

AMITY UNIVERSITY NOIDA

Sector 125, Noida, Uttar Pradesh

DEPARTMENT DETAILS :

Amity School of Foreign Languages (ASFL)

Participating Departments

- French
 - Spanish
 - German
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PLACEMENT GROOMING WORKSHOP REPORT :

Workshop Overview

A two-day Placement Grooming Workshop was organized for the third-year students of the Amity School of Foreign Languages at Amity University Noida. The workshop aimed to prepare students for the placement process by developing their professional skills, improving confidence, and familiarizing them with real corporate recruitment procedures.

Workshop Details :

Dates: 15 and 16 December

Time: 10:00 am onwards (both days)

Venue: F2 Auditorium, F Block

University: Amity University Noida

Department: Amity School of Foreign Languages (ASFL)

Resource Persons:

- Brigadier Arjan Dutta
 - Mr. Ashok Pandey
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Objectives of the Workshop :

- To prepare students for interviews and placement procedures
 - To develop professional ethics and corporate behavior
 - To enhance communication and confidence
 - To train students in CV writing and group discussions
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Day-wise and Activity-wise Description

Formal Interaction with the Interviewer :

The workshop began with a formal interaction session with the interviewer. Students were introduced to a professional interview environment and guided on how interviews are conducted in corporate settings. Emphasis was laid on effective communication, clarity of responses, and maintaining professionalism throughout the interaction.

Key learning points

- Understanding the interview process
 - Communicating confidently with interviewers
 - Presenting oneself professionally
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Professional Ethics and Interview Etiquette :

A detailed session was conducted on professional ethics and interview etiquette. Students were trained on appropriate behavior during interviews, including body language and mannerisms.

Key guidelines discussed

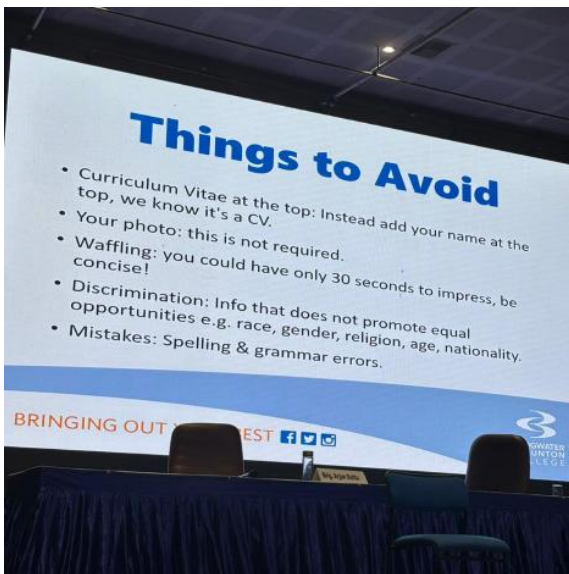
- Proper way to enter the interview room
 - Greeting the interviewer politely
 - Correct sitting posture and body language
 - Maintaining eye contact
 - Answering questions confidently and honestly
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CV Writing Session :

The next segment focused on CV writing. Students were guided on preparing a clear, concise, and professional curriculum vitae.

Important points covered

- What to include in a CV
 - Academic qualifications
 - Skills and competencies
 - Internships and achievements
- What to avoid in a CV
 - Irrelevant information
 - Incorrect or false details
 - Informal language
 - Poor formatting

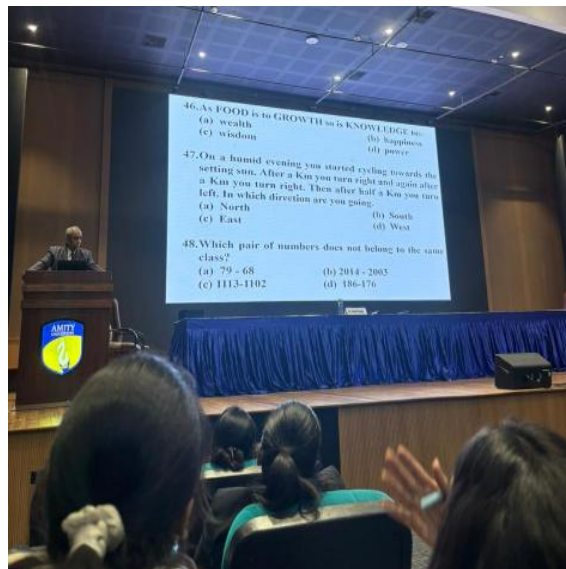
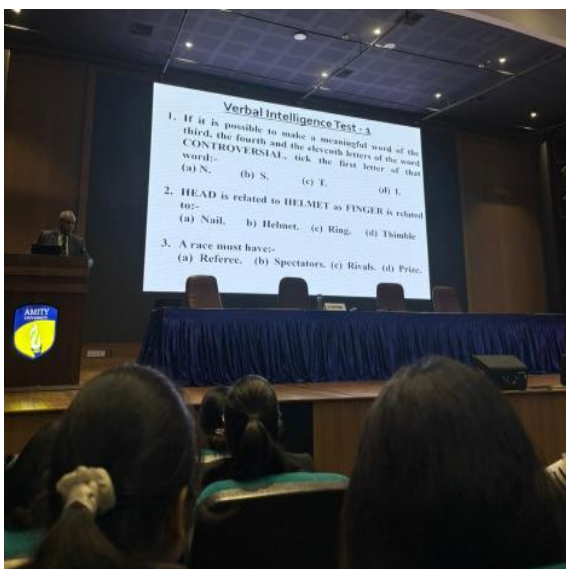


Intelligence Test :

An intelligence test was conducted to assess students' aptitude, logical reasoning, and problem-solving skills. This activity helped students understand the pattern of written tests commonly used during placement drives.

Focus areas

- Logical reasoning
- Analytical thinking
- Time management



Group Discussion :

The workshop concluded with a group discussion session. Students were divided into groups and given topics to discuss, allowing them to practice teamwork and communication skills.

Skills evaluated

- Communication and clarity of thought
- Leadership and initiative
- Teamwork and cooperation
- Listening and respectful interaction

Conclusion :

The two-day Placement Grooming Workshop was highly informative and beneficial for the students of the Amity School of Foreign Languages. It provided practical exposure to interviews, aptitude tests, and group discussions while enhancing students' confidence and professional skills. The workshop played a significant role in preparing students from the French, Spanish, and German departments for future placement opportunities and professional growth.