



Assignment

Name:- C. Sai Kumar

Class:- B.A

Semester:- 4th Sem 2019-20

Subject:- English

Assignment:- Interview Skills

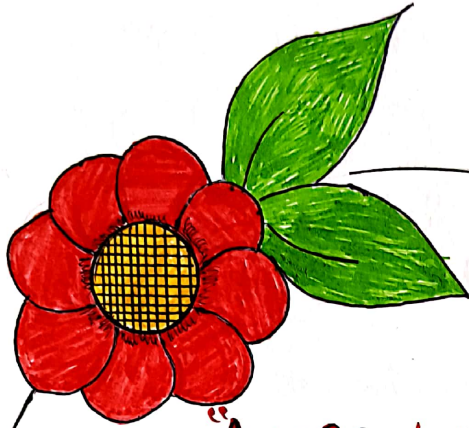
College:- Govt Degree College (RTI)

Interview skills

A job interview is a great place to show case your personality, highlight your strengths and leave a positive impression on your potential employer having certain interviewing skills like a positive attitude, honesty, communication and active listening can influence the hiring decision in your favour. This means it is important to work on some of the key interview skill to get hired for your desired job role. In this article, we define interview skill and their importance, explore to examples of these skill and learn about the top interview techniques. Interviewing skills are your ability to interact with the employer or interviewer and show them why you are the best fit candidate for the job role.

your interview skills give an interviewer insight into how you will communicate in the workplace and solve problems it also shows if you can actively listen and be constant in your work all these factors tell your potential employers how well you will fit in their work environment

During your interview the employer may pay attention to your answers and the nonverbal cues you use while answering questions for example if you tap your feet while talking, it may show that you are nervous so, this skill set helps you highlight the best features that can differentiate you from other candidates with similar qualification and work experience interview skills are important because they potential.



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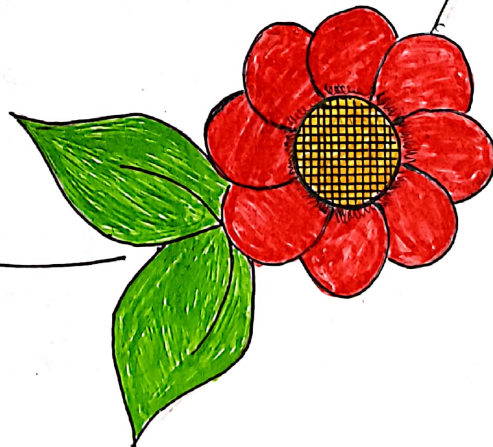
NAME : D. SUSMITHA

2020-21

CLASS : Ist BSC (Zoology)

SUBJECT : ENGLISH

TOPIC : SKIMMING & SCANNING



Skimming:

Skimming is a reading technique that allows reader to get a basic idea of the text by reading it briefly

Eg: Newspapers & Pamphlets

We don't read news paper and also Pamphlets in detail. we only read to get what is the main idea about it. heading and illustrations of the text will help reader to understand the whole idea.

There are Three main methods in skimming,

They are:

- * understanding the heading of the text
- * connecting the illustration of the text
- * Identifying the context of the text

Techniques of skimming:

- * Read the introductory paragraph
- * Read the subheadings and make relationship between them
- * Read the first line or sentence of each sub-heading

When to use skimming?

- skimming has to be done when you are looking for reference information

- Skimming is an apt reading skill when you are want to save time.
- Skimming is a method of reading non-academic and non legal documents.
- Skimming can be adopted in reading for pleasure not in Reading for information.

Scanning:

Scanning is a focussed sub-reading skills. The reader scanning the text to identify specific information. In scanning method and reader will have pre set questions his mind and he reads to locate answer for the same questions.

Eg: Dictionary and Journals

Techniques of scanning:

- * Read selective information and skip the remain text
- * catch the clue words to locate aim information
- * Have a prior idea of the information you need
- * observe the highlighted parts and quoted texts.

When to use scanning?

- Scanning can be practised to look forward for specific information.
- Scanning is done while researching & studying
- Scanning is a skill that extract intended information from the whole text
- Scanning can be followed when you have something to produce after reading



ASSIGNMENT

NAME: P. AJAY KUMAR

CLASS: 1st BSC (zoology) 2021-22

SUBJECT: ENGLISH

TOPIC: PHONETICS



Phonetics:

Phonetics is a branch of linguistics that explores the sounds of human speech. It delves into the physical properties of speech sounds, their production, transmission, and perception. By studying Phonetics, linguists and language enthusiasts gain valuable insights into how sounds are created and understood in different languages, leading to a deeper understanding of communication process.

Articulatory Phonetics:

Articulatory Phonetics focuses on the physical aspects of speech sound production. It examines how different parts of vocal tract, such as the lips, tongue & vocal cords, interact to produce specific sounds. By analysing the movements and configurations of these speech organs, researchers gain insights into the mechanics of sound.

Acoustic Phonetics:

* Acoustic Phonetics deals with the acoustic properties of speech sounds, including their frequency, amplitude and duration.

* It studies how speech sounds are transmitted as waves of sound through the air and how they can be captured and analyzed using audio technology.

* Acoustic phoneticians use spectrograms and waveforms to visualize and measure these acoustic properties.

Auditory Phonetics:

* Auditory Phonetics examines how humans perceive and process speech sounds.

* It explores the way in which humans perceive different sound frequencies.

* By understanding auditory perception, researchers gain insights into how listeners distinguish between various speech sounds and recognize linguistic patterns.