

MAHARAJA AGRASEN INSTITUTE OF TECHNOLOGY

DEPARTMENT OF HUMANITIES

NOTICE

Date: 8th September, 2025

Prof. (Dr.) N. Sharma
Director
MAIT
PSP Area, Sector-22
Rohini, Delhi-110086

Personality Development & Soft Skills Classes

All engineering graduate students are hereby informed that **Personality Development Classes** focusing on the improvement of **soft skills, communication abilities, and public speaking** will be conducted by the Department of Humanities.

Interested students are required to register their names via the google form link shared with you:

<https://forms.gle/8Eo6X8K6Dxk5mUV17>

<https://forms.gle/3otZkUktmJiSjCnJA>

The details of the classes will be shared with you in due course of time.

Namta
8/9/25

Dr Namarta Sharma
Co-ordinator
Department of Humanities

MAHARAJA AGRASEN INSTITUTE OF TECHNOLOGY
Department of Humanities

NOTICE

Date: 24 July 2025

Subject: Duties and In-charges for Humanities Learning Studio, Language Lab, and Related Activities – Odd Semester (2025–26)

All concerned faculty members are hereby informed of their responsibilities for the Odd Semester of the Academic Session 2025–26 as outlined below:

Room / Activity	Faculty In-charge(s)
Humanities Learning Studio (HLS): Rooms 347 & Language Lab	Dr. Meenu Dudeja
HLS 346	Dr. Shweta Sharma
HLS 536	Dr. Mahim Sharma
Remedial Classes for LE (Language Enhancement)	Dr. Meenu Dudeja and Dr. Shalini Mishra
Public Speaking Activity	Dr. Parul Sharma and Dr. Mahim Sharma
Personality Development and Mental Well-Being Sessions	Dr. Meenu Dudeja and Dr. Mahim Sharma

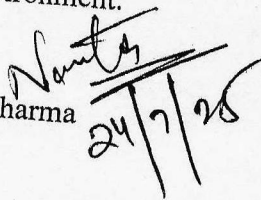
In case of any queries, doubts, or challenges, **Prof. Shikha Saxena** will serve as the coordinating guide and may be contacted for necessary support and resolution.

For the smooth conduct of sessions and timely execution of activities, the designated in-charge may request assistance from any faculty member of the Department of Humanities for conducting remedial classes or other related responsibilities, as needed.

Let us all contribute collaboratively towards fostering a productive, inclusive, and enriching academic environment.

Regards,

Dr Namarta Sharma


24/7/25

MAHARAJA AGRASEN INSTITUTE OF TECHNOLOGY

DEPARTMENT OF HUMANITIES

NOTICE

Date: 6th February, 2025

Personality Development & Soft Skills Classes

All engineering graduate students are hereby informed that **Personality Development Classes** focusing on the improvement of **soft skills, communication abilities, and public speaking** will be conducted by the Department of Humanities.

The details are as follows:

- **Date:** 10th February, 2025-14th February, 2025
- **Days:** Monday - Friday
- **Time:** 4:00 pm- 5:00 pm
- **Venue:** Room No- 346, 347

For any clarification, contact:

Namarta
6/2/25

Dr Namarta Sharma
Co-ordinator
Department of Humanities
Room no. 348
Block 3

MAHARAJA AGRASEN INSTITUTE OF TECHNOLOGY
Rohini Sector 22, Delhi-110086
Activity Exit Survey

Activity: Public Speaking Semester: ALL

Kindly provide feedback on the activities (1 being the lowest; 5 being the highest)

1. Are you able to identify and address common grammatical errors?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

2. Are you able to analyse various types of writings and orations?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

3. Are you able to evaluate and analyse the audience to better suit your content and intent?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5

4. Are you able to apply the basics of all verbal and nonverbal aspects of communication?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5

Suggest ways the activities could be improved:

The impact of activities on your confidence for public speaking (tick one):

1. Below 50% 2. 50% - 60% 3. 60% - 75% ☒ 4. 75% - 90% 5. Above 90%

The impact of activities on your placement preparation (tick one):

1. Below 50% 2. 50% - 60% 3. 60% - 75% 4. 75% - 90% ☒ 5. Above 90%

Name of the student: Aakash Gupta

Signature: _____

Enrollment Number: 00714807322

Aakash

MAHARAJA AGRASEN INSTITUTE OF TECHNOLOGY
Rohini Sector 22, Delhi-110086
Session Exit Survey

Sessions: Personality Development

Semester: ALL

Kindly provide feedback on the sessions (1 being the lowest; 5 being the highest)

1. Are you able to identify and address common psychological barriers to your growth?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5

2. Are you able to analyse various personality types and understand which better suits your professional life?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

3. Are you able to evaluate your key strengths, weaknesses and your professional opportunities and threats?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

4. Are you able to apply the basics of all soft skills?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Suggest ways the activities could be improved:

All activities planned were very pertinent and helped me a lot.

The impact of sessions on your personal growth (tick one):

1. Below 50% 2. 50% - 60% 3. 60% - 75% ☒ 4. 75% - 90% 5. Above 90%

The impact of sessions on your placement preparation (tick one):

1. Below 50% 2. 50% - 60% 3. 60% - 75% ☒ 4. 75% - 90% 5. Above 90%

Name of the student: Kunal kumar

Signature: Kunal

Enrollment Number: 021114807222
(CSE)

MAHARAJA AGRASEN INSTITUTE OF TECHNOLOGY
Rohini Sector 22, Delhi-110086
Activity Exit Survey

Activity: Public Speaking Semester: **ALL**

Kindly provide feedback on the activities (1 being the lowest; 5 being the highest)

1. Are you able to identify and address common grammatical errors?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5

2. Are you able to analyse various types of writings and orations?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5

3. Are you able to evaluate and analyse the audience to better suit your content and intent?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

4. Are you able to apply the basics of all verbal and nonverbal aspects of communication?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5

Suggest ways the activities could be improved:

All activities are very interesting.

The impact of activities on your confidence for public speaking (tick one):

1. Below 50% 2. 50% - 60% 3. 60% - 75% 4. 75% - 90% 5. Above 90%

The impact of activities on your placement preparation (tick one):

1. Below 50% 2. 50% - 60% 3. 60% - 75% 4. 75% - 90% 5. Above 90%

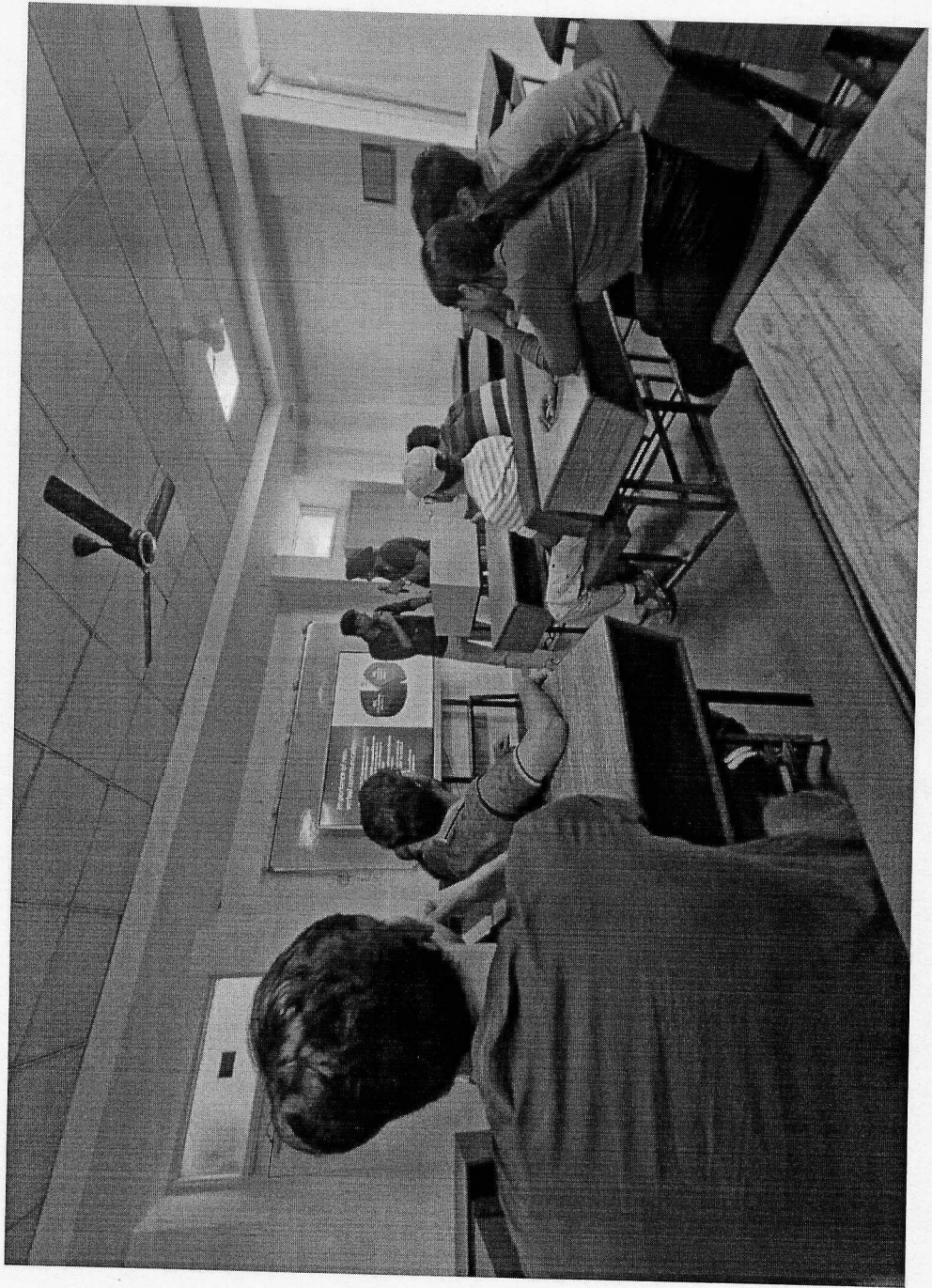
Rupali Srivastava
Name of the student:

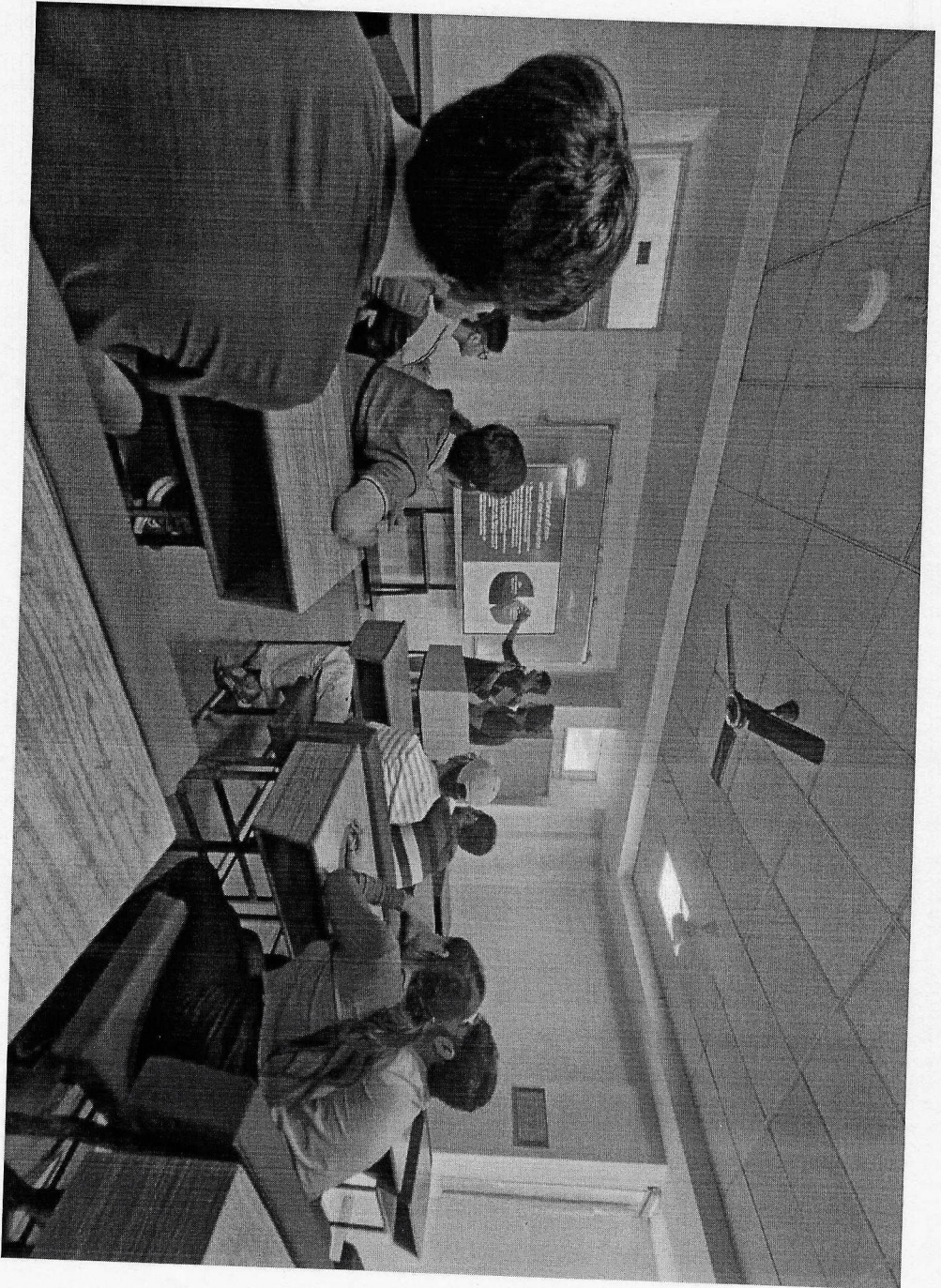
12214802721
Enrollment Number:

[Signature]
Signature:

Activities for Students

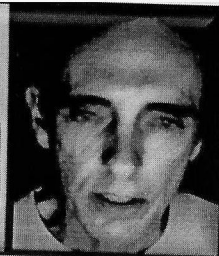
1. **Mock Interviews & Group Discussions**
 - Simulate campus placement scenarios with feedback on articulation, body language, and confidence.
2. **Speech Labs**
 - Students deliver TED-style mini talks on technical/social issues.
3. **Cross-Cultural Role Play**
 - Enact workplace situations involving multicultural teams.
4. **Business Simulation Exercises**
 - Drafting and responding to professional emails, memos, and crisis communication.
5. **Communication Clinics**
 - One-on-one feedback sessions on presentation, tone, and grammar.
6. **Podcasting & Video Assignments**
 - Students create short audio/video content on engineering topics, explaining them simply for a general audience.
7. **Debate & Panel Discussions**
 - Topics: *"Can AI replace human communication?"*, *"Is technical knowledge more important than soft skills?"*
8. **Reflective Communication Journals**
 - Weekly logs on communication challenges faced and strategies used to overcome them.







MoviesGrowEnglish



Whole-Movie Lessons
Browse Here

Short-Sequence Lessons
Browse Here

ESL Textbooks****
(Whole-Movie Lessons)

Featured
Whole-Movie Lesson

Featured
Short-Sequence Lesson

How to Use
Whole-Movie Lessons

Teacher -
Whole-Movie Lessons

Teacher -
Short-Sequence Lessons

Teacher -
Classroom Guidelines

Student- FAQs

简体中文

Movie Vocabulary List

Academic Word List

Assessments

Kidz Korner-
Hosted by Theresa Q

Motivational Activities
by Lin, Li-Yun

Forum

The Hero's Journey

Testimonials

Feedback

Links

Site Map

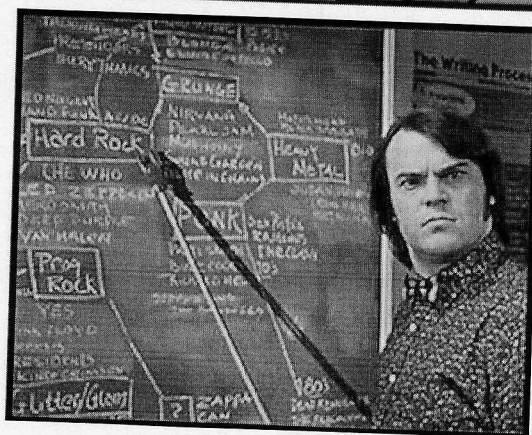
Connect 

Classroom Guidelines for Whole Movie ESL Lessons

Extensively revised 01/2016

Jump to:

- [Motion Picture Association of America](#)
- [Genre](#)
- [Finding a Copy of the Movie](#)
- [Whole-Movie Lesson Plan](#)
- [Movies My Way - A Case Study](#)
- [Movie Lesson - DAY ONE](#)
- [Pause and Discuss \(Trance Removal\)](#)
- [Vocabulary, Pronunciation, & Cathartic Improvisation](#)
- [Movie Lesson - DAY TWO](#)
- [Follow-Up Activities & FERPA](#)
- [Whole-Movie Oral Review](#)
- [New Movie Summaries/Reviews](#)
- [The Movie or the Book](#)
- [Assessments and Grading](#)
- [Conclusion](#)



Introduction (Movies Grow English)

Movies Grow English (MGE) is dedicated to using movies successfully in the ESL and EFL classroom. This page discusses the practical specifics of classroom management using whole-movies. It's recommended that you have already read [Teacher - Whole-Movie Lessons](#) (on the menu bar to the left). Showing movies in the ESL classroom should be a motivating and interactive experience for students with a purpose of maximizing language retention. Your chances for success are improved by making an informed movie selection, having a well-designed ESL lesson in hand, and managing the classroom experience with grace, efficiency, and insight. If you're a teaching professional who already likes movies but hasn't tried using them in the classroom, why not build on this interest and give it a go? It's fun. It's rewarding. And I dare say it's so easy. . . *To be honest*, with a little knowledge and experience, it gets easier. So keeping this in mind, let's dim the lights and sprinkle the stardust.

Quick Tips for the Classroom:

1. Preview both *the movie* and *its lesson*. Lesson and movie are in the same sequence.
2. Within the lesson, decide which quotes, questions, and vocabulary to focus on. Highlight or cut-and-paste content you plan to use.
3. Estimate how you'll use available time for both watching and discussing the movie.
4. Remember: Most questions on the lesson are easy for a native speaker of English to answer, so the movie itself is the answer key.
5. Assessments are at <http://www.moviesgrowenglish.com/Assessments.html>.

Choosing a Whole-Movie

Movie selection involves several considerations. It goes without saying that the ESL professional will preview (watch) a movie before deciding its suitability for showing in her or his class. **Student demographics**, **movie genre**, and **running-time** are key factors in selecting a movie for your ESL or EFL classroom. For each of the more than 130 ESL lessons at Movies Grow English, this information is researchable by accessing the content at the **Whole-Movie Lesson Portals**, linked directly from the [MGE Home Page](#) by clicking on any of the movie posters which are organized *alphabetically*. In addition, titles are **Sorted by Level of Difficulty HERE** (also on the home page). Finally, ESL lessons are **Sorted by Movie Genre HERE**. Let's take a little closer look at the selection factors.

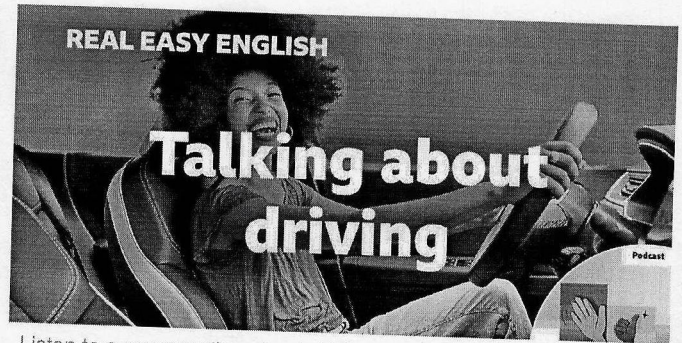
BBC Learning English

WELCOME TO BBC LEARNING ENGLISH

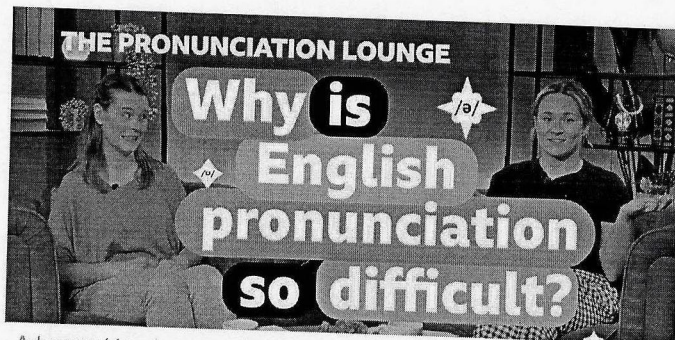
Latest content



Astrid and Eden look for another letter



Listen to a conversation about driving

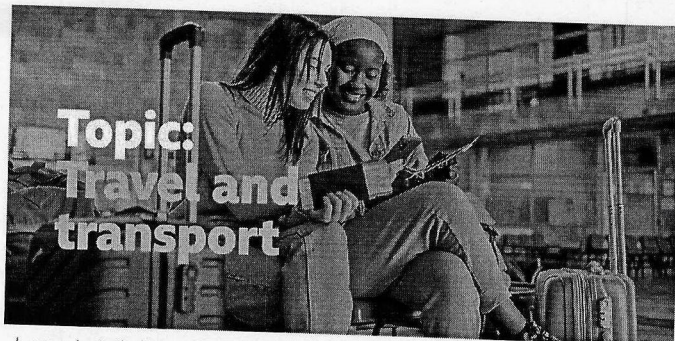


Advanced level pronunciation

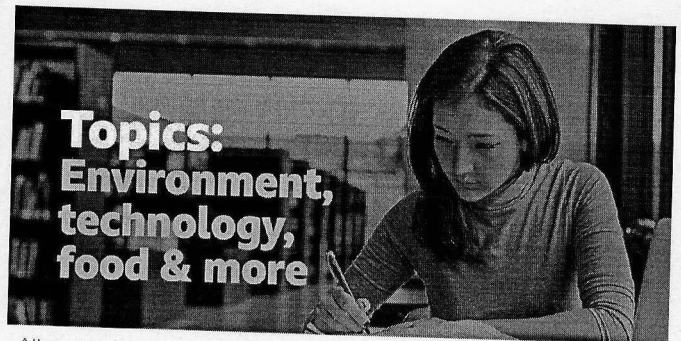


NEW: 6 Minute English

Featured topics



Learn to talk about travel and transport

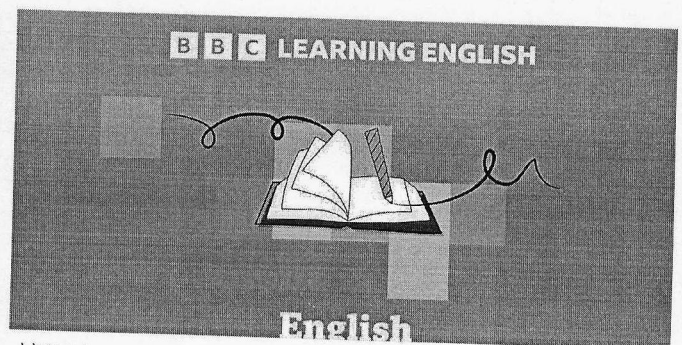


All our topic pages

New series

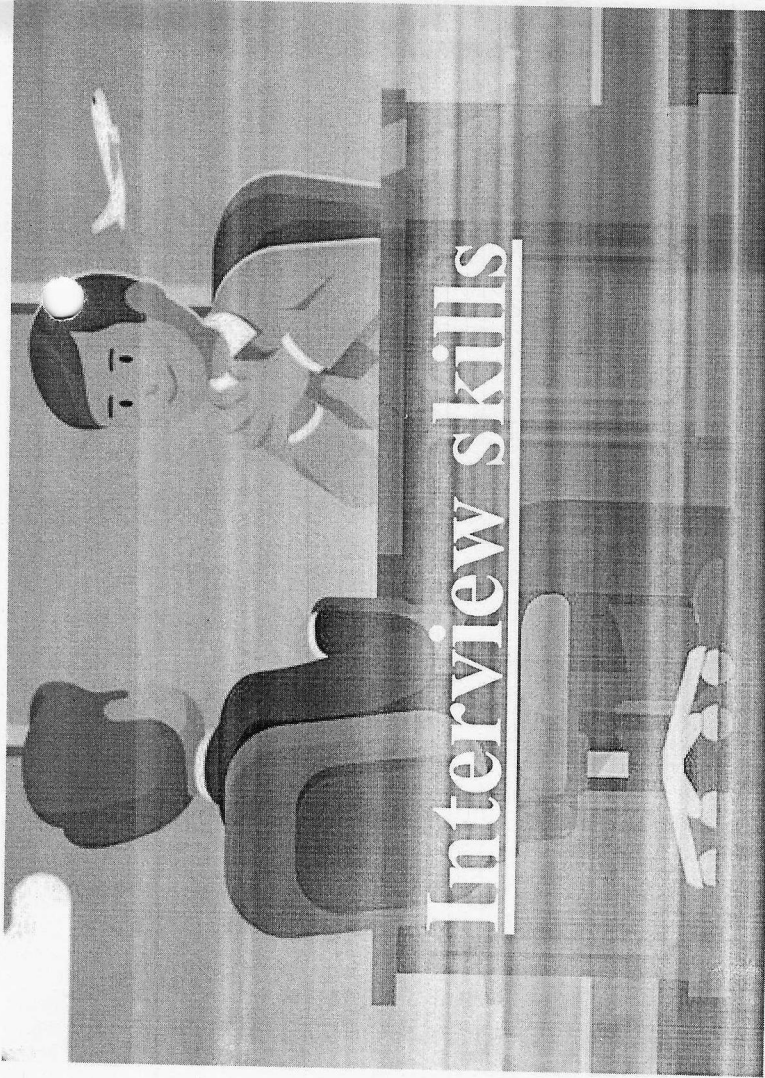


Watch the whole series now!



Listen to our new grammar podcast

Learn English from news headlines

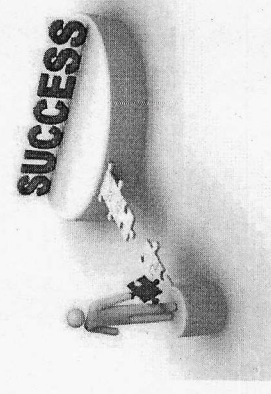


Overview

- Interview Definition
- Preparing for Interviews
- Dressing for Interviews
- Arriving on time
- Types of Interviews
 - Behavioral Interview
 - Phone Interview
 - Other Interviews
- Body Language
- Communication
- Dealing with Nerves
- Closing the Interview
- Common Questions
- Conclusion

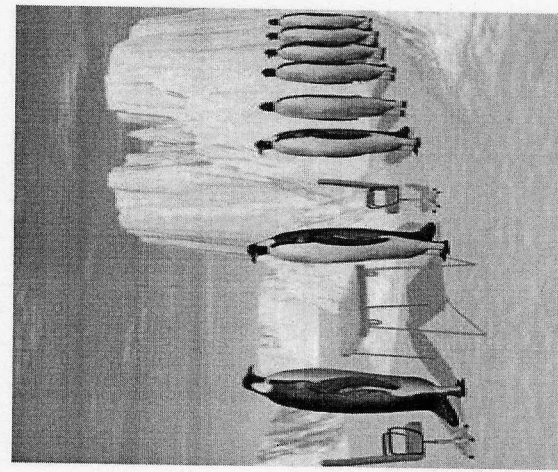
Preparing for Interviews

- Research the company
- Share examples of achievements
- Describe the Situation, the Task, the Action you took and the Results of your action.
- Assemble relevant information beforehand
- Re-read your resume and the job ad as a refresher.
- Check yourself in a full-length mirror before the interview



Interview

- A meeting of minimum two an expert and a candidate
- Arranged to examine the suitability of the candidate
- Tested for subject knowledge, skills and desired behavior in a very limited time



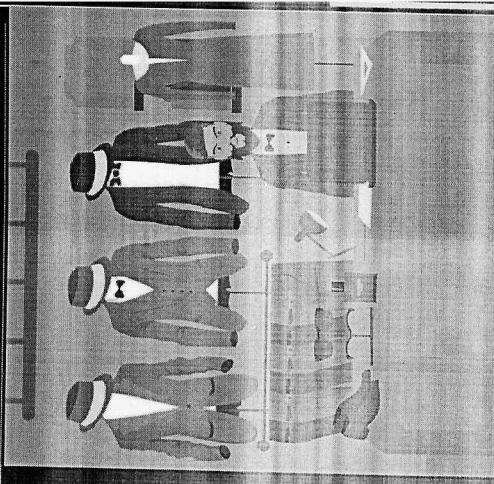
Preparing for Interviews

Rehearsing for your Interview

- Rehearse your answers out loud before the interview to test how well prepared you are
- Identify any gaps in your delivery and answering techniques
- Rehearse with a real person. Your rehearsal partner can provide you with feedback and constructive criticism which is vital to improving your chances for success
- Rehearsing will help you build your confidence and delivery technique
- Rehearse multiple times until you feel your answers are flowing.

Dressing for the Interview

- Dress formally and well groomed
- You will never get a second chance to make a good impression
- Wear something that make you feel comfortable
- Use simple accessories like simple jewelry, watches, ties, etc
- Scents, perfumes and after shaves lotion should be avoided

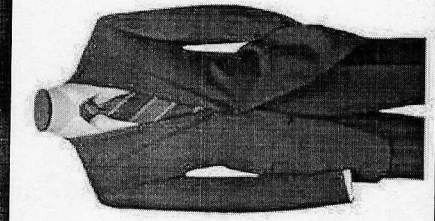


Dressing for the Interview

For a white collar role, a crisp business suit and tie with formal shoes for men and business suit with either skirt or pants for women is recommended. Navy blue is always a good choice as it is business like and conservative.

For a blue collar role in a less formal office environment, a crisp, clean shirt/top and jacket with either trousers or pants for a woman or shirt and tie and jacket for a guy with dress shoes and business socks is fine.

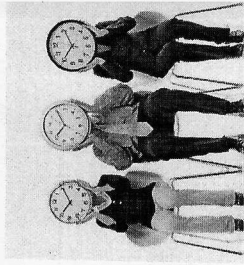
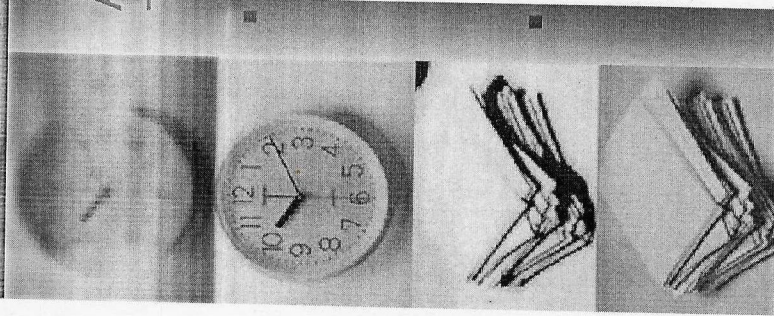
As a general rule, take extra care with your appearance for a job interview. Make sure your clothes are clean and ironed.



Arriving on Time

Be on time! This means not only don't be late, but don't be too early, and don't arrive with "baggage". 10 minutes early is good.

Smile. Make eye contact and give a firm handshake.



Types of

Interviews

- Behavioral Interview
- Stress Interview
- Phone Interview
- Technical Interview
- Group interviews
- Panel Interview
- Role Plays

Behavioral Interview

- This type of interview is based on the notion that a job candidate's previous behaviors are the best indicators of future performance. In behavioral interviews, the interviewer asks candidates to recall specific instances where they were faced with a set of circumstances, and how they reacted.

BEHAVIORAL INTERVIEW QUESTIONS

test one's
maturity level,
tolerance
level, and
adaptability

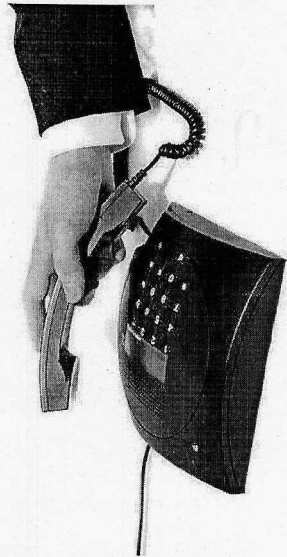


Behavioral Interview Questions

- Tell me about a project you worked on where the requirements changed midstream. What did you do?"
- "Tell me about a time when you took the lead on a project. What did you do?"
- "Describe the worst project you worked on."
- "Describe a time you had to work with someone you didn't like."
- "Tell me about a time when you had to stick by a decision you had made, even though it made you very unpopular."
- "Give us an example of something particularly innovative that you have done that made a difference in the workplace."
- "What happened the last time you were late with a project?"
- "Have you ever witnessed a person doing something that you felt was against company policy. What did you do and why?"

Phone Interviews

- Telephone Interviews take place if a recruiter wishes to dwindle down the number of prospective candidates before deciding on a shortlist for face- to-face interviews. They also take place if a job applicant is a significant distance away from the premises of the hiring company such as abroad or in another state.



Other Types of

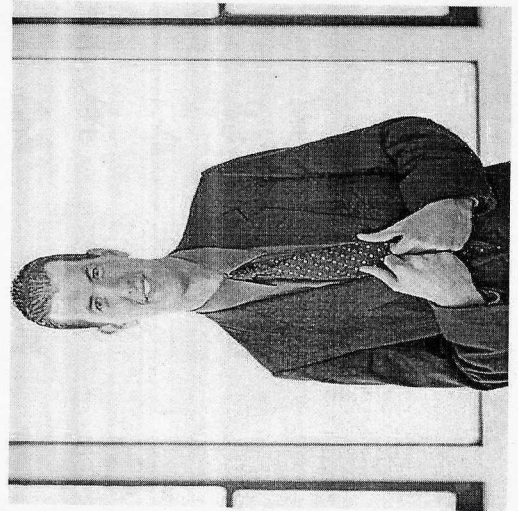
Interviews

Stress Interview - Stress interviews are still in common use. One type of stress interview is where the employer uses a succession of interviewers (one at a time or *en masse*) whose mission is to intimidate the candidate and keep him/her off-balance. The ostensible purpose of this interview: to find out how the candidate handles stress.

Stress interviews might involve testing an applicant's behavior in a busy environment. Questions about handling work overload, dealing with multiple projects, and handling conflict are typical.

Technical Interview - This kind of interview focuses on problem solving and creativity. The questions aim at your problem-solving skills and likely show your ability and creativity. Sometimes these interviews will be on a computer module with multiple-choice questions.

Body Language



- Good Eye Contact
- Smile
- Open Body Language
- Don't slouch
- Don't be too erect
- Make sure your eyes sparkle
- Be engaged
- Accept an offer for a glass of water deeply
- Practice your handshake

Non-Verbal or Body Language

- Posture: sit erect without leaning on the desk or slouching in the chair, but don't be stiff and tense
- Always make eye contact when you speak, but avoid continuous staring
- Don't use too many hand movements and frequent change of facial expressions not in relation to words you have expressed



Communication

- Matching your communication style to that of the interviewer. Listen carefully to the interviewers questions
- Avoid interrupting the interviewer.
- Try not to use jargon in your answers or questions.

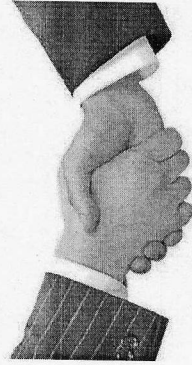


Interview Communication Skills

- A good handshake
- Pronounce the interviewer's name
- PROPERLY. Get the interviewer to do a lot of talking
- Good eye contact with your interviewer.
- Smile. Look as if you are enjoying the conversation.
- Have a Confident posture.
- Mirror your interviewer's body language.
- Keep all your answers positive.
- Show ENTHUSIASM.
- LISTEN carefully to the interviewer's question.
- Ask the interviewer questions when the opportunity arises

Closing the Interview

- The purpose of the interview is to help you (as well as the company) determine if the position will be right for you.
- Prepare questions and ask the interviewer these when asked to do so.
- Ask (if you haven't been told) what the process will be after the interview has been completed, or when they would be prepared to make a decision.
- Leave the interviewer with a good impression — smile and a firm handshake.



Dealing with Nerves

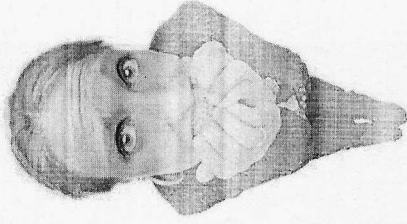
Being nervous is normal and most experienced interviewers understand this. And it rarely harms your chances if you acknowledge your nervousness.

However, EXCESSIVE nervousness can work against you — especially if you continually APOLOGIZE FOR IT.

It makes other applicants, who are more relaxed and confident, seem more attractive.

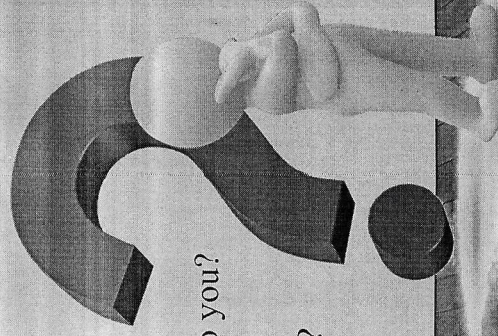
Also, many people tend to be overly talkative when nervous. If you fall into this category, try not to go off on tangents.

Stick to the question being asked and answer it concisely. You will control your nervousness more effectively if you have taken the time to practice answering questions before the interview.



INTERVIEW QUESTIONS

- Tell me about yourself
- Why did you leave your previous job?
- What sort of job you are looking for?
- What appeals to you about this job?
- Why do you think you'd be good at this job?
- What are your strengths?
- What are your weaknesses?
- Would you accept this job if it were offered to you?
- What do you know about this company?
- If you take this job, how long would you stay?
- Don't you think you may be too old/young/inexperienced?



Tell me about yourself

The most often asked question in interviews

Tell your academic record

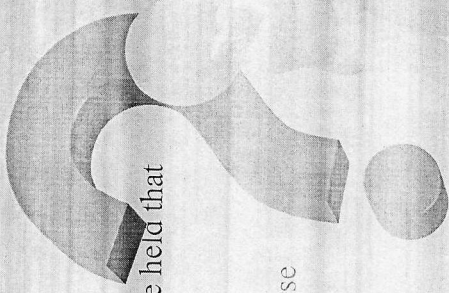
Your skills

Your qualification etc.

Talk about things you have done and jobs you have held that relate to the position you are interviewing for

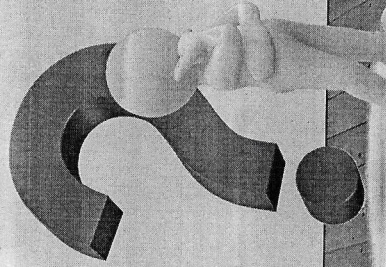
Time: 3 minutes

Prepare written answer for this question and rehearse



What appeals to you about this job?

TO ACHIEVE THROUGH HEIGHTS AND ALSO TO
LEARN, WORK HARD AND QUENCH MY
THIRST OF KNOWLEDGE IN THE RELATED
FIELD, WHICH I AM GOING TO WORK ^{future}



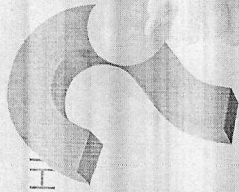
What do you think you do be good at this job?

THE BEST IS TO SAY GENERAL AND SAY

SOMETHING LIKE: A JOB WHERE I

LOVE TO WORK, LIKE THE PEOPLE, CAN
CONTRIBUTE MORE TO THE COMPANY

A JOB WHICH IS CHALLENGING, A JOB WHICH
GIVES ME OPPORTUNITIES TO PROVE
KNOWLEDGE AND SKILLS



What are your strengths?

Strength of your subject knowledge

Your ability to prioritize,

Your problem –solving skills,

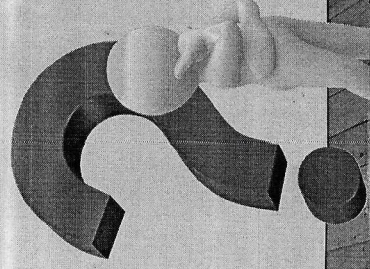
Your ability to work under pressure,

Your ability to focus on projects,

Your professional expertise,

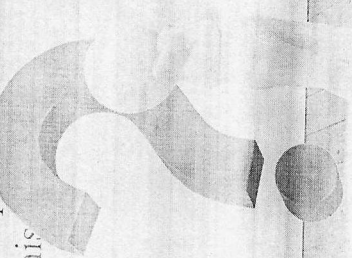
Your leadership skills and

your positive attitude.



What are your weakness ?

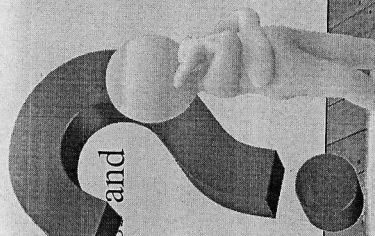
- Here you have to tell your weakness As strength
- Tell Always I will be committed to the assigned work, which I expect from my co-workers, this leads to affects the interpersonal relationship but the outcome of the work will be satisfied. This is the team leader.



What do you know about this company ?

You have to go to the website and look for the details like company, products, services, year of starting the company, their annual reports, agenda.

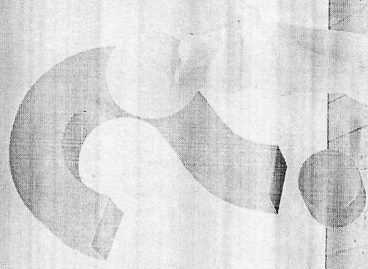
- How many workers are working in that company and volume of the business future plan of business and other specific details .



Would I accept this job, if were offered to you ?

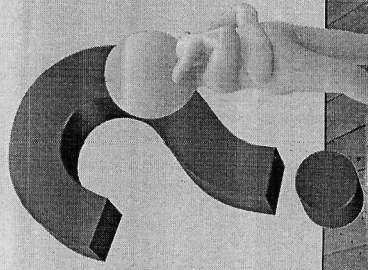
YES, CERTAINLY I WILL ACCEPT THIS JOB DO THE BEST TO THE COMPANY OR ORGANIZATION.

*No, you have give reason.



Don't you think you may be too old/young/inexperienced ?

ADMIT THAT YOU HAVE NO EXPERIENCE. HOWEVER EXPLAIN YOUR ACADEMIC STRENGTH.



Conclusion - Final Tips

- **Know the company:** You should be pretty well acquainted with the company and the type of work they do. You will need to do your homework and know something of their corporate culture, internal systems, business history, annual reports, mission statement etc. You can do this using several resources including company brochures, pamphlets, annual reports, newsletters and the company Web site.
- **Confirm important details:** Confirm times and arrive at least fifteen minutes early to create a good first impression, travel to the interview location a day before using the same method of transport to ensure you will be on time and memorize the name of the interviewer.



Conclusion - Final Tips

- **Switch off your mobile:** make sure it is switched off during the interview to avoid distractions.
- **No wet fish handshakes:** Shake hands warmly with a firm grip. Handshakes have a far deeper significance than most people give credit for.
- **Ask questions:** At the end of the interview, ask questions. This is your chance to really impress the interviewer with your research skills about the company and list of planned questions about the role.
- **Body language:** Don't smoke, relax, smile, look at people as you speak to them, avoid one word answers, ask questions if something seems unclear and keep your answers simple and honest.
- **Job Offer:** Finally: If you accept the job, you have given your word, it is a "Verbal Contract". If you have any doubts, ask for time to think but give a time within 24 hours by which you will respond, and stick to it.



Interview Skills

Typical Behavioral Interview

<u>Component</u>	<u>Time</u>
• Introduction/Greeting	2 minutes
• Employer questioning	15-20 minutes
• Applicant prepared questions	5 minutes
• Closing	3 minutes

Introduction/Greeting

- First impressions count
- Appearance is important
- Good eye contact
- Firm handshake
- Introduce yourself
- Slow, clear pronunciation of name
- Make small talk
- Practice

Employer Questions

Will

- address items on your resume
- ask about behavior/skills you have

Will not

- be personal

Behavior Based Interviewing

- Previous behavior predicts future behavior
- Recruiters ask for examples that demonstrate your level of skill with a behavior that is important to the firm.

Some common areas covered in interviews:

- Leadership
- Teamwork
- Initiative
- Analytical Ability
- Creativity/Innovation
- Problem Solving Skills
- Customer/Client Relations

Common Questions to Prepare For

- Tell me about yourself? or Walk me through your resume
- Why did you decide to go to the particular field?
- Tell me about a time when you had an opportunity to lead others. What did you learn from it?
- What are your strengths/weaknesses?
- What achievement are you the most proud of?
- Why do you want to work for ____ company?

Tell me about yourself? (Walk me through your resume)

Include

- Tie your story to their business needs
- Demonstrate 2 or 3 strengths related to position or why you chose
- How you can contribute to company

Don't include

- Personal/family information
- Politics

Why did you decide to go to the particular institute?

- What skill are they accessing?
- ST – Looking for X in a school
- As – Steps you took to determine criteria was met
- R – Based on X(s) was best choice

What are your strengths?

- Relate them to the job
- Give examples of where you have demonstrated them
- How were they developed?

What are your weaknesses?

- Admit you have one
- Identify what you are doing to improve or learned from this weakness
- Detail the results or time frame expected

Need more time?

- Good question, let me think about that a minute.
- So, you are asking if.....
- Can you repeat that question, please?
- No one's ever asked me that one before....
- Silence is okay, too

How to prepare for an interview?

- Research the company
- Review your resume
- Prepare questions for interviewer
- Prepare yourself

Research the Company

- Know the industry
- Know the company
- Know the job duties

Review your Resume

- How do your career goals align with position?
- Do you have stories for each point on your resume?

Prepare Questions for Interviewer

- Consider multiple areas
 - Corporate values
 - Anticipated responsibilities
 - Employment trends
 - Measures of work performance
 - Work environment
 - Quality of work
 - Personality factors



Closing

- Always thank them for the interview
- Clarify if they haven't told you next steps
- End with you are looking forward to hearing from them and really enjoyed talking to them.

Prepare Yourself

- Appearance
- Firm Handshake/Eye Contact
- Smile appropriately and nod
- Be confident

