

GOVERNMENT COLLEGE OF EDUCATION, SECTOR 20 D, CHANDIGARH

REPORT ON

“IMPROVING COMMUNICATION SKILLS: Some Suggestions for an Effective Interview”

(4th November, 2022)

The Government College of Education, Sector 20D, Chandigarh organized a lecture **under the Memorandum of Understanding (MOU)** signed with the Regional Institute of English, Sector 32, Chandigarh on the theme- **“Improving Communication Skills: *Some Suggestions for an Effective Interview*”** in the Society Period on **4th November, 2022 from 12:00 noon to 1:20 p.m.** for the **B.Ed., M.Ed. and PGDG&C students** of the college. The Resource Person for the event was Dr. Gopal Chandra Nayak, Assistant Professor, Regional Institute of English, Sector-32, Chandigarh. Principal of the college, Dr. A.K. Srivastava formally welcomed the resource person of the day. A brief introduction of the guest was given to students by Dr. Sheojee Singh and Dr. Anjali Puri, Associate Professors, Government College of Education, Sector 20, Chandigarh.

In his address to students Dr. Gopal Ji discussed about the varied types of communication- verbal, non-verbal, listening, visual, signs etc. He also talked about how important our body language (65%) is over our spoken words (7%) and actions (28%), which justifies the proverb “Actions speak louder than words”. He emphasized that communication is not just the sounds produced but a language that is used not only in terms of grammatical sense but it should be meaningful in the context with proper gestures, feelings and emotions. Also, barriers we have to keep in mind for an effective communication were discussed. He focused on simple but effective tools that can make our communication effective as sticking to the objective, being sincere, brief and precise, relaxed, empathetic, giving and receiving feedback, being visual and being respectful towards others in communication.

Further, he laid emphasis on being an active listener so as to fully understand before responding. Being active listeners we must also learn to, “talk less, listen more”. We must read more closely, the emotional side of the speaker and be mindful about our own words because as it is rightly said, “Be careful with your words. Once they are said, they can be only forgiven, not forgotten.

In addition, he also presented interview skills in a broader perspective including the types of interviews, formal introduction, formal dressing etc. Also, the positive effect of an enthusiastic voice during a telephonic interview was also discussed about. Great emphasis was laid on some game changing kind words like *PLEASE and THANK YOU. He also highlighted that, how a beaming smile could have a positive effect on the interviewer. He motivated the students to face the fears like anxiety and nervousness by preparing well, in advance, extensive reading and research, or even attending a mock interview.

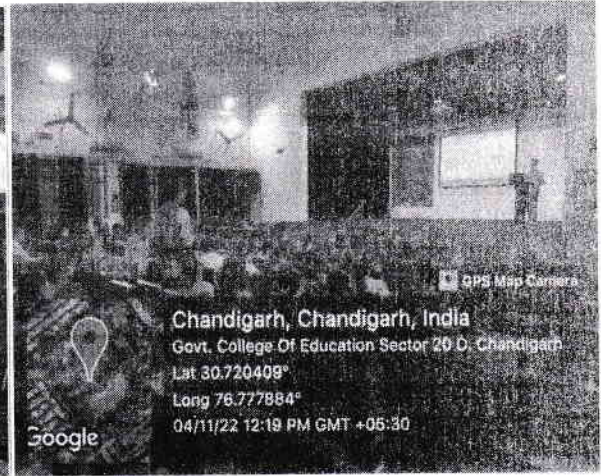
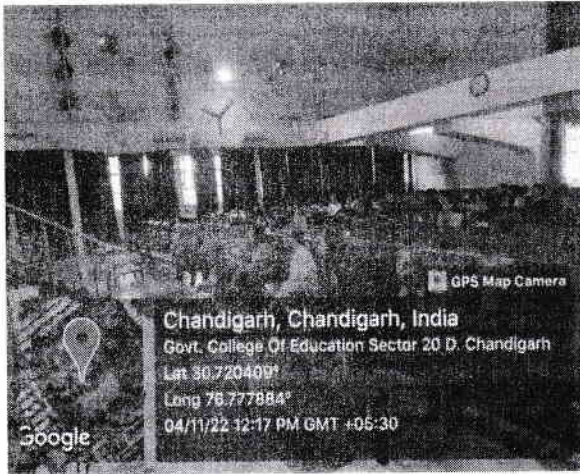
At the end, a question answer session was held wherein students asked their queries and discussed their experiences after his motivating talk.

The program concluded with a formal vote of thanks extended by Dr. Rajni Thakur, Coordinator for the event, towards the resource person, the worthy principal, IQAC committee, the faculty members and the participating students for all the cooperation and support to make the event a success.

(The stage was handled by- Ms. Kashish Bains, B.Ed. Sem.-1st Student, Section B)

Some Glimpses of the Event:





Event Coordinator

Dr. Rajni Thakur

for website

IQAC Incharge

Dr. Anjali Puri

Principal

GCE20, Chandigarh