

EFFECTIVE SPEAKING TECHNIQUES

KUMAR VUPPALA

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Kumar Vuppala is best known for his companies particularly Anantha, which came to prominence during his tenure as a value discount retailer in UK. He got married to Sridevi and has two children. He currently works for Anantha, TGC World, Jobtardis. He previously worked as Sr SAP Professional & IT consultant handled Consulting Assignments with BP Plc, Swiss Re, Binzagr (Unilever Arabia distributor), U Like Media, Geseco, DVLA -UK (Govt. Project) (through IBM BCS), Liverpool city council (LCC – UK) (though LogicaCMG – UK), Eriksson, BBC, Medas, Camelot (SAP UK), T-Systems Germany (T systems Nova), PWC UK(GFS / Prophet Project, London bridge –UK), Nestle Vevey (GLOBE), Novartis Pharma Basel (PEP), Hilti International /SAP SI, Centrica / British Gas at Basingstoke UK, TNT Express @ Asbey-de-Louch UK, beRUSTed (PWC Global) now BankONE, CGEY -Germany, JPM Chase Bank, Accucard (now Lloyds TSB), ITCC (A IT & Telecom Company @ Dubai Twin Towers), Wrigley's – Munich (Germany), Telsim Mobile now Vodafone Turkey.

Apart from providing Professional Consulting Engagements directly, also provided IT Consulting services as Director / Partner with Various Near - Shore / Offshore companies in UK / USA / India / NL (from 2005 onwards).

SPECIALTIES

Kumar Vuppala - Founder of TomGandhi Consulting, Anantha Limited, Desidukan, 97pstore, 4pound, shop4pound, jobtardis, Hire Extra, guerrillajobs.

More than 30 years extensive experience within IT & media. He is also the Chairman of Anantha Limited, an IT company with offices in UK, India and USA. With revenue streams through services and consulting, he has successfully built up a business and technology team in the UK, starting with two employees and now has over 310 employees operating across two countries.



Books Of Kumar Vuppala

The Books written by him are nearly 50+ and such important topics which based on ones careers are as given below:

[You Are Unique, Are not Unique?](#)
[Resume Writing Secrets](#)
[Seven Deadly Job Hunting Mistakes](#)
[Resumes and Cover Letters](#)
[The Job Hunters Handbook](#)
[Your Basic Guide To Acing Any Job Interview](#)
[Quick Start Job Guide](#)

ARE YOU A TEAM PLAYER?

- * **ALMOST EVERYONE SAYS YES TO THIS _QUESTION. BUT IT IS NOT JUST A YES/NO QUESTION. YOU NEED TO PROVIDE BEHAVIORAL EXAMPLES TO BACK UP YOUR ANSWER .**
- * **A SAMPLE ANSWER : "YES, I'M VERY MUCH A TEAM PLAYER. IN FACT, I'VE HAD OPPORTUNITIES IN MY PROJECT, SCHOOL AND COLLEGE TO DEVELOP MY SKILLS AS A TEAM PLAYER. FOR EXAMPLE, ON A RECENT PROJECT ..**
- * **EMPHASIZE TEAMWORK BEHAVIORAL EXAMPLES AND FOCUS ON YOUR OPENNESS TO DIVERSITY OF BACKGROUNDS. TALK ABOUT THE STRENGTH OF THE TEAM ABOVE THE INDIVIDUAL. AND NOTE THAT THIS QUESTION MAY BE USED AS A LEAD IN TO QUESTIONS AROUND HOW YOU HANDLE CONFLICT WITHIN A TEAM, SO BE PREPARED.**

EFFECTIVE SPEAKING TECHNIQUES

ENRICH MENTAL EQUIPMENT:

- **BE A LEARNED / WELL INFORMED PERSON**
- **AS THE OLD GREEK PROVERB SAYS, "OUT OF NOTHING, NOTHING COMES". SO, WE MUST REMEMBER THAT FOR EVERY OCCASION, AND FOR EVERY KIND OF SPEECH, THE BEST ARMAMENT IS A WELL STOCKED MIND A MIND STOCKED / EQUIPPED WITH ALL KINDS OF INFORMATION / FACTS/ FIGURES / GENERAL AWARENESS / READINGS IN LITERATURE AND PHILOSOPHY, CURRENT AFFAIRS, ECONOMIC AND POLITICAL DEVELOPMENTS, NEW ADVANCE MENTS IN SCIENCE AND TECHNOLOGY, EMERGENCE OF NEW BUSINESS ORGANIZATIONS AND SO ON.**
- **HAVING THE RIGHT KIND OF INFORMATION FOR THE RIGHT MOMENT.**

EFFECTIVE SPEAKING TECHNIQUES

CONTROL EMOTIONS, BUT MAKE AN EMOTIONAL SPEECH

- WHAT COMES FROM THE HEART GOES TO THE HEART.
- EVERY HUMAN BEING IS FULL OF EMOTIONS. BUT AN EFFECTIVE SPEAKER CANNOT AFFORD TO BE CARRIED AWAY BY HIS OWN EMOTIONS.
- ON THE OTHER HAND, WHILE EXERCISING POISE AND MAINTAINING COMPOSURE, HE CAN STIR UP HIS AUDIENCE TO ACTION.
- HIS JOB IS NOT JUST TO INFORM BUT ALSO TO CONVINCING AND INFLUENCE HIS AUDIENCE.
- THAT IS HOW MANY SPEECHES BECOME MEMORABLE.

SHARE SIGNIFICANT EXPERIENCES / EXPERTISE WITH AUDIENCE

- THIS WILL NOT ONLY GIVE A PERSONAL TOUCH TO THE SPEECH, BUT ALSO CONFIDENCE TO THE SPEAKER AND COMFORT TO THE LISTENERS.
- IT WILL MAKE THE AUDIENCE FEEL IMPORTANT TO THE SPEAKER.

EFFECTIVE SPEAKING TECHNIQUES

BE CLEAR AND ORGANIZE D:

- * ANSWER 5X WS AND H, THE SPEECH WILL AUTOMATICALLY TURN OUT TO BE CLEAR AND EFFECTIVE.
- * CLARITY IS THE VERY LIFE OF ALL SPEECH AND WRITING.
- * NO LISTENER / READER LIKES TO BE CAUGHT UP IN A JUMBLE
- * MENTAL TRAINING AND LOGICAL THINKING THAT COME
- * ESPECIALLY IN THE WORLD OF BUSINESS, CLARITY OF THOUGHT IS THE GREATEST ASSET.
- * ALL POWERFUL SPEAKERS RELIGIOUSLY STICK TO THE PRINCIPLE - 'BE CLEAR'.

BE SIMPLE;

- * FROM CLARITY OF THOUGHT EMERGES SIMPLICITY.
- * SIMPLER THE LANGUAGE THE GREATER IS THE APPEAL.
- * A REALLY EFFECTIVE SPEAKER
- * IS ONE WHO CAN EXPLAIN THE MOST DIFFICULT OR COMPLEX MATTER IN THE SIMPLEST LANGUAGE TO A LAYMAN.
- * NO AUDIENCE LIKES TO LISTEN TO JARGON. THEY CAN BE PATIENT ONLY WITH THE SIMPLEST LANGUAGE.

EFFECTIVE SPEAKING TECHNIQUES

- YOU CAN SHOW YOUR WINNING ATTITUDE IN THE WAY YOU PRESENT YOURSELF. INCORPORATE THE ACTUAL WORDS **'POSITIVE ATTITUDE'** , **'PASSION FOR EXCELLENCE'** AND **'STRIVING TO BE MY BEST'** INTO YOUR INTERVIEW LANGUAGE.
- IF YOU CAN SHOW ME, BY WORDS AND EXAMPLES, YOUR **'CAN DO'** ATTITUDE, IT IS YOU I WILL HIRE

EFFECTIVE SPEAKING TECHNIQUES

BE BRIEF:

- EXCESSIVE INFORMATION DOES NOT MEAN THAT ONE CAN GO ON RAMBLING OR GOING INTO UNNECESSARY DETAILS.
- QUANTITY OF INFORMATION AND QUALITY OF SPEECH.
- ALL THAT IS SUPERFLUOUS MUST BE CUT OUT IN ORDER TO MAKE THE SPEECH CONCISE.
- EVERY WORD WE SPEAK IS VALUABLE, AND THERE ARE NO WORDS TO WASTE.
- BE INFORMAL; INFORMALITY CREATES NEARNESS.
- THE OCCASION MAY BE FORMAL BUT THE SPEAKER MUST STRIVE TO GIVE HIS SPEECH A PERSONAL TOUCH. ESTABLISH RAPPORT WITH THE AUDIENCE.
- CREATE AN IMPRESSION THAT WILL LAST.

EFFECTIVE SPEAKING TECHNIQUES

- * **ANTICIPATE TOUGH QUESTIONS.** PREPARE IN ADVANCE SO YOU CAN TURN APPARENT WEAKNESSES INTO STRENGTHS.
- * **CONDUCT YOURSELF PROFESSIONALLY.** BE AWARE OF WHAT YOUR BODY LANGUAGE IS SAYING. SMILE, MAKE EYE CONTACT, DON'T SLOUCH AND MAINTAIN COMPOSURE.
- * **DRESS APPROPRIATELY.** MAKE YOUR FIRST IMPRESSION A
- * **LISTEN.** THIS IS PROBABLY THE MOST IMPORTANT "DO" OF ALL. BY CONCENTRATING NOT ONLY ON THE EMPLOYER'S
- * **DO NOT HAVE INADEQUATE KNOWLEDGE ABOUT THE COMPANY AND THE INDUSTRY IN WHICH YOU HAVE APPLIED FOR**
- * **DO NOT BE IMPROPERLY DRESSED OR DISPLAY LACK A SENSE OF HYGIENE.**
- * **IF THE INTERVIEW BOARD IS HARSH, DO NOT LOSE COOL**
- * **DO NOT REPLY UNFOCUSED AND OUT OF CONTEXT.**

THUS....

**ANSWERS SHOULD BE
AS PRECISE AS POSSIBLE.**

HAVE YOU EVER HAD A CONFLICT WITH A SENIOR OR PROFESSOR? HOW WAS IT RESOLVED?

- * NOTE THAT IF YOU SAY NO, MOST INTERVIEWERS WILL KEEP DRILLING DEEPER TO FIND A CONFLICT. THE KEY IS HOW YOU BEHAVIORALLY REACTED TO CONFLICT AND WHAT YOU DID TO RESOLVE IT.
- * **FOR EXAMPLE:** "YES, I HAVE HAD CONFLICTS IN THE PAST. NEVER MAJOR ONES, BUT THERE HAVE BEEN DISAGREEMENTS THAT NEEDED TO BE RESOLVED. I'VE FOUND THAT WHEN CONFLICT OCCURS, IT HELPS TO FULLY UNDERSTAND THE OTHER PERSON'S PERSPECTIVE, SO I TAKE TIME TO LISTEN TO THEIR POINT OF VIEW, THEN I SEEK TO WORK OUT A COLLABORATIVE SOLUTION. FOR EXAMPLE..."
- * FOCUS YOUR ANSWER ON THE BEHAVIORAL PROCESS FOR RESOLVING THE CONFLICT AND WORKING COLLABORATIVELY.

INTERVIEWS – DON'TS

- ⊗ **DO NOT LACK SELF CONFIDENCE OR APPEAR SHAKY.**
- ⊗ **POOR COMMUNICATION SKILLS ARE AN ABSOLUTE PUT OFF.**
- ⊗ **BODY LANGUAGE MUST NOT REFLECT NEGATIVELY.**
- ⊗ **DO NOT LACK THE RELEVANT SUBJECT KNOWLEDGE.**
- ⊗ **THERE IS A DIFFERENCE BETWEEN SELF CONFIDENCE AND OVER CONFIDENCE.**
- ⊗ **DO NOT HIDE BACKGROUND AND FAMILY HISTORY.**



Interview DO'S

✓ **ARRIVE 15 MINUTES EARLY.**

⊘ **LATE ATTENDANCE IS NEVER EXCUSABLE.**

✓ **MAKE YOUR HALO EFFECT IMPRESSIVE**

⊘ **REMEMBER THAT FIRST IMPRESSION IS LONG LASTING FOR THE INTERVIEWING BOARD.**

✓ **'CLARIFY' QUESTIONS.**

⊘ **BE SURE YOU ANSWERED THE QUESTIONS THE EMPLOYER REALLY ASKED.**

✓ **GIWE YOUR QUALIFICATIONS.**

⊘ **STRESS THE ACCOMPLISHMENTS THAT ARE MOST PERTINENT TO THE JOB.**



WHAT QUALITIES DO YOU FEEL A SUCCESSFUL MANAGER/ENGINEER SHOULD HAVE?

- * **FOCUS ON TWO WORDS: LEADERSHIP AND VISION.**
- * **HERE IS A SAMPLE OF HOW TO RESPOND: THE KEY QUALITY IN A SUCCESSFUL MANAGER SHOULD BE LEADERSHIP—THE ABILITY TO BE THE VISIONARY FOR THE PEOPLE WHO ARE WORKING UNDER THEM. THE PERSON WHO CAN SET THE COURSE AND DIRECTION FOR SUBORDINATES. THE HIGHEST CALLING OF A TRUE LEADER IS INSPIRING OTHERS TO REACH THE HIGHEST OF THEIR ABILITIES. I'D LIKE TO TELL YOU ABOUT A PERSON WHOM I CONSIDER TO BE A TRUE LEADER . .**
- * **THEN GIVE AN EXAMPLE OF SOMEONE WHO HAS TOUCHED YOUR LIFE AND HOW THEIR IMPACT HAS HELPED IN YOUR PERSONAL DEVELOPMENT.**

MENTAL FEAR

- **FEAR OF THE UNKNOWN IS OFTEN WHAT PRODUCES THE PHYSICAL SYMPTOMS OF NERVOUSNESS. IN ADDITION TO PREPARING YOURSELF PHYSICALLY, YOU NEED TO PREPARE YOURSELF MENTALLY.**
- **THE BEST WAY TO PREPARE MENTALLY IS TO KNOW WHAT MAY BE COMING.**
- **FEAR OF THE UNKNOWN CAN ONLY EXIST WHEN THERE IS AN UNKNOWN**



ACT

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HOW HAS YOUR EDUCATION PREPARED YOU FOR YOUR CAREER?

- 📌 **THIS IS A BROAD QUESTION AND YOU NEED TO FOCUS ON THE BEHAVIORAL EXAMPLES IN YOUR EDUCATIONAL BACKGROUND WHICH SPECIFICALLY ALIGN TO THE REQUIRED COMPETENCIES FOR THE CAREER.**
- 📌 **FOR EXAMPLE: "MY EDUCATION HAS FOCUSED ON NOT ONLY THE LEARNING THE FUNDAMENTALS, BUT ALSO ON THE PRACTICAL APPLICATION OF THE INFORMATION LEARNED WITHIN THOSE CLASSES. FOR EXAMPLE, I PLAYED A LEAD ROLE IN A CLASS PROJECT WHERE WE GATHERED AND ANALYZED BEST PRACTICE DATA FROM THIS INDUSTRY. LET ME TELL YOU MORE ABOUT THE RESULTS ..."**
- 📌 **FOCUS ON BEHAVIORAL EXAMPLES SUPPORTING THE KEY COMPETENCIES FOR THE CAREER. THEN ASK IF THEY WOULD LIKE TO HEAR MORE EXAMPLES.**



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TELL ME ABOUT YOURSELF

- IT SEEMS LIKE AN EASY INTERVIEW QUESTION. IT'S OPEN ENDED. I CAN TALK ABOUT WHATEVER.

RIGHT?

Wrong!

- WHAT THE HIRING MANAGER REALLY WANTS IS A QUICK, TWO- TO THREE-MINUTE SNAPSHOT OF WHO YOU ARE AND WHY YOU'RE THE BEST CANDIDATE FOR THIS POSITION.
- USE AN EXAMPLE OR TWO TO BACK IT UP. ALWAYS POINT BACK TO AN EXAMPLE WHEN YOU HAVE THE OPPORTUNITY.
- "TELL ME ABOUT YOURSELF" DOES NOT MEAN TELL ME EVERYTHING. JUST TELL ME WHAT MAKES YOU THE BEST.

WHAT IS YOUR GREATEST WEAKNESS?

- * MOST CAREER BOOKS TELL YOU TO SELECT A STRENGTH AND PRESENT IT AS A WEAKNESS. SUCH AS: "I WORK TOO MUCH. I JUST WORK AND WORK AND WORK.". FIRST OF ALL, USING A STRENGTH AND PRESENTING IT AS A WEAKNESS IS DECEIVING. SECOND, IT MISSES THE POINT OF THE QUESTION.
- * YOU SHOULD SELECT A WEAKNESS THAT YOU HAVE BEEN ACTIVELY WORKING TO OVERCOME. FOR EXAMPLE: "I HAVE HAD TROUBLE IN THE PAST WITH PRIORITIZATION. HOWEVER, I'M NOW TAKING STEPS TO CORRECT THIS. I JUST STARTED USING A POCKET PLANNER ...". THEN EXPLAIN THEM YOUR PLANNER AND HOW YOU ARE USING IT.
- * TALK ABOUT A TRUE WEAKNESS AND SHOW WHAT YOU ARE DOING TO OVERCOME I

WHAT IS YOUR LONG-RANGE OBJECTIVE?

- **THE KEY IS TO FOCUS ON YOUR ACHIEVABLE OBJECTIVES AND WHAT YOU ARE DOING TO REACH THOSE OBJECTIVES.**
- **FOR EXAMPLE: "WITHIN FIVE YEARS, I WOULD LIKE TO BECOME THE VERY BEST ENGINEER YOUR COMPANY HAS ON STAFF. I WANT TO WORK TOWARD BECOMING THE EXPERT THAT OTHERS RELY UPON . AND IN DOING SO, I FEEL I'LL BE FULLY PREPARED TO TAKE ON ANY GREATER RESPONSIBILITIES WHICH MIGHT BE PRESENTED IN THE LONG TERM. FOR EXAMPLE, HERE IS WHAT I'M PRESENTLY DOING TO PREPARE MYSELF ..."**
- **THEN GO ON TO SHOW BY YOUR EXAMPLES WHAT YOU ARE DOING TO REACH YOUR GOALS AND OBJECTIVES**

IF I WERE TO ASK YOUR PROFESSORS TO DESCRIBE YOU, WHAT WOULD THEY SAY?

- **THIS IS A THREAT OF REFERENCE CHECK QUESTION. DO NOT WAIT FOR THE INTERVIEW TO KNOW THE ANSWER. ASK YOUR PROFESSORS IN ADVANCE. AND IF THEY'RE WILLING TO PROVIDE A POSITIVE REFERENCE, ASK THEM FOR A LETTER OF RECOMMENDATION.**
- **THEN YOU CAN ANSWER THE QUESTION LIKE THIS: "I BELIEVE HE/ SHE WOULD SAY I'M A VERY ENERGETIC PERSON, THAT I'M RESULTS ORIENTED AND ONE OF THE BEST PEOPLE SHE HAS EVER WORKED WITH. ACTUALLY, I KNOW HE/ SHE WOULD SAY THAT, BECAUSE THOSE ARE HIS/ HER VERY WORDS. MAY I SHOW YOU HIS/ HER LETTER OF RECOMMENDATION?"**
- **SO BE PREPARED IN ADVANCE (WITH YOUR LETTERS OF RECOMMENDATION, IF POSSIBLE).**

WHY SHOULD I HIRE YOU

- * **THE EASY ANSWER IS THAT YOU ARE THE BEST PERSON FOR THE JOB. AND DON'T BE AFRAID TO SAY SO. BUT THEN BACK IT UP WITH WHAT SPECIFICALLY DIFFERENTIATES YOU.**
- * **FOR EXAMPLE: 'YOU SHOULD HIRE ME BECAUSE I'M THE MOST SUITABLE PERSON FOR THE JOB. I REALIZE THAT THERE ARE OTHER CANDIDATES WHO ALSO HAVE THE ABILITY TO DO THIS JOB . YET I BRING AN ADDITIONAL QUALITY THAT MAKES ME THE BEST PERSON FOR THE JOB MY PASSION FOR EXCELLENCE. I AM PASSIONATELY COMMITTED TO PRODUCING TRULY WORLD CLASS RESULTS. FOR EXAMPLE**
- * **ARE YOU THE BEST PERSON FOR THE JOB? SHOW IT BY YOUR PASSIONATE EXAMPLES.**

IF YOU HAD TO LIVE YOUR LIFE OVER AGAIN, WHAT ONE THING WOULD YOU CHANGE ?

- **FOCUS ON A KEY TURNING POINT IN YOUR LIFE OR MISSED OPPORTUNITY. YET ALSO TIE IT FORWARD TO WHAT YOU ARE DOING TO STILL SEEK TO MAKE THAT CHANGE**
- **STAY FOCUSED ON POSITIVE DIRECTION IN YOUR LIFE AND BACK IT UP WITH EXAMPLES.**

HOW CAN YOU DEMONSTRATE YOUR PASSION IN THE INTERVIEW?

- **THOUGH YOUR ENTHUSIASM FOR THE JOB AND BEHAVIORAL EXAMPLES OF HOW YOUR PASSION HAS HAD A POSITIVE IMPACT ON RESULTS.**
- **IF YOU CAN SHOW ME, IN YOUR WORDS, ACTIONS AND PAST BEHAVIAORS, THAT YOU HAVE TRUE PASSION TOWARD ACHIEVING EXCELLENCE, YOU CAN AND WILL BE CHOSEN OVER THE SUPERSTAR. LET YOUR PASSION FOR THE JOB SHOW THROUGH IN EVERY ASPECT OF YOUR INTERVIEW.**

“Be Your Own Sales Man !!”

“No Hocus Focus ONLY Focus Focus”

“Is There Is Any Quick Fix ? Yes There Is !”

“When I Saw Things Clear My Solution Is Near ”

“Risk, Challenge Are Brother And Sister. You Cannot Avoid ”

“Root Cause Analysis Solution To Solve LIFE Problems Too !!”

“Forgive And Ignore Your Enemies But Do Not Forgot Their Names ”

“Remove The Fear Of What Others Visualize You After All You Are Merely YOU”

“I Do Mistakes Sometimes And If I Am Not Review Then It Is Big Mistake Of Mine”

“When I Saw Things Not Happened As I Desired Next Thing Is Change My Desire”

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