourself as a student, what are your hobbies and why do you want to join our company?”

Note, in this case, there is a series of questions. So always listen to the questions carefully, and, ideally, answer in the same order.

Remember, as you answer, the Board, along with judging your suitability for the position, will also be evaluating

- Your Ability to Focus
- Your Memory
- Your Communication Skills
- Your potential to stay calm in a stressful situation.

If you prepare and practice well, you will definitely be able to give a great performance.

- **Most Important Tip:** Since the introduction during a job interview will include all the points mentioned above, you must start work from now itself to acquire the necessary **academic** as well as **extra-curricular** qualifications. Consider this to be your **Wake-up call!!!** Ensure that you have good answers to all these points. For this, **YOU NEED TO START WORK FROM NOW ITSELF.**
- **Tip:** Work on yourself to acquire intensive Knowledge pertaining to your

subject. Master Technical Skills, Acquire Practical Competence, and Enhance your Communication Skills.

- **Tip2:** Preparation is the key to success. Stand in front of a mirror and Practice speaking aloud.
- **Another Tip:** Finalize the words in your introduction, but make sure, you do not let on that you are speaking the memorized content.
- **Another Very Important Tip:** Be formal in your speech and manner. Do not use 'cool dude' or what's app kind of language in formal settings. For example,
"Good Morning, I am fine, thank you."
instead of
"Hey Bro... Yal am cool."

Use Proper and Correct English during Formal Interactions.

THINGS TO DO

TASK 1: Imagine real life situation and practice giving your introduction in all the possible situations.

TASK 2: Imagine you are visiting an institution to participate in their Technical Festival. Someone asks you to introduce yourself. How will you do it?

TASK 3: Now team up with a friend, and practice giving as well asking for introduction.

Task 4: Imagine you are giving your introduction during a job interview. Make an Audio-video recording of yourself giving the introduction. Study your own performance, analyse your spoken and body language. Work on yourself to get better.

**STAY MAY BE TEMPORARY BUT MEMORIES
ARE FOREVER**

ACTIVITY TWO: Know Your Institution

As you have discovered in the previous Activity, the institution we study at, becomes a huge part of our self and personality. Wherever you go in life, you will always be known as a SLIETIAN!

So this is **the tag** you must always strive to **Earn and Deserve** with

- your hard work
- Your conduct
- Your character.
- **SLIET must become part of your personality and reputation.**

Hence Dear Students, strive to be a **Worthy Member** of your institution...

- **Own your connection...**
- **Nurture it**

- Cherish it
- Keep it shining, and
- Worthy of Respect, Trust and Distinction.

Since SLIET is now part of your personality, you must know about its

- ❖ History
- ❖ Vision
- ❖ Practices
- ❖ People.

You must know, who is our Respected Director leading the team. Know about the other administrators; Deans, Heads of Departments, Faculty, Staff as well as the Alumni.

Learn about your Department; the Labs, Workshop, Central Library, various Equipment and Facilities.

Find out about different Clubs, Societies for students. Also, enquire about Academic, Technical, Extra-Curricular Activities and Events organized in the institute. Always be ready to participate in various functions and contests.

Make a home of your hostel. Learn about facilities available. Also familiarize yourself with various rules and regulations.

Go around the Vast and Beautiful, Green and Clean Campus; Look at the buildings, plants, trees, flowers and the variety of birds, animals...

Feel lucky, happy and proud that you are now part of SLIET.

Always remember, that it is now **Your Responsibility**

- **to be Worthy** of this institution
- **to Maintain its Reputation** that so many others have built together through years of Dedicated Efforts.

THINGS TO DO

TASK 1: Check the institute website www.sliet.ac.in for detailed information. Find out about schedule of Activities, Events, Fest organized for students. Put in applications to join club of your choice.

TASK 2: Know SLIET well so that you can talk about it, you will be asked many times about it. Hence, Make SLIET an extension of Your Personality.

Motivation Keeps You Going, but Discipline Keeps You Growing

Activity Three: Knowing Institute Rules & Regulations

Many children hate Rules!!!

Most of you believe that once you grow up...like your father and mother, you will be free...no longer having to follow any rules...

It will be Freeeeedom!!!

Well, sorry to puncture your bubble...

You cannot play a game without knowing its rules...

Actually, There is NO Freedom without rules...

Absolute Freedom always comes with Absolute Responsibility!!!

Rules are there to enable everyone to have a say... a share in the functioning of our world.

It is like going on the road...if all follow traffic rules, everyone is safe... you know what happens when someone breaks those rules...

So **Dear Students**...our institute is our world now... As a student, there are certain rules that you need to follow.

- **Academic Rules**...these help you complete your courses within the time frame securing good grades
- **Disciplinary Rules**...these guide your conduct in the institute as well as in the hostel. **These also ensure that you lead a Safe and Secure life within the institute.**

Familiarize yourself with these rules. These are available online on our website as well as in the Student's booklet.

Your following of rules now will enable you to become an Independent, Responsible, Self-regulated person in the Future. This shall teach you to conduct yourself in a Civilized, Courteous Manner later on in the professional arena...

Above all, you must grow up to be a team player...

THINGS TO DO

Task: Read and understand Institute rules and regulations applicable on students.

AIM FOR A STRESS-FREE AND HAPPY LIVING

Activity Four: Having a Hobby

In the previous Activity, you also discovered that during job interviews, there is often a question about your hobby.

Now, Two Questions: Why a hobby? & What constitutes a hobby?

- **Why?** Because, research demonstrates that a person with an active hobby is likely to be more developed, balanced and productive at work. Hence, in professional organizations, they expect you to actively follow a hobby.
- **What** can be a hobby? Any interest in addition to your professional arena that you follow passionately and which requires a significant effort on your part.
- Hence sleeping, listening to music, watching movies, watching cricket, gossiping, surfing on the internet, Whats app, Facebook,

Instagram, etc., **DONOT** qualify as meaningful hobbies.

On the other hand, **Reading books**, **Singing**, **Gardening**, **Playing on a musical instrument**, or **Playing a sport**, **Writing poetry or stories**, etc., **Painting**, **Do it Yourself(DIY)** activities, **Preparing/designing technical models**, **devices**, **Volunteering**, **Travelling**, **Hiking** and **Camping**, **Cooking**, etc. can be good options to follow as a hobby.

- It would really help if you already have a hobby. Sadly our education system puts too much emphasis on curriculum studies, often at the cost of participation in extra-curricular activities. It is also true that, so far, you have been busy studying in order to get admission, but now, **you must decide on a hobby**.
- Remember, your hobby should be something you genuinely enjoy doing. You must know it thoroughly and enjoy doing it with a passion. Also, you have to adopt it now, can't do it just before the job interview.

- Note, the hobby question is often asked and discussed during job interviews.

- Remember, the hobby is to find joy in your life, so do not make it into a burden.

TIP: Many times, if we are lucky, our hobby becomes our profession; You could achieve an ideal mix of Passion and Expertise.

Decide on your Hobby

Stay Stress-Free

and

Be Always Happy.

TRUST IS BUILT ON FIRST IMPRESSIONS!!!

Activity Five: Understanding Body Language for making a Great First Impression

First things first: Always **believe** that **You are Smart, Intelligent** and **Good-looking!**

Every morning, face the mirror and tell yourself:

I am beautiful!

I am handsome!

It is no joke... **You actually are!** Every person is!

What makes the difference is that you believe it or not!

Secondly, it is all about how you hold, carry and present yourself.

Always stand/sit straight...No sloughing, ever.

Keep your shoulders aligned, your back straight and hold up your head... Beauty lies in the way you carry yourself...

Remember, the way you carry yourself reveals how you feel about yourself!!!

This is what we mean by Body Language.

Even if you are feeling a bit nervous, hide it...smile...and in your heart, tell yourself...I am Good...I can do it!!!

Believe me, you can!!

Learn to be comfortable with your body...you don't have to change your features or complexion...the trick lies in how you own and present yourself!!

Be a Prince or a Princess...Maintain your Posture...and Smile...Be Pleasant, Cheerful, Happy...

Believe in yourself!!!

Ultimately your physical appearance does not matter...What matters is

- Your **Personality**
- Your **Capabilities**
- Your **Temperament**
- Your **Positive Attitude**
- Your **Expertise**
- Your **Communication Skills...**

Happy Tip: It is **POSSIBLE** to acquire all the above qualities...

And it is **a life-long activity**...every day...every minute...with every breath.

And it can never be stolen away!!

THE BEST WAY TO PREDICT THE FUTURE IS TO CREATE IT...

Activity Six: Let's plan for Professional Career

A journey well planned is well begun!!!

In order to reach somewhere, we must decide upon the path we wish to walk on as well as the strategies we must adopt to achieve our aim, reach our destination...

Your admission to the degree course means you have taken the first step towards your professional career.

However, important point is to understand...

Who is a Professional?

What do we mean by Professionalism?

Let us examine these terms so that we may inculcate them in our personality.

Remember... Professionalism is not an inherent right; it has to be learnt, acquired and earned!!!

First, let us understand, what are professions? As per one definition

Professions are those forms of works which involve

- **Advanced Expertise**
- **Self-regulation**
- **Concerted Service to the Public Good**

In other words, **a Professional** is one who

- ✓ **Possesses thorough knowledge** of the field
- ✓ Is a **Self-Learner** and does not require any external supervision?
- ✓ Is always conscious of **Duty** towards the **Public Welfare**

To sum up, a Professional is one who makes sure to keep abreast with the emerging knowledge, is Self-disciplined, and always has Public Good in mind while performing various duties and tasks.

And **Professionalism** is the outcome of all the above mentioned activities... Remember, it does not entail a final outcome; rather it is always a **Continuous Process...**the process of making oneself **better and better...** A continuous striving for **Excellence!!!**

Dear Students... Now that you have got admission in the Degree program, you have taken **Your First Step** towards your professional career.

Up to now, your parents have been looking after you...planning and guiding you for the future; but now, **You must take charge of your life.**

Parents will always be there with their love and blessings...but in the hostel, they will not be around with their day to day supervision.

You must learn to take care of yourself...look after your belongings, eat healthy, exercise and study on your

own...Be your own Mentor... be Self-disciplined.

Without anyone monitoring you, you must recognize that you have to work hard to acquire knowledge of your subject...be aware of the emerging technologies... This is your responsibility now.

Other Qualities you must inculcate in yourself:

- **Be competent** at whatever you are doing
- **Work hard** so that you also able to help create new knowledge...new ideas for others.
- **Become the Person** in whose capabilities peers, colleagues, administrators and clients have faith...the person who inspires others to do better and better.

- **Learn from mistakes** and continue to strive for excellence.

THINGS TO DO

Task: Make your **Day-to-day Time-Table**... pin it up on your wall... follow it religiously.

KNOWLEDGE OF LANGUAGES IS THE DOORWAY TO WISDOM

Activity Seven: Improving your Language Competence

Language is not learnt; it is acquired.

Moreover, a teacher may teach a student regarding how to go about the task of acquiring a language, but the actual work has to be done by the student himself/herself.

Try and recall...how did you learn your mother tongue?

Did someone teach you through Grammar?

Did your parents teach you through a Tutor?

No!! Every one of you learnt because you gave attention to others around speaking the language.

You learnt your language because

- You were a **keen** observer
- You **listened closely** to those around speaking the language
- You **meticulously copied** whatever they were saying
- You **spoke endlessly** speaking/singing again and again!!!

This is how smart you were as a little child... By the time you were three years old, you had even learnt to make up stories...even tell lies!!!

And all this **on your own!!!**

For learning the second (English) language however, you ran into trouble... This happened because:

- People around you did not speak in English.
- You did not have the patience anymore to acquire on your own through practice.

Hence, English became the Enemy!

Since the language of Science, Technology, and Business is English, it is important that we make an effort to acquire it.

So **how do we do it??**

Following are a few of the methods...

- **By creating the necessary environment** around us whereby we listen to and speak in English
- Through **Reading stories/newspapers** in English
- Consciously learning and **speaking** in English

➤ Watching **English Movies**

- By **Practicing** on your own or with a friend
- By following English speaking lessons and **videos available free online**
- By **installing app** in your phone and following its tutorials

Dear Students...as I already said, I can indicate ways of doing it; but this is a journey you must make on your own.

Be your own Guide!

THINGS TO DO

TASK: If you cannot do it on your own, team up with a friend or a group of friends... Translate what all you normally speak during the day into English...Practice aloud...Learn to speak in English with one another. If anyone fails to do so...you can impose a small penalty, thereby funding your treats!!!

TASK: Check online for free Audio-Video Tutorials, preferably given by an Indian Expert

THE SECRET TO GETTING AHEAD IS TO GET STARTED

Activity Eight: Beginning work on your Resume

Let us first understand, **What is a Resume?**

In Brief: A Resume is a short statement of your personal, educational, professional, extra-curricular achievements, skills, or details.

Companies/ Organizations inviting applications for job ask for your Resume to be submitted along with your application. It is thus customary to submit Resume along with your application.

IT is also sometimes called Bio-data or Curriculum Vitae or C.V.

Note: Resume/Bio-data/Curriculum Vitae/C.V. as terms are often used interchangeably.

However, to clarify,

- Bio-data is mostly an Indian term no longer in use in Multinational Professional Organizations.
- Resume is generally a one-page detail of your expertise and work experience while
- Curriculum Vitae(CV) is longer with more details about your academic qualifications/achievements as well.

Hence, for academic positions, CV is submitted while for others, including entry-level jobs, Resume should be preferred.

Finally, remember, many times these terms get used without thinking about their specific purposes

In short, a Resume carries details of your qualifications, capabilities, experience, etc.

It provides a Window-Display of your Expertise and Personality in order to attract the attention of a potential employer. The aim is to convince the company that you are indeed the Ideal Candidate they are looking for and someone, they must invite

for an interview. Your Resume thus may put you **on the path to your dream job.**

Though the resume is like an advertisement 'selling' you and your capabilities to the company, it must not carry any false claims or in-authentic information about you.

Your Resume is supposed to be an

- ✓ **Accurate,**
- ✓ **Objective,**
- ✓ **Easily-accessible,**
- ✓ **detailed Biographical sketch**

which projects you as the **Best Candidate** for a job position.

Obviously, this is something you will be doing years from now...probably in your pre-final and final years while participating in the campus placement program, or else, later on whenever applying for a job.

Nevertheless, it is critical that you understand the nature and structure of a Resume now itself so that you are able to well utilize your time to acquire the necessary credentials needed to become an ideal candidate for a particular job position.

Remember...your acquisition of a B.Tech. degree will merely make you eligible for being considered for a job.

Your selection however will happen if you possess something Extra, Special, Different, Unique...which other contenders do not have.

Learning to draft your Resume is to Recognize the importance of acquiring knowledge, skills, extra qualifications, experience etc. for becoming an attractive candidate for a job.

Note, these things are required over and above possessing the basic degree in a subject.

There are many kinds of formats available for preparing your Resume. Whichever type of Resume you choose; it should reflect a professional image of you. It should never be longer than two pages, one page is usually better.

Let's note the **Elements included in a Resume:**

- ❖ **Personal Information** including Name, address, phone-number, email. (Tip: Email id should have a professional look and should not be changed once you enter the job market. Hence, email ids such as cool dude, smart jatt, etc. are a big No in the professional arena. Also, in multinational companies, no need to tell about gender, caste, religion, parents' names, etc.)
- ❖ **Career Objective**, it is not mandatory, but some employers want you to mention it. It should be achievable and not sound brash, for example, saying that you wish to become the CEO of the company is not in very good taste.

- ❖ **Educational Record**, starting with last degree acquired first or the eligibility degree. You may make a table showing name of degree, year of passing, Institution/agency, Subjects, Results, Percentage. (Tip: Study a lot. Make sure you understand concepts, technologies thoroughly. Learn to work on machines in the workshop/labs. Maintain high grades in all subjects. No Reappears, No attendance shortage, ever.)

- ❖ **Work Experience**, mentioning name of organization, duration of job, name of post. Not mandatory for fresh graduates. You may instead replace this entry with **Industrial Trainings/ Internships** done. Tip: Be careful at planning your Industrial trainings at reputed industries. Do not go for fake certificates for undergoing Trainings. Always perform well and sincerely in the industry. Also be sure to get an internship during vacations.

- ❖ **Additional Achievements** if any, such as added degree/certificate acquired, medals/awards won etc. (Tip: Look for free/short online/offline courses to do along with your regular studies)
- ❖ **Hobbies**, should be actual, often will get questions about it during interview.(As already explained)
- ❖ **References**, Names of two persons who are respected professionals and know you personally and if asked, will say good things about you. (Tip: Be a good student so that you are able to build healthy bond with teachers/supervisors.)

Tip: Your Resume should be a carefully prepared, accurate, attractive, verifiable, and high-quality representation of you. It should present you in the best possible light without indulging in any falsehood.

Remember...the details you list in your Resume often become **the basis for questions** during the job interview.

THINGS TO DO

TASK: Prepare your Resume based on your qualifications at the present time.

Task: Identify the areas/aspects you need to work upon in order to further strengthen your resume.

Now set your Targets...Goals...Objectives for the Future...

IT IS A NEVER-ENDING PROCESS TO TRY TO MAKE YOURSELF THE BEST PERSON YOU POSSIBLY CAN...

Dear Students... It does not matter which profession you may choose for yourself, the objective must always be...

- To **evolve** into becoming a Professional
- Be a **Fountain head** of Knowledge in your specific field...
- **Polish** your Technical and Communication skills
- **Acquire** an Awareness of the World around...its needs, problems, challenges. And also on how you may contribute towards making it a better place
- Be Self-disciplined, Self-regulated and Self-driven
- Be always **Sensitive** to public good

- Be a **Performer** and Strive for excellence always...all through your life...

Based on the above, Make an Action Plan for the future now...

So how do you plan to go about it?

Final Tip: All your courses are designed to equip you with technical knowledge and skills pertaining to your subject; for enhancing communication skills and personality however, you need to work on your own...every day...all your life...So always be ready to learn from others, from books, as well as from your own mistakes...

Take Control of Your life's journey...

All the best!!!

CSPDC