



GOVERNMENT COLLEGE OF EDUCATION
SECTOR 20-D, CHANDIGARH

**Report on the Lecture on Communication Skills, Resume Writing and
Interview Skill
31st January 2025**

Soft skill committee of the Government College of Education, Sector 20-D, Chandigarh, organised a lecture on Communication Skills, Resume Writing and Interview skill on January 31, 2025 to enhance students' understanding of effective professional communication and the art of crafting a well-structured resume. As the college has already signed MoU with Regional Institute of English, Sector 32 Chandigarh, Dr. Gopal Chandra Nayak, Assistant Professor was the expert for the session.

The event began with a warm welcome, setting a positive and engaging tone for the session. The audience was eager to gain knowledge about the nuances of communication and the essentials of resume writing. The introduction emphasized how these skills play a crucial role in career development and professional success.

The resource person, Dr. Gopal Chandra Nayak, Assistant Professor, Regional Institute of English, Chandigarh, took the stage and captivated the audience with his expertise and engaging presentation. He started by discussing the fundamentals of communication, highlighting the key aspects of verbal and non-verbal communication. He stressed that effective communication is not just about speaking fluently but also about being clear, concise, and confident in conveying ideas. Dr. Nayak also spoke about the significance of active listening, body language, and tone modulation, which contribute to making communication more impactful.

Moving on to the second part of the session, he delved into the essentials of resume writing, explaining the structure and components of a professional resume. He provided detailed guidance on how to craft a resume that stands out, covering aspects such as formatting, content organization, and the use of precise and powerful language. He also pointed out common

mistakes that applicants make during Interviews such as excessive information, poor structuring, and lack of clarity, and provided solutions to avoid these pitfalls.

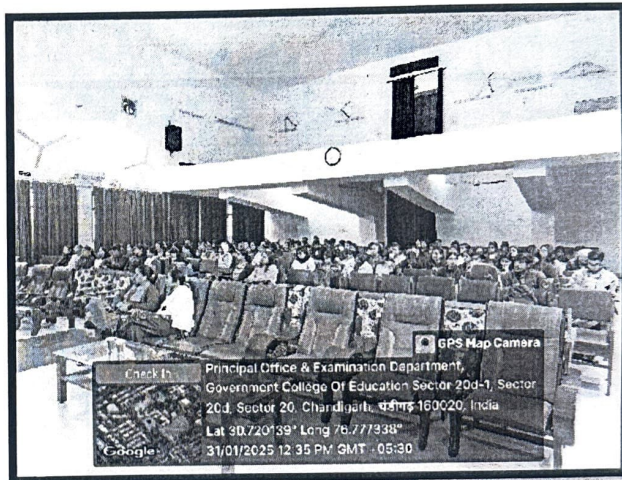
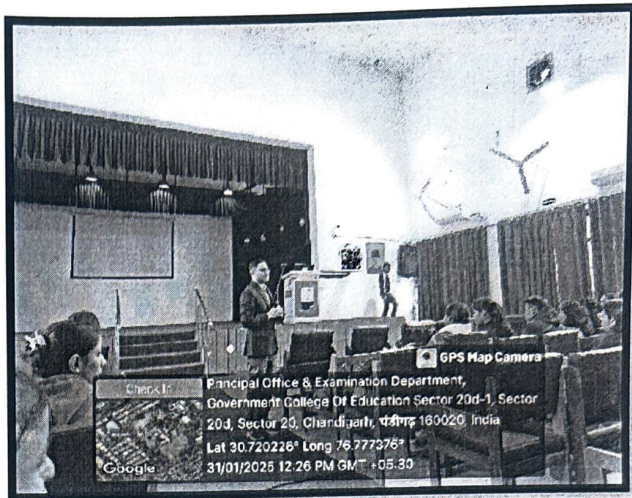
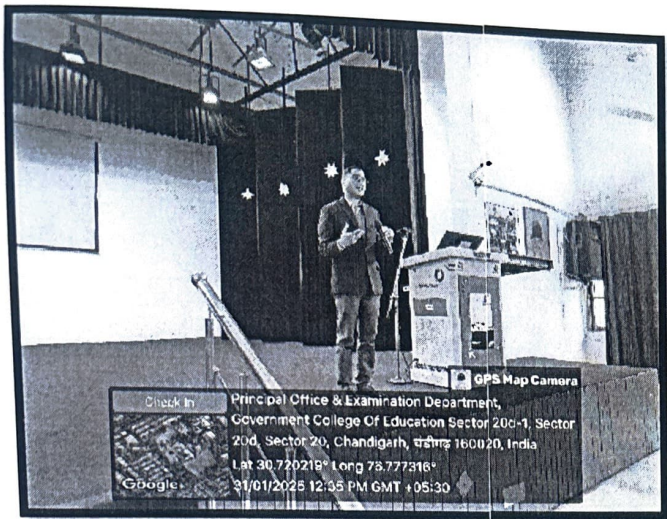
He in the session also gave insights into how to prepare oneself for an interview. He gave checklist of Do's and Don'ts of answers of various questions asked during a personal interview. He emphasized the fact that discussion on salary should be avoided as it creates a bad impression. He also cautioned students about dressing style and stressed the importance of dress code and advised students to dress as per the requirements of the company.

The session was interactive, with participants actively engaging in discussions and asking relevant questions. Dr. Nayak encouraged the attendees to adopt a proactive approach toward improving their communication skills and continuously refining their resumes to align with professional standards.

After the insightful lecture, Dr. Balwinder Kaur took the opportunity to express her gratitude for the enriching session. She appreciated the depth of knowledge shared by the speaker and encouraged the attendees to implement the learning in their personal and professional growth.

The event concluded with a formal vote of thanks, acknowledging the efforts of the speaker, organizers, and participants for making the session a meaningful and productive experience. The lecture proved to be highly beneficial, leaving the attendees better prepared to communicate effectively and present their professional profiles with confidence.

Glimpses:



Soft Skill Committee

Dr. Balwinder Kaur

Balwinder Kaur 4/1/25

Dr. Aarti Bhatt

Aarti Bhatt

Balwinder Kaur 04/01/25

Principal

Principal
 Govt. College of Education
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Balwinder Kaur