



Czech University of Life Sciences Prague
**Faculty of Tropical
AgriSciences**



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Public communication

Tips and Tricks

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Content



- **Public speaking** – general ideas
- **Application to international programmes**
 - Tricks and tips
- **Interviews to job positions**
 - Tricks and tips
- **Frequently asked questions**

Effective Communication



➤ **P**reparation

➤ **P**actice

➤ **P**resence



Effective Communication



Preparation

- Research x non-research
- Format: ppt, oral presentation, poster, leaflets
- Notes: outline main points
- Sample Speech Outline:

I. Introduction: thesis

II. Body: support arguments

III. Conclusion: review



Effective Communication



Practice

- Practice makes perfect
- Revision
- Ask Friends to Be Practice Audience

Presence

- Nervousness - fright is common
- Body language (voice tone, gestures', eye contact)
- Positive attitude



Things You Should **NOT** Do



- Read directly from notes
- Read directly from screen
- Turn back on audience
- Slouch, hands in pockets
- No ...um, ah, you know's...
- No nervous gestures
- Talk too fast
- Talk too quietly

DON'T

Things You Should Do



- Eye contact
- Can glance at notes
- Appropriate gestures
- Rhetorical questions to involve audience



Ten Successful Tips



1. **Know the room** - become familiar with the place of presentation
2. **Know the audience** - greet or chat with the audience before hand. It's easier to speak to friends than to strangers
3. **Know your material** - increased nervousness is due to un-preparedness
4. **Relaxation** - relax entire body by stretching and breathing so as to ease the tension

Ten Successful Tips



5. **Visualize giving your speech** - from start to finish. By visualizing yourself successful, you will be successful!
6. **People want you to succeed** - the audience is there to see you succeed not to fail
7. **Don't apologize** - by mentioning your nervousness or apologizing, you'll only be calling the audience's attention to mistakes
8. **Concentrate on your message** - not the medium. Focus on the message you are trying to convey and not on your anxieties

Ten Successful Tips



9. **Turn nervousness into positive energy** - nervousness increases adrenaline, transform it into vitality and enthusiasm

10. **Gain experience** - experience builds confidence, which is key to effective public speaking



Interviews – typical questions



- Can you briefly introduce yourself?
- What is your motivation to apply?
- Do you have any experience in multicultural environment?
- What is your professional experience?
- What is your previous study experience?
- Did you participate any international activity?

How to apply for a job?



- Interviews usually work according to these steps
- **STAR** = **S** (situations) **T** (task) **A** (action) **R** (results)
- think before about particular situations, task you got, actions you took and result you achieved in your career (hard data!!!!)
- **HR role:** What he/she wants to find out:
 - „Do I like him/her?“
 - „Is he/she motivated enough for this role?“
 - „Does he/she have the skill and knowledge for this role?“

Behaviour



- **Be on time!!!** (have always time margin approx. 20 min – but knock on door 5-10 min in advance)
- **Have same or better clothes as HR** (suit with tie – suit – shirt – Tshirt)
- **Study etiquette** (wait to HR with shaking hands, ask before you sit)
- **Be aware of your non verbal communication** (stay straight, firm handshake) – *„People don't remember what you said but they remember how they felt next to you.“*
- **NOTES** (better to make them)
- **After interview always sent follow up email**
(or just say “thank you”)



TIPS & TRICKS



- **Never defame your previous employer** (find diplomatic reason for your quit: „Company was too small and I would like to grow more. Our company was in problems and I leave it in 3rd wave.“)
- **When you have to talk about yourself try to avoid cliché** (I am quick learner with excellent communication skills) and instead talk about your work performance (last year I led project team 5 members)
- **When they ask on your salary expectation be smart and ask back** – „I haven't collected yet all information about your expectation from this role.“
- **Prepare 60-120 sec speech about yourself (STAR, highlight hard data!!!)**

ASK AS MUCH AS POSSIBLE



- Company structure, report lines.
- Job description? Competences? Language – how often used?
- Possibility for further growth?
- How they will help me with adaptation? (How long and who will help me)?
- This job is new or there was someone before? (Why they search for someone new? What should be different with new person? Expectations?)
- Don't ask on benefits, salary, freedays, sickdays and anything what you have already found on **company webpage!!!**

FAQs



Experiences:

- Describe your career path.
- What you did in your last job?
- What did you like/dislike on your last job?
- Describe your success in last job.
- What did you learn new?
- Why you left your last job?
- How would you describe your working style?

FAQs



Motivation & Future

- Why do you want to work for us on that role?
- What did you expect from this job?
- What is your the biggest success/failure?
- Which professional goals you have?
- How do you imagine your future career?



FAQs



Personality

- How do you work on your professional growth?
- Tell us something about yourself?
- How do you spend leisure time?
- How do you fight with stress?
- Your life credo?
- Your values?
- Three things which would your friends say about you?

FAQs



Personality

- What are your strengths/weaknesses?
- Who is able to make you angry?
- Define challenging situation.
- Do you prefer team work or you rather work alone?
- What do you do before taking a difficult decision?
- Which task do you rather do by yourself and which would you delegate to others?

FAQs



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FAQs

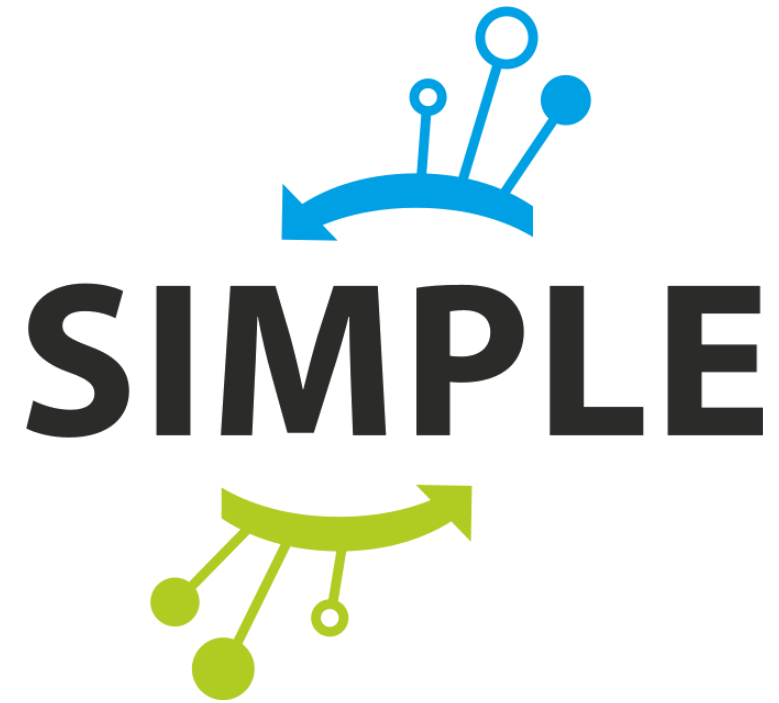


How you act under pressure:

"Explain a database in three sentences to your 8-year-old nephew" – INTEL

"How many golf balls can fit in a school bus"? - IBM

"How many vacuums are made per year in USA?" - Google



THANK FOR YOUR ATTENTION!