

STUDENT'S HAND BOOK

Skill Genie





"My vision for students of Andhra Pradesh is to be employable at global level through mastery over English and soft skills."

Nara Chandra Babu Naidu
The Hon'ble Chief Minister, Andhra Pradesh

"I want the students of Andhra Pradesh to be the best in the country and compete at international level."

Ganta Srinivasarao
Minister of Education & Human Resources Development, Andhra Pradesh



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YES, I CAN!

(THINK POSITIVE)

As human beings we face problems in life. If we try to runaway in fear, we cannot reach our goal. We should be positive. This lesson talks about 'positive attitude'.

You must have heard about the achievements of A.P.J. Abdul Kalaam, Steve Jobs, Narayana Murthy of Infosys and many such other great people. They have not become great overnight. They too faced problems in their lives. But they could face all problems boldly and mould their lives in a positive way only through their attitude.

"IF YOU WANT TO BE THE RAINBOW, YOU MUST KNOW HOW TO PUT UP WITH RAIN."

(source: www.goodreads.com)

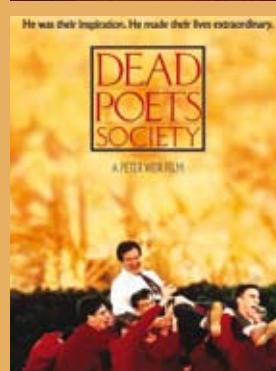
ATTITUDE IS EVERYTHING!

Two seeds lay side by side in the fertile spring soil. The first seed said, "I want to grow. I want to send my roots deep into the soil under me, and send my sprouts through the earth's layer above me. I want to open my tender buds to announce the arrival of spring. I want to feel the warmth of the sun on my face and the blessing of the morning dew on my petals." And so she grew. The second seed said, "I am afraid. If I send my roots into the ground below, I don't know what I will face in the dark. If I push my way through the hard soil above me I may damage my delicate sprouts. If I open my little buds a snail may eat them. If I open my blossoms, a small child may pull me from the ground. No. It is better for me to wait until it is safe." She waited and waited. A yard hen scratching around in the early spring for food found the waiting seed and promptly ate it.

(Source Book: Condensed Chicken Soup for The Soul, by Jack Canfield, Mark Victor Hansen & Patty Hansen)



Srimanthudu, a recent movie in Telugu, speaks about the positive attitude of a young man.



Dead Poets Society (1989) A movie in English for developing 'positive attitude'.

KNOW ABOUT THESE PEOPLE:



Choose an answer to assess your attitude:

1. You have an interview tomorrow.
 - a. You attend a haircut, get ready with your dress and certificates.
 - b. You watch a movie, get up late in the morning and search for things.
2. Your father is upset with some problem. He needs your help but scolds you.
 - a. You go away from house.
 - b. You stay with him and give him confidence.
3. You asked your father for a new mobile. Your father does not have money.
 - a. You wait for time.
 - b. You make a row in the house.

If your answers are a, b, and a, you have a great positive attitude.

All great leaders achieved success only through POSITIVE ATTITUDE!

"You cannot climb uphill, thinking downhill thoughts!"

(source: www.quotesgram.com)



**"IF YOU CAN DREAM IT,
YOU CAN DO IT!"**

- WALT DISNEY

(source: www.pinterest.com)

Web Resources:

https://www.youtube.com/watch?v=1O9EUzfg_zQ
(How to Achieve Success and Happiness?)

<https://www.youtube.com/watch?v=zXfUoZzCNOw>
(Positive Affirmations for Well Being)

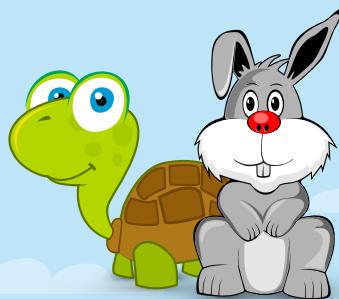
<https://www.youtube.com/watch?v=cR75B7CVuZA>
(What is Attitude?)

MY STRENGTHS

(HONE THEM WELL)

Smart people identify their strengths and build their success on them. This lesson helps you to identify your strengths and build your future on them.

It is not always easy to do what others want you to do. That's because you may or may not want to do it. You may not be really good at doing it. But, if you are truly good at doing something, nobody can stop you. Thus, being good at doing something and trying to do it passionately becomes your strength.



Once upon a time a turtle and a rabbit had a race. They agreed on a route and started off. We know who won and why. Slow and steady wins the race was the lesson. Read the extension of the story. The rabbit thought for a while and felt that over-confidence and carelessness were the reasons for his defeat. So, he called for a race a second time. Sure enough the

rabbit ran the race with energy and enthusiasm... and won, leaving the turtle far behind proving that the fast and consistent will always beat the slow and steady. Now the turtle did some thinking and realized that he could never win if the route was the way it was. He thought for a while and then challenged the rabbit, but on a slightly different route. The rabbit and the turtle took off at the start line. The rabbit, not to be outwitted ran all through at top speed until he came to a broad river. He stopped because the finish line was on the other side of the river. In the meantime, the turtle trundled along, got into the river, swam across and continued walking to the finish line and won the race. This is where you have to understand that identifying your strength matters so much.

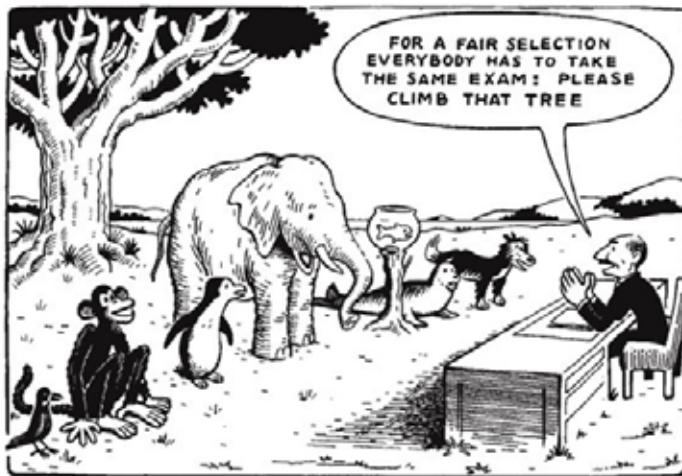
However the story continues... In the process of racing so many times, the rabbit and the turtle became friends and decided to run the race together. This time the rabbit carried the turtle on the land and the turtle carried the rabbit in the water. They reached the finish line together with greater satisfaction proving that when individually strong and brilliant people come together and share their strengths, success is guaranteed.

**"I KNOW MY STRENGTHS.
I KNOW WHAT I CAN DO
AND I CAN DO IT
AGAIN AND AGAIN
UNTIL I REACH MY GOAL."**



300 (2006)
A story in which the finest Spartan soldiers motivated by "honor and glory", see the battle as their duty to protect the rest of Greece. Every strategy of theirs is based on their analyses of their strengths.

Do you think the exam in the cartoon allows each animal to use its own strengths?



(source: www.pinterest.com)



State whether the statement is a talent (what I do naturally), personal trait (behavior) or a skill (What I have learnt).

1. I am good at writing poems.
2. I have learnt to use MS Office well.
3. I am comfortable even with strangers.
4. I do my work on time.
5. I have some training in Accounting.
6. I believe there are no failures.
7. I see the darker side of things most of the time.
8. I love to work for long hours.
9. I have learnt 'Tally'.

Observe whether you have any of the strengths given above and add a few of your own.

BUILD
ON
YOUR
BEST !!



Web Resources:

<http://biginterview.com/blog/2013/03/what-are-your-strengths.html>
(Interview tips for answering questions on strengths)

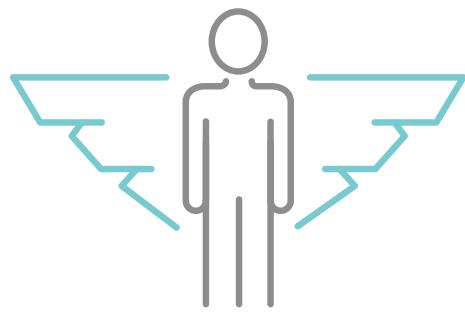
<http://ed.ted.com/on/sYINbM36#finally>
(converting weaknesses into strengths)

<https://youtu.be/4TIbPTOd-44>
(Success stories of people who have showed strength of personality and talents)

"Be sure you put your feet in the right place, then stand firm."
-Abraham Lincoln.

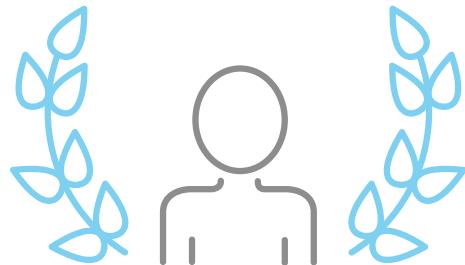
Assess your understanding of 'self-esteem' by marking the following statements as true or false.

1. Self-esteem means feeling good about yourself.(T/F)
2. Self-esteem means being proud of who and what you are.(T/F)
3. A person who cares about his health has high self-esteem.(T/F)
4. A person with low self-esteem is unhappy when others succeed.(T/F)
5. A person with high self-esteem is very confident and optimistic.(T/F)
6. A person with low self-esteem enjoys new experiences.(T/F)



Knowing your strengths, weaknesses, achievements, etc. helps in raising self-esteem. So list yours.

My strengths _____
My weaknesses _____
My achievements _____



What I need to improve:

Summary

1. **To develop self-esteem,**
 - Appreciate and respect yourself.
 - Feel good about yourself.
 - See yourself as deserving the respect of others.
 - Have confidence in your own abilities
2. **High self-esteem,**
 - Gives you the courage to try new things and the power to believe in yourself.
 - Makes you optimistic.
 - Helps to resolve your problems and help others.
3. **Low self-esteem,**
 - Makes you feel excluded and disconnected from society.
 - Makes you want to surrender your individuality and conform to stereotypes.
 - Makes you feel you can't handle life's challenges.
 - Leads to depression, destructive behavior, eating disorders or alcohol/drug abuse.



Web Resources:

<http://youtu.be/dhuabY4DmEo>
(Some tips to improve self- esteem)

<http://youtu.be/85oysKCSs8g>
(Reasons for low self- esteem and ways to improve)

https://www.ted.com/talks/meaghan_ramsey_why_thinking_you_re_ugly_is_bad_for_you#t-83071
(on self-esteem)



The Strongest factor
for success is self-esteem;
Believing you can do it,
believing you deserve it,
believing you will get it.

(source: www.allquotepictures.com)

SELF-CONFIDENCE

(BELIEVE IN YOURSELF!)

You may be rich and intelligent. But if you do not have confidence you cannot come out and speak. Hence, apart from all your hard work, self-confidence is very important. It can be acquired through practice. Gandhiji too developed it through constant practice. It gives you inner energy.



PRERANA: **The story of Kushboo Rawat**

"Prerana", is the name of the school where Rawat is studying. Her mother died when she was just two. Her father is a drunkard, remarried, but her stepmother died too, leaving in her care two half-siblings who are still toddlers.

Patriarchal attitude, domestic violence and child marriages forced women and girl children to surrender to the male domination. Rawat might have surrendered too. But with the support she got from her teacher Urvashi Sahni, she became confident. Her father has beaten her brutally to stop the school many a time. But with developed self-confidence, Rawat stood strong and focused on her studies. "One thing Sahni had taught me is that I'm not so weak that I should die," says Rawat. Now she is working with the lunch suppliers and earns for the family. She was given Scholarship to go to London to participate in a Drama workshop. "What led me to start Prerana was really a faith that education was the answer to girls' problems," Says Sahni, who fights against early marriages and for women education.

Listen to the inspirational story of Rawat at:

<http://www.pri.org/stories/2014-11-14/many-indian-girls-are-going-incredible-lengths-get-education-they-deserve>

**"YOU WERE BORN WITH WINGS.
DON'T CRAWL;
LEARN TO USE
THEM TO FLY
AND FLY."**

- A.P.J. ABDUL KALAM



How to Train Your Dragon

In this movie, a young viking teenager aspires to follow his tribe's tradition of becoming a dragon slayer. After finally capturing his first dragon, and with his chance at last gaining the tribe's acceptance, he finds that he is no longer inferior and achieves everything with self-confidence.

Watch "How to train your dragon" at:

<https://www.solarmovie.ph/watch-how-to-train-your-dragon-2010-2.html>

DOs FOR SELF-CONFIDENCE:

Set challenging and realistic goals.

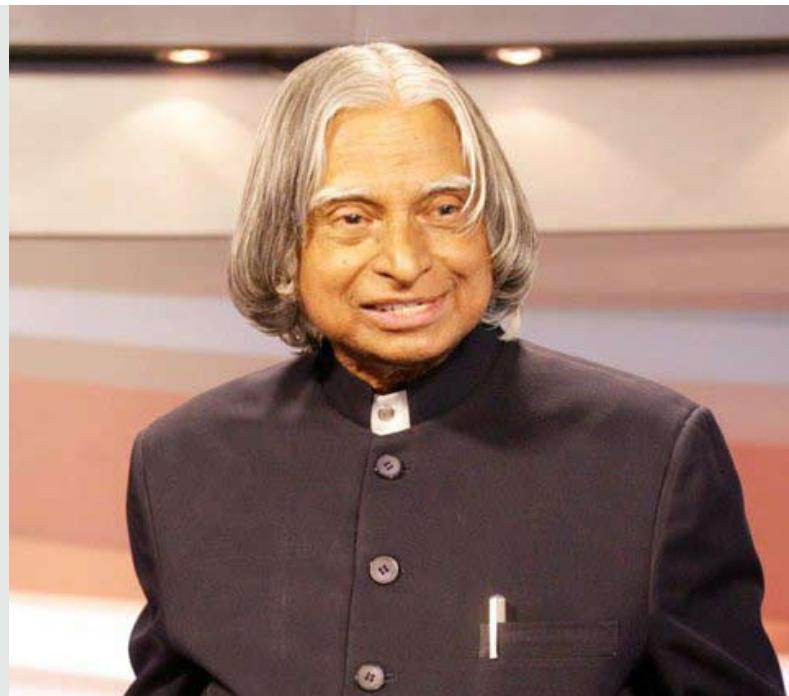
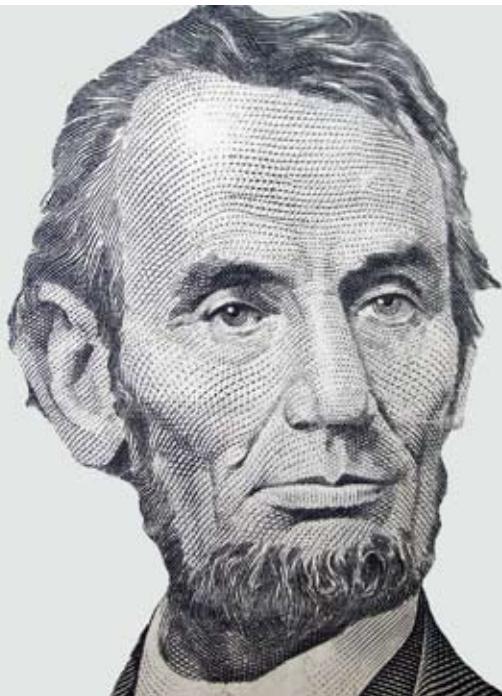
- Stay positive – believe in yourself.
- Think and act confidently.
- Learn from your mistakes.
- Be competitive.
- Get to know yourself.
- Live with principles.
- Empower yourself with knowledge.
- Have a great aim



DON'Ts FOR SELF-CONFIDENCE:

Set challenging and realistic goals.

- Don't be a critic of yourself.
- Don't expect to be successful for the first time.
- Don't be afraid to seek help.
- Don't have negative thoughts.
- Don't feel inferior.



“I walk slowly but I never walk backward”

– ABRAHAM LINCOLN

Web Resources:

<https://www.youtube.com/watch?v=w-HYZv6HzAs>
(The skill of self-confidence | Dr. Ivan Joseph | TEDxRyersonU)

<https://www.youtube.com/watch?v=-ki9-oaPwHs>
(How to believe in yourself: Jim Cathcart at TEDxDelrayBeach)

<https://www.youtube.com/watch?v=laGZaS4sdeU>
(A.P.J. Abdul Kalam's inspirational speech)

“Without your involvement you can't succeed, with your involvement you can't fail”

– APJ ABDUL KALAM

(image source: www.google.com)

18th CAMEL!

(NEGOTIATE AND WIN!)

We use 'negotiation skills' with family, friends and a range of people and organizations. These skills are a part of our everyday life. This lesson talks about these skills.

Have you ever solved a problem between two of your friends? What do you do in such conditions? You stop their argument. You listen to each of them. You understand and analyse their problem. You communicate and develop intimacy and at one win-win point, (a point which is agreeable and profitable to both the parties) you bring them closer by solving their problem. This will be possible if you have good decision-making ability and good moral values . You must behave without any bias or partiality. What are all these skills? Nothing but 'negotiation skills'!

Read the story:
"18th Camel!"

This is a very old story. It is popular in many countries. A father left 17 camels as an asset to his three sons. After the death of their father, they opened his will. The will of the father stated that the eldest son should get half of 17 camels, the middle son, 1/3rd of 17 camels and the youngest son, 1/9th of 17 camels. As it is not possible to divide 17 into half or 17 by 3 or by 9, the sons started to fight with one another. How will the sons divide the camels as per their father's will? The sons failed to solve the riddle. They started fighting. One day they heard that a wise man came to their village. They approached him. He listened to them and smiled. He read the will carefully and asked them to listen to his words. He added his own camel to the group. He gave nine camels to the eldest son. The middle son was to get one-third, and one-third of 18 being 6, the middle son was allowed to take 6 camels. Then came the turn of the youngest son, who was to get one-ninth of 18, which works out to 2, so the old man gave him two camels. All the three sons were shocked but felt very happy.

How is this possible? It is just because of his 18th camel! What skills did the wise man use to pacify the fighting brothers? "NEGOTIATION SKILLS!"

**IT IS HARD
TO GET
WHAT YOU
NEVER
ASK FOR!**



DON'T CONFORM!

(BE YOURSELF, THINK FOR YOURSELF)

You are influenced by peers/friends who mould your personality either into a better or bad one. Monitor such pressure from peers.

Hi friends!!

How many of have you accepted your friends' proposal to go to a movie even when you have an exam the next day? How many of you insisted on your parents' buying you high-end mobiles as your peers carry them? How many of you got attracted to compulsive habits like smoking as you wanted to conform to your group of friends? Have you ever realized why do you do so? Yes, to belong to the group. But there are both advantages and disadvantages in such a behavior of conformity. Setting good goals and developing good character are the positive side. However you also feel the pressure and tend to pick negative traits too.

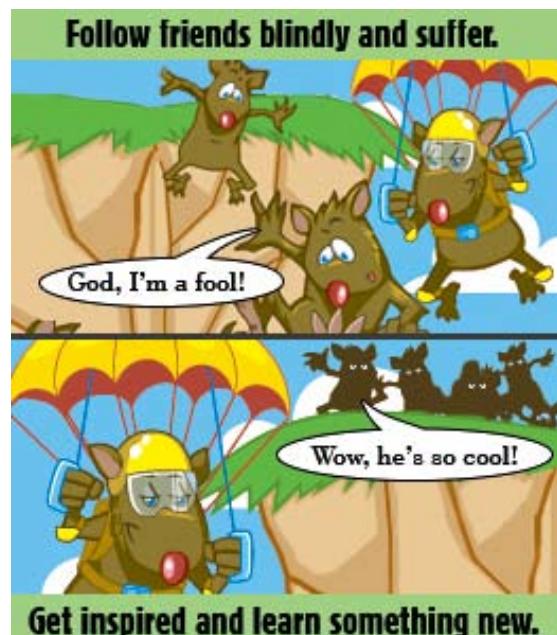
PRESSURIZED!!

Sagar has completed his graduation in Business Management. He is from a small town with aspirations to do his Masters in Management from a reputed business school. However he wants to work and plan for his further studies. So he has got hold of a good job and joined classes for his admission test. Initially it went well as per his plans. As time progressed he became good friends with colleagues at office. His new friends always enjoy outings after work in the evening. Though he avoided them initially, the constant pleading of his friends made him yield to the pressure. He started missing classes frequently. Naturally Sagar's preparation for the admission test was not up to the level he planned. He wrote the exam on the scheduled date. The results were announced. Sagar stood no chance of admission for that year. He realized that he lost one valuable year.

Negative pressure from peers is never direct but is subtle. So observe and care for your life.

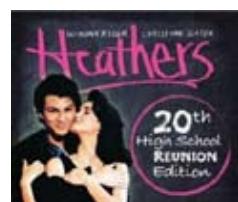
Watch this video which shows that peer pressure can be positive too.

<http://www.values.com/inspirational-stories-tv-spots/115-peer-pressure>



Boys

A Telugu movie where teenagers with the support and pressure from peer group make some untimely decisions and face the consequences.



Heathers (1988)

Watch at:
<http://youtu.be/g2OPV6iuk2o>



Finding Nemo (2003)

An English animated movie.

Assess your awareness of Positive and Negative peer pressure by marking P/N against each situation

1. Malati is smart and studies very hard. Her friends do not like to study further. Malati too doesn't want to go for higher education. (P/N)
2. Raju takes care of younger siblings. He loves to help his mom. His friends force him to "hang out" with them. (P/N)
3. Sangeetha doesn't plan her studies. But her hostel mates make her schedule her preparation along with them. (P/N)
4. Raghu's friends force him to go for jogging along with them every day morning. (P/N)
5. Anil knows the difference between right and wrong. When his friends encourage him to make fun of a girl, he does it. (P/N)

SAY 'NO' TO NEGATIVE PEER PRESSURE!



Web Resources:

- <http://youtu.be/ZA09vyY76g8>
(Confessions of peer pressure and anecdotes of overcoming)
- [http://m.wikihow.com/Deal-With-Peer-Pressure.](http://m.wikihow.com/Deal-With-Peer-Pressure)
(Tips and strategies to handle peer pressure)
- <http://youtu.be/ye1Fyl88aA4>
(Positive Peer Pressure in schools / TEDxTeachers College)

Summary

Consequences of Negative Peer Pressure:

- Losing sight of one's goals
- Spending money lavishly
- Getting addicted to alcohol/ drugs
- Becoming lazy
- Losing personal values
- Becoming depressed and stressed

Qualities of Positive Peer Pressure:

- Respecting others
- Working hard
- Participating in sports and clubs
- Making healthy decisions
- Achieving good grades
- Volunteering in the community
- Learning leadership skills.

Skills necessary in dealing with Peer Pressure

- Self-Awareness
- Coping with Stress and Emotions
- Decision-Making
- Problem-Solving
- Interpersonal-Relationships

IDENTIFY POSITIVE AND NEGATIVE PRESSURES FROM PEERS AND PLAN TO OVERCOME NEGATIVE PEER PRESSURE IN DIFFERENT WAYS.

Peer Pressure!

" Come-on,
everyone's doing it."



EMPATHISE!

(STEP INTO THEIR SHOES)

Empathy is the ability to understand another person's difficulties and point of view. In the following situations, observe the difference between the responses of a coach and those of a teacher.

Anu missed her basketball training for three months as her mother had fallen severely sick. Her coach refused to listen to her. He also refused to take her back.

Madhav, a hardworking bright student, is very irregular to classes. His teacher talked to him and listened to his problem. Madhav's alcoholic father is forcing him to stop college and go for work. His teacher convinced Madhav's father about his son's abilities and also helped the boy in getting a part time job.

Who showed kind understanding?

This kind understanding is empathy.



FEEL OTHERS' HEART!

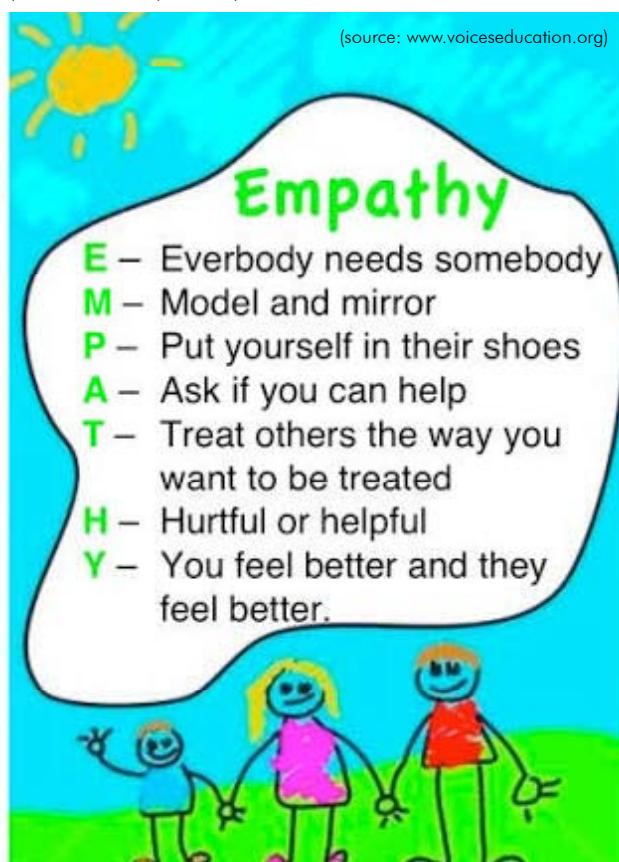
Young Kiran is fond of puppies. His mother took him to a seller of puppies and said, "you are getting a puppy for your birthday!" Kiran jumped in excitement. There were many cute, cuddly, and healthy puppies of different colours jumping around. His mother tried to help him in his choice. She showed him a hairy, tall and bright milk white puppy. However, Kiran's eyes fell on a very small brown puppy in a corner. He said "I want the brown one". The seller said, "It can't be your play mate. It can't jump and run around you .It has a limp in its right leg." Kiran replied, "That is why I want the brown one. The other puppies are jumping around and are playing with one another. The brown one is left alone without playmates. I want to be its playmate."

Observe the emotions of Kiran that made him choose the brown pup with limp.

Watch this animation that explains empathy:
<http://youtu.be/1Evwgu369Jw>



(source: www.inspire.com)



(source: www.voiceseducation.org)

(source: croissantdeconfiture.wordpress.com)



Choose a Yes or No and assess if you are the genie of empathy.

- I'm disturbed by others' pain. Y/N
- I'm upset if someone is treated disrespectfully. Y/N
- I like to make people feel better. Y/N
- I have feelings of concern for people less fortunate than me. Y/N
- I listen to my friends when they share their problems with me. Y/N
- I can know if others are sad even when they don't share with me. Y/N
- I can be "in tune" with other people's moods. Y/N
- When people around me are harassed or troubled I try to be of help to them. Y/N

INSTEAD OF
PUTTING OTHERS
IN THEIR PLACE,
PUT YOURSELF
IN THEIR PLACE

(source: behappy.me)

The more number of yes for the above statements more empathetic you are.

Test your ability to empathize by measuring it on this link
<https://psychology-tools.com/empathy-quotient/>

Follow these tips and become empathetic!

- Develop positive curiosity about strangers
- Challenge prejudices and discover commonalities
- Offer physical affection
- Offer help
- Volunteer
- Use your imagination
- Treat people as important
- Nurture relationship
- Identify with their personal experience
- Listen with your head and your heart

"I do not ask
the wounded person
how he feels;
I myself become
the wounded person."
-walt whitman

(source: www.goodreads.com)



Web Resources:

- <http://youtu.be/baHrcC8B4WM>
(Power of empathy, Helen Reiss at Tedx Middlebury)
- <http://youtu.be/bkmmZmbbBV0>.
(Seven ways to improve empathy by Dawn Crawly)
- <http://m.wikihow.com>Show-Empathy>
(Tips along with visuals)

TIME MANAGEMENT

(PLAN YOUR TIME, PLAN YOUR LIFE)

Hello friends, how often do you hear yourself saying you don't have enough time? Do you wish you should have more time for your studies; for your favourite sport; for preparation for competitive exams? You can have time for all these things if you plan your time. Learn to manage your time by following the tips and advice given.



TIME AND TIDE WAIT FOR NONE

Anthony was a very lazy boy and always used to postpone things. One day his father tried to make him understand the value of time. He said one should always do things on time. Anthony promised his father that he would never postpone things.

One day, he came to know about the first prize he got in a singing competition held last month. He was asked to collect the prize the same day. He didn't care and went to collect the prize the next day. But the prize became useless for him, as it was a ticket to a circus show, which was held the previous day.

Anthony learnt a lesson from this incident.

Can you guess the lesson Anthony learnt at the end?

Give importance to the things that really matter.

Assess how good you are at Time Management.

- a. You plan how many hours you will need to study a week.
- b. You meet assignment deadlines.
- c. You write a daily "to do" list.
- d. You prevent social activities from interfering with your study time.
- e. You take your studies as your responsibility
- f. You set specific goals for each project

Each 'YES' - 1 mark; NO – 0 marks.

If your score is 4-6 you are a good time manager; between 2-3 it's OK but not upto the mark. If it is less than 2 – You need to change many aspects.



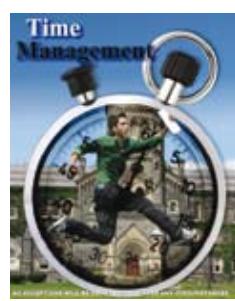
"Until we can manage time, we can manage nothing"

- Peter .Drucker



"Life and time are the world's best teachers. Life teaches us to make good use of time and time teaches us the value of life"

- APJ Abdul Kalam



**Time
Management
(2009)**

You can watch this on
[www.imdb.com/title/
tt1565439/](http://www.imdb.com/title/tt1565439/)

MIND MAPPING!

(PLANNING FOR YOUR LIFE!)

Mind mapping is a way of planning things. It is like note making. It helps for clearer thinking and better planning. It gives clarity to our plans and a good direction to our ideas.

What goes into the 'mind map'? Please compare the write up, and the mind map, and observe how mind map is drawn:

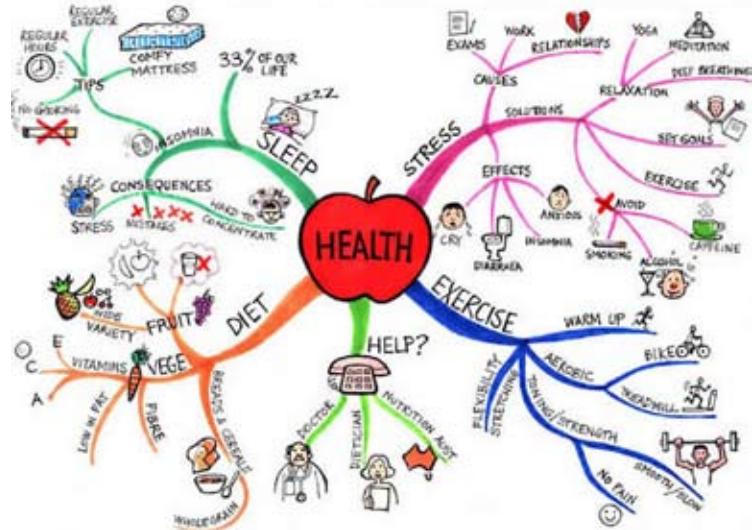
Spring is one of the four seasons. When there is spring, there will be warm sun, there will be greenery all around, birds gather on the trees, there will be buds and flowers, and nature turns beautiful with honey bees and butterflies.

1. Draw a circle in the centre of the page and write 'Spring'
2. Observe the underlined important ideas.
3. As spring is associated with five factors, draw five lines in different directions. Write names / pictures.
4. Draw branches to indicate various factors.

Note: Use different colours for easy identification.

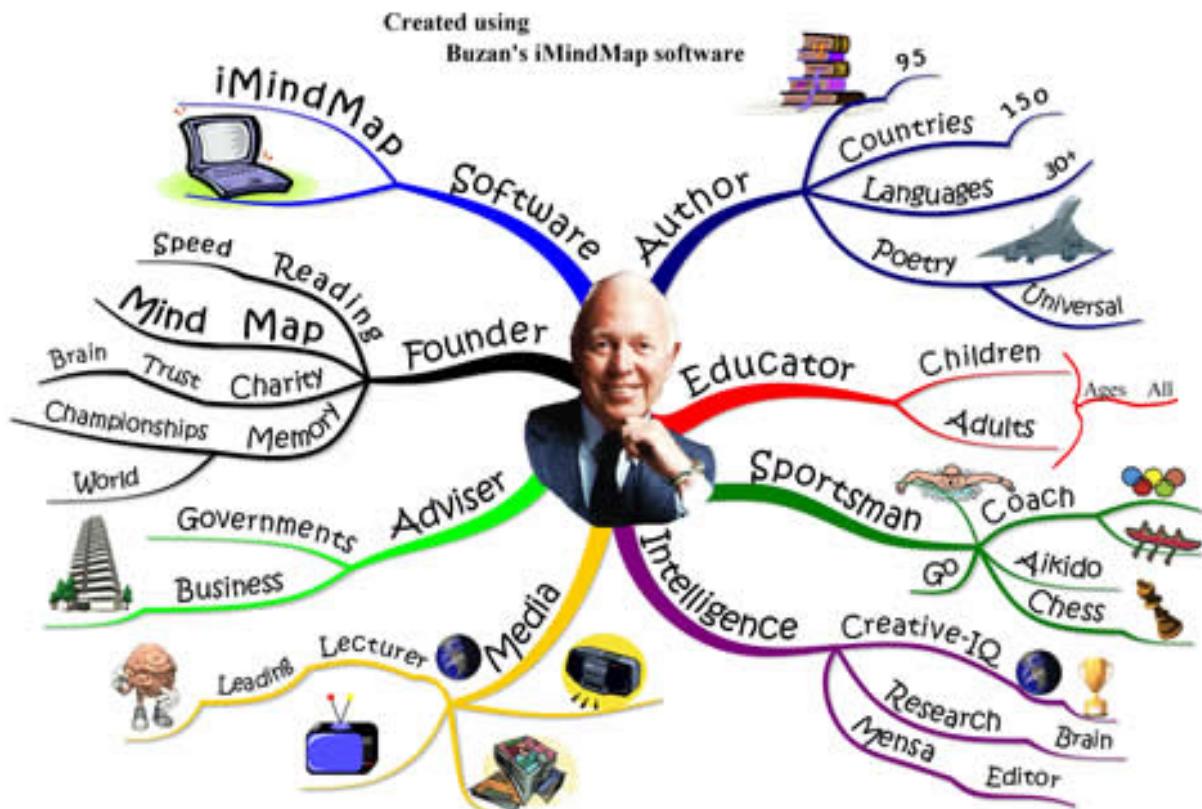
Compare the following write up and Mind Map on 'Health'. Observe how Mind-Map helps you in remembering things clearly:

Health is possible through diet, exercise, sleep and stress management. Good diet consists of wide variety of fruits, vegetables, bread, cereals and vitamins, which are low on fat and high on fiber. Exercise includes warm ups, stretching, aerobics, weight lifting, treadmill etc., 33% of our life should have sleep. The consequences of sleeplessness are many. By maintaining regular sleeping hours, by sleeping on a comfortable bed, by taking up regular exercise and by quitting smoking, we can have comfortable sleep. Then the other factor that impacts health is 'stress'. Exams, work pressure, relationship issues, etc create stress. The effects of stress are disastrous. There will be worry, diarrhea, anxiety etc. There are solutions to manage stress like relaxation techniques like yoga, meditation, deep breathing, We also need to avoid caffeine, smoking and alcohol. Help also can be obtained from doctors, dieticians and nutrition assistants.



(source: tonybuzan.com)

Tony Buzan popularized the idea of Mind Mapping. He is an English author and educational consultant. Please observe the following mind-map about Buzan and write about Buzan in your own words in the space given below:



(source: tonybuzan.com)

Benefits of Mind map:

- Useful Resource
- Project Management
- Communication
- Memory tool
- Training Tip
- Strategy Development
- Creativity
- Concentration
- Brainstorming
- Risk Management
- Teaching
- Solve problems, .etc.
- Revision

Web Resources:

<https://www.youtube.com/watch?v=MlabrWv25qQ>
(Maximise the Power of Your Brain- Buzan)

<https://www.youtube.com/watch?v=76Roy4E4ZbE>
(Rules for Mind Mapping – Buzan)

<https://www.youtube.com/watch?v=4wZ5wV5dPZc>
(How to Mind Map)

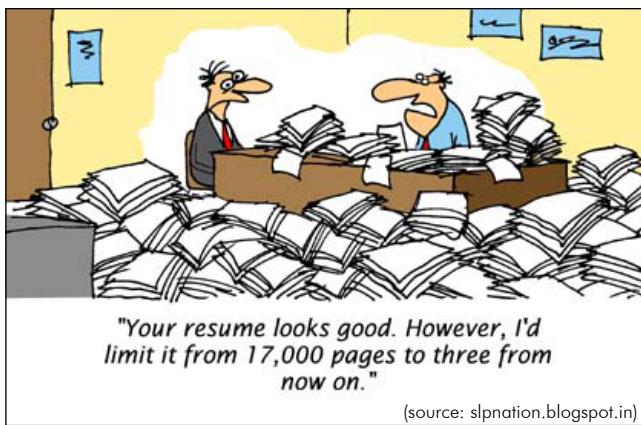
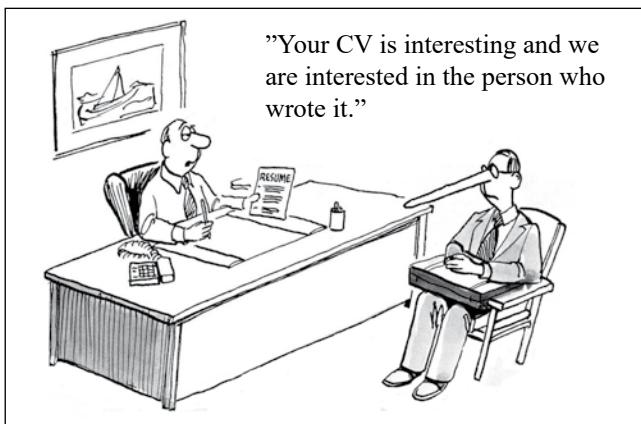
**"LEARNING HOW TO LEARN
IS LIFE'S MOST IMPORTANT SKILL."**

-TONY BUZAN

WRITE YOUR RESUME!

(IT SPEAKS A LOT ABOUT YOU!)

A resume is a documentary record of your contact details, educational qualifications, skills and employment history in a nutshell. As it establishes your details, it should be appealing and convincing. This lesson helps you in preparing your resume.



Web Resources:

<https://resumegenius.com/resume-samples/accountant-resume-example> (for resume samples)

<https://www.youtube.com/watch?v=1tMBWQS2WV8> (what do the employers look for in a resume)

<https://gecd.mit.edu/jobs-and-internships/resumes-cvs-cover-letters-and-linkedin/resumes>
(Resume writing tips from MIT Global Education & Career)

<https://studentaffairs.duke.edu/career/online-tools-resources/career-center-skills-guides/resume>
(for sample resumes and powerful resume verbs)

What does a Resume Contain?

1. Name with contact Information- Your postal address, email and mobile number.
2. Objective: appears just below the contact information. It briefly describes the type of job you want and also skills that make you the best candidate for the job.
3. Education- All your educational qualifications, the most recent first.
4. Work Experience-the company, job title and responsibilities etc.,
5. Achievements if any, Skills, Interests & Languages known-any relevant skills in terms of software and hardware and other technical skills.

Tips for Writing a Resume:

- First write down all the details that you want to include in your resume.
- Select a format
- Be simple, brief and straight
- Do NOT lie about your qualifications and experience
- Sometimes resumes are filtered by keywords, so see that the words associated with the job are included.
- Don't leave unexplained gaps in the time line. (a year off etc.)
- Do NOT COPY someone else's Resume
- Ask your friend or a teacher to check it for spelling mistakes. Review, Revise and Edit.
- Avoid fancy fonts and colours
- Print it on one side of sheet only. LIMIT it to ONE PAGE
- Use A4 size paper

Watch this Resume Writing tutorial on You Tube
<https://www.youtube.com/watch?v=G8TfZF-o8ns>

Study the following model resume and prepare your own in the same way!

Name with contact Information	Phani Prakash.D Flat No 501, New Balaji Apartments Pantakaluvu Road, Patamata Vijayawada- 520010 Mobile: 8555092450 Email: phani123@gmail.com									
Objective	Objective: Seeking a full-time position that will utilize my marketing skills and experience in pharmacy sales.									
Details of Education	Education: <table><tr><td>2013-15 MBA</td><td>Nagarjuna University Guntur</td><td>82%</td></tr><tr><td>2010-13 BA</td><td>Andhra Loyola College,Vijayawada</td><td>76%</td></tr><tr><td>2008-10 Intermediate</td><td>SRR College, Vijayawada</td><td>78%</td></tr></table>	2013-15 MBA	Nagarjuna University Guntur	82%	2010-13 BA	Andhra Loyola College,Vijayawada	76%	2008-10 Intermediate	SRR College, Vijayawada	78%
2013-15 MBA	Nagarjuna University Guntur	82%								
2010-13 BA	Andhra Loyola College,Vijayawada	76%								
2008-10 Intermediate	SRR College, Vijayawada	78%								
Skills & Interests	Achievements: <ul style="list-style-type: none">Received a certificate of appreciation from The MD, Globalpharma Ltd for achieving highest salesAwarded Meritorious scholarship for doing MBA from Wipro Educational TrustDesigned a website for sales promotion Skills: <ul style="list-style-type: none">Familiar with windows, Linux & MS OfficeKnowledge of 'Tally'									
Details of Internship / Experience/ achievements	Experience: <ul style="list-style-type: none">Worked as a Marketing Executive at Globalpharma Ltd, VijayawadaLed a sales team of 6 members from three districts Interests: <ul style="list-style-type: none">Learning about new technologiesTravelling Languages: <ul style="list-style-type: none">Speak: English, Hindi and TeluguSpeak, Read & Write: English, Hindi and Telugu									
Languages Known										
Give the name	Reference: Dr K. Venugopal Professor, Department Of Business Management Acharya Nagarjuna University, Guntur									

With these tips in mind try to prepare your own resume.
Remember your employer does not spend more than 30 seconds on it.
Hence be clear and concise!

BODY ALSO SPEAKS!

(LISTEN TO ITS LANGUAGE!)

Your face with its forehead, eyes, eyebrows, nose, mouth, lips and the other parts of your body- shoulders, hands, fingers, legs and even feet, can express what you are thinking in your mind. This is called **non-verbal communication**, because this communication does not use words.

FEATURES OF BODY LANGUAGE

1. Posture
2. Facial Expression
3. Eye contact
4. Gestures

Ramesh is very intelligent. But he never bothers about his body language. He holds the book between his face and me. I cannot see him some times. When asked a question, he immediately starts biting nails. Most often during presentations, he pulls the sides of his shirt and keeps on swinging on his legs. He touches his face and looks at the ground. He does not look into the eyes of others. I warn him but he ignores. He also does not bother about attending a saloon. He comes to college in an untidy way. He is seen frowning at his friends and shouting at the top of his voice though he is sharing good things. His staring into the eyes of girls is irking."

All underlined features indicate Negative Body Language! Try to Avoid them!

TIPS FOR GREAT BODY LANGUAGE

1. Smile
2. Don't Cross Your Arms
3. Make Good Eye Contact
4. Keep Your Body Pointed Vertically Toward Your Guest
5. Nod at Key Points
6. Stand Up Straight

Watch the following video:

It analyses different aspects of Body Language. Just click on the link:

<https://www.youtube.com/watch?v=pWudObtwUY8>

"YOUR EXPRESSION IS THE MOST IMPORTANT OF ALL THE THINGS YOU WEAR."

(source: www.quotesvalley.com)

BE THE CHANGE!

(SAY NO TO DISCRIMINATION)

Some people don't tolerate others because of their colour, language, sex, nationality, religion and so on. Change the world into a better place of happiness and respect.

Hi, have you ever felt let down when you were not allowed to play a game of cricket saying that only boys play that game. Have you ever felt discouraged when your mother said that you are a boy and you can't help her in kitchen as ably as your sister does? Were you ever refused an opportunity to perform in a college stage play because you are fat, lean, short, or dark? Did you feel shocked when people from particular countries are looked at suspiciously because of their nationality? Yes, you are treated with bias, prejudice or discrimination. People all over the world face such discrimination based on their sex, colour, religion, race, nationality and so on. BUT as young men and women YOU can bring change in such thinking and transform the world into a better place to live in harmony. So "YOU, Be the Change"



(source: movingtraditions.org)

SOLVE THE RIDDLE

Boys and girls in a class are asked to solve this riddle. "When Deepak and his son Arjun met with an accident, Deepak is instantly killed and his son is injured. Arjun is rushed to a hospital. But the surgeon on duty becomes very upset, and says, "I cannot operate on this child. He is my son." Both boys and girls immediately responded, "How is it possible when the father is already dead?"

What is your solution to the riddle?

It has become a riddle because the youngsters could not immediately consider that the boy's mother, a woman, to be the doctor.

Also watch this video that shows how people are discriminated because of their disability.

<http://youtu.be/PbRv5X7Jyno>



(source: pinterest.com)

CHANGE TRANSFORMED HER LIFE!



(source: thebetterindia.com)

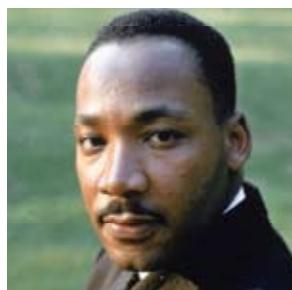
Y. Sreelatha, with intellectual disability, from Kannepalli village, Ananthapur won gold and silver medals at the Special Olympics LA World Games 2015. Being trained in vocational education with basic life skills and sports, she learnt Badminton and Table-tennis quickly. She was selected for Special Olympics LA World Games, 2015. She created history along with a team of twelve other Indian athletes at the World Games by bagging 17 medals for India.

Observe types of discrimination she must have faced and how a change in people's mind has transformed the girl.

Find how these people fought against discrimination and brought a change.



(image: hellomagazine.com)



(image: biography.com)

REMEMBER:

1. Don't discriminate others because they are women, weak, or disabled.
2. Don't be biased because of religion, colour, race, nationality or sex.
3. Don't be prejudiced against people because of their language, cultural practices and food habits.
4. All are equal.
5. Be inclusive of all and be human.

Web Resources:

<http://youtu.be/XWgE6D7ejtg>
(on human equality)

http://youtu.be/vX_Vzl-r8NY
(How people face discrimination)

<http://youtu.be/U-WFP1-4XVo>
(on gender discrimination)

SOCIAL RESPONSIBILITY

(THE JOY IN HELPING)

As members of society we take a lot from it in many forms. We also have to give back to it. This is social responsibility.

How does it feel to help a person in distress and see his eyes fill up with unshed tears while his lips open up into a tremulous/shaky smile? You really feel good, right? This kind of help you extend to people in need makes you a kinder and more responsible person. Sometimes you serve others because it is good for the society. **This is what individual social responsibility is all about!**

A DEVASTATED VIZAG... AFTER HUD HUD

These are no rescue teams

**These are people like you and me...
the common people!**



CHENNAI FLOODS ...

"I kept standing near the window, waiting for my husband. Suddenly, I saw four young men going through the water on the other side of the road. I thought they were the rescue people sent for me. I called out for help. At first they did not hear me but when they passed by a second time they did. I asked if they were from the rescue team."

"We are not a rescue team ma'am but we will help. Tell us what you want," said one of them."

These were four unknown boys.

<http://www.dnaindia.com/analysis/column-chennai-floods-brought-out-the-best-in-people-2155343>



**"HELPING HANDS
ARE BETTER THAN
PRAYING LIPS."**



Srimanthudu

a Telugu movie touches your heart as you see the hero helping the weak and the downtrodden.



Invictus (2009)

Watch it to see how an individual strives to remove oppression from society.

Watch out against...?



What do we do now?

- Plant more saplings ...more greenery
- Car- pool... lesser fuel use...lesser pollution
- Segregate wet and dry waste

Add a few more...

- _____
- _____
- _____

Web Resources

<https://vimeo.com/21276535>

(Watch a video -Appreciate what you have and give the best to your the world)

<https://www.youtube.com/watch?v=kum1s5rq0oM>

(Watch this thought provoking video of how a monkey turns off a tap to conserve water- if he can- why can't we?)

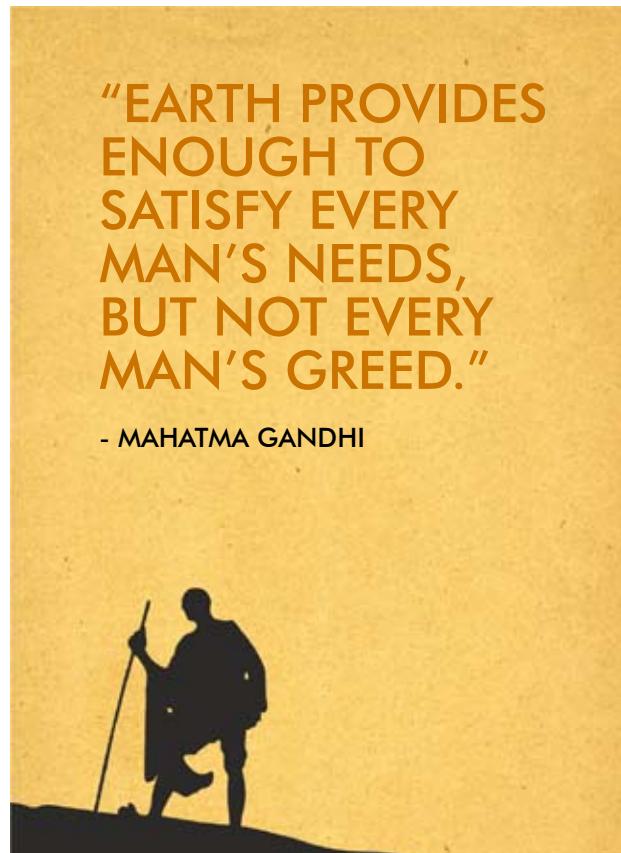
<https://www.youtube.com/watch?v=eRLJscAlk1M>

(Watch this talk -'SORRY'- this is what we will have to say to the future generations if we do not take care of earth today.)

Time to wake up...Time to THINK!

Be truthful in your answer choices...

1. What do you do when you see a tap at a public place turned on and water leaking?
 - a. Ask someone to turn off the tap
 - b. Turn off the tap yourself
 - c. Complain to the authorities about wastage of water
2. What will you do if you are asked to participate in a 'no garbage on the roads' drive?
 - a. Participate actively
 - b. Participate because others are doing so
 - c. Participate and not do anything
3. Where will you start keeping things clean?
 - a. Outside the house first
 - b. On the public roads first
 - c. At home first
4. What will you do if there are chocolate wrappers lying all over the floor in your classroom?
 - a. Ask the sweeper to clean the classroom
 - b. Complain to your class teacher about the room
 - c. Pick up the wrappers and put it in the dust bin



LESSON NO.	AUTHOR
1	Dr K. Vijaya Babu
2	Dr B. Sai Lakshmi, Govt. Polytechnic, Visakhapatnam
3	Dr K. Padmaja, GDC Nellore
4	Dr A. Madhavi Latha, SJGC, Kurnool
5	Dr K. Vijaya Babu and Sri P. S. Sastry
6	Dr K. Vijaya Babu
7	Dr K. Padmaja, GDC Nellore
8	Dr K. Padmaja, GDC Nellore
9	Dr M. Pankaja, SVA GDC, Srikalahasti
10	Dr B. Sai Lakshmi
11	Dr K. Vijaya Babu
12	Dr T. Sreenivasa Reddy
13	Dr T. Sreenivasa Reddy and Dr. K. Vijaya Babu
14	Dr T. Sreenivasa Reddy
15	Dr K. Vijaya Babu
16	Dr M. Pankaja, SVA GDC, Srikalahasti
17	Dr K. Padmaja, GDC Nellore
18	Dr B. Sai Lakshmi, Govt. Polytechnic, Visakhapatnam
19	Dr B. Sai Lakshmi, Govt. Polytechnic, Visakhapatnam
20	Dr K. Vijaya Babu and Dr K. Padmaja

“ THE MORE
WE GIVE
IMPORTANCE TO
SKILL DEVELOPMENT,
THE MORE
COMPETENT WILL BE
OUR YOUTH. ”



Contact: Block - D, 5th Floor, BRKR Bhavan, Adarsh Nagar, A P Secretariat Road, Hyderabad
www.apcce.gov.in