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5	Vaibhav Adhao	Chapter: First Impression in "SOF-10" e-book on Soft Skill Development an Official Publication of SGBAU, Amravati	National	2021	9788194757009	Dr Rajendra Gode College of Pharmacy Malkapur	SGBAU Amravati
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E-BOOK

'Empowering Students with Soft Skills'



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'Empowering Students with Soft Skills'

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Chapter 31

DOS & DON'TS IN GROUP DISCUSSION

Introduction:

Group discussion is one of important steps in selection process either for job or in admission for higher education, So aspirant must aware about what to do and what not at time of group discussion, That's why we are going to discuss about Dos and Don'ts in GD.

The following common rules regarding dos in group discussion are most important to success in Group Discussion.

- You must take care as you enter in group discussion because first impression is last impression so make sure your first entry is well planned with certain approach.
- If you are well aware with subject then initiate the discussion and give the direction to the discussion.
- You must be appropriate to the issue that means discussion must revolve around the subject.
- During group discussion make original points and support them with significant proof such as with reference to news paper or data by various agencies.
- Do listen to others participants very carefully and actively by nodding or simple smile.
- While making your point you must speak with a logical flow with few examples which support your point.

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Chapter 16

FIRST IMPRESSION

First impressions matter – a lot! It's time to change the well known proverb "First Impression is Last Impression" to new "First Impression is Best Impression". First impressions are all initial judgments supported by nonverbal communication signals. First impression is that event when one person first encounters another person and forms a picture of that person. Impression accuracy varies counting on the observer and therefore the target (person, object, scene, etc.) being observed. First impression are supported an honest range of characteristics like- age, race, culture, language, gender, physical appearance, accent, posture, voice, number of people present, economic status, and time allowed to process. The first impressions that individuals give to others could greatly influence how they're treated and viewed in many contexts of lifestyle.

Making an excellent first impression is imperative to become an influential leader. You only get round to form a primary impression. While the studies don't agree on one specific number – they all agree that you have less than 30 seconds to impress someone. Some studies even state that you have only seven seconds before someone makes a judgement. You have got a lot to pack into those seven seconds to make your impression a positive one. A person must prove they are an honest, genuine, trustworthy person with nonverbal communication in one tenth of a second or interaction won't continue. One example of the

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Chapter 39

STRUCTURE OF INTERVIEW

Structured Interviews

What is a structured interview? In structured interviews, questions are planned and created beforehand. All candidates are asked equivalent questions within the same order. Since in structured interviews all the candidates are asked equivalent questions, it's easy to match their answers and hire the proper applicant. Candidates will be evaluated in an objective and fair way, which also makes structured interviews more legally defensible. On the opposite hand, structured interviews are harder and more complicated to develop. You've got to check them and confirm interviewers follow them precisely. You furthermore may risk your interview questions leaking out, which suggests future candidates can come prepared. Moreover, a one-size-fits-all interview can seem a touch cold and impersonalised, making it harder to actually get to understand the candidate.

Unstructured Interviews

An unstructured interview may be a sort of interview during which the interviewer asks questions which aren't prepared beforehand. Instead, questions arise spontaneously during a free-flowing conversation, which suggests that different candidates are asked different questions. The main advantage of an unstructured interview is its personalized approach. This is often especially useful for technology roles where the experience of candidates can vary dramatically. Additionally, since unstructured interviews leave a free-flowing conversation, they feel more casual, which puts the candidates comfortable, leading to a more natural and honest

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