Sheet-1

a. the quality of being determined b. accusation c.a collection of documents etc. as an example of work d.to show an image, a reflection e.to expect something to happen f.huge

1.Define terms, which narrows down the topic. 2. Research statistics and events to support your points. 3. Prepare point of information. 4. Prepare a summary.

1.Backup your argument first. 2. Prepare a good summary. 3.Maintaining eye contact. 4. Using hand gestures. 5.Speak confidently and clearly. 6. Have etiquettes.

1. Don't give any new information in summary. 2. Don't mumble. 3. Don't interrupt speaker. 4. Don't throw stuff. 5. Don't over celebrate.

Argument can be well linked with the content by using proper assertion, giving an appropriate reason and provide evidence supporting your content in an argument.As we can state that hardwork pays off by saying that it increases productivity, which will gradually lead to success. We can state reasons that all the millionaires have achieved what they have today by consistent hardwork.

Sheet-2

The title suggests a crime scene which is held in the past.

The injustice prevailing all around and how a mere person is taking someone's life by his own hands, having no fear, no humanity.

Prison, Death Penalty, Punishment, Court, Cross-examination, Conviction, Evidence

The gestures and expressions of the people made it possible to understand the story displayed in the video.

In my perspective, not only the man but also the people who made him feel irritated of noise are also responsible for the crime. As the circumstances made him do that and for that all people are responsible.

Sheet-3

1. How did the 1st Telephone cemented Sundar Pichai’s fascination with Technology?

Because he read about the invention of transistors at bell labs and this invention eventually lead to the foundation of silicon valley

2. ”Keep your hopes and dreams and try to follow them”. Why did Sunder Pichai say so?

Because people used to say if a person doesn’t get into an elite institution then it is the end of their career, but according to Sunder Pichai, most of how life plays out depends on that person rather than what happens outside to them.

3. “Getting into an elite institution doesn’t guarantee success.” Elucidate.

Sunder Pichai said, ”Most of how life plays out is up to you, not up to what happens outside of you”. So it depends on the will, hard work, and dreams of a person on how they will attain success and not from which institution they came from.

4. Why is it not important from where you come and what your background is?

Success depends on the person’s hard work and ideas, not on from what background they came. If a person has a revolutionary idea then people only care about the benefits they will receive from it and not from where he/she came.

5. What can unleash other entrepreneurs to revolutionize industries and ways one could never predict?

One revolutionary idea or one brilliant invention can unleash other entrepreneurs to revolutionize industries and ways one could never predict.

Sheet-4

1- What are the five tips for impressive public speaking?

1. Pay attention to body language. Body language and the way we speak play a major role in public speaking.
2. Make eye contact and connect with your audience with a positive impression.
3. Cope with your nervousness. Walk into the room smartly, lay your notes on the podium, and with your chin high greet the audience with a smile.
4. A good body posture makes a lasting impression and attracts the audience.
5. Use relatable examples from daily life and always face your audience.

2- How should a public speaker handle himself in the first 90 seconds?

A public speaker should greet everyone with a smile and make everyone believe that they have everything under control and start their speech with a light minded, nice, and strong phrase that could capture the audience’s attention.

3- What do you understand by ‘don’t stand like you sit’?

While giving a speech proper body posture is necessary to create a good impression on the audience. Our chin should be properly raised is not too low or high and the backbone should be straight.

4- Why it is important to connect with positive impression?

Because it makes the audience retain our points more. If we leave a positive impression on people they will remember the points we make way better.

5- What are some of the do’s and don’ts of Public Speaking?

We should always make eye contact with the audience, maintain a good body posture, be confident, and use daily life examples.

We should not fold our arms, sway from side to side, point with a finger, play with your hair, lean on one hip, and turn our back to the audience.

Group discussion sheet-5

1. What are the good communication skills in group discussion?

1. Listening skills are important so that you can contradict or support their points.

2 Good articulation skills so you can make your point.

1. What are the responsibilities of an initiator?

An initiator should introduce the topic properly and give it a right start. An initiator must know the topic well otherwise it makes the discussion strained and will be penalized for it.

1. How can you keep the group discussion goal-oriented?

Politely remind everyone to get back to the topic because it is very easy to get distracted in a group discussion.

4. Reflect on “one must communicate with knowledge”.

In a group discussion, one must communicate with knowledge. It means that he must be polite and compassionate. He should also give ideas that are real and easily understood.

5. What mistakes should you avoid while communicating in group discussion?

1. Initiating just for the sake of doing it.
2. Speaking more rather than using relevant content.
3. Speaking loudly makes the person aggressive and intimidating.
4. Using tough words or tongue twisters.
5. Using way too much statical data.

APJ Abdul Kalam sheet-6

1. What are the suggestions given by Dr. APJ Abdul Kalam to handle failure?

When the failure occurs a good leader takes up all the blame, but at the time of time of success, he pass the credit and let his team take the glory.

Problem should not become the captain of individual or a project chief, the project chief should become the captain of the problem and defeat the problem at site.

2. What type of characteristics you must have to become an innovator?

Innovators are creative minds who are constantly working, imagining the outcome in the mind and constantly effort all the forces of the universe to make the discoveries.

3. How will you break through limitations?

“Those who dare to imagine the impossible are the ones who break all limitations.” People who imagine the impossible can break through limitation and change the world.

4. What is learning according to Dr.APJ Abdul Kalam?

Dr.APJ Abdul Kalam learnt from the youth that the youth wants to be unique but the world around them are doing its best to make them like everybody else.

5. When will there be peace in the world according to him?

Righteousness is the beginning for peace in the world.

Dr. APJ Abdul Kalam said- ”When there is righteousness in the heart, there is the beauty in the character. When there is beauty in the character, there is harmony in the home. When there us harmony in the home, there is ordre in the nation. When there is order in the nation, there is peace in the world.”

# Sheet 7

1. adj. of finance:-financial

‘’ ‘’ diligence:-diligent

‘’ ‘’ emerge:-emergent

‘’ ‘’ sustain:-sustained

‘’ ‘’ envisage:-envisagable

1. No, I don’t think that there is entrepreneurial drought in our country. Even ideas are bubbling everywhere .The question is how many such ideas are given chance to come up on the surface .it is just do they have equal opportunity for presenting them. India has intelligent people, creative people in with great imagination.
2. Ratan Tata revealed how he faced “vicious criticism” when he took over as the chairman of the Tata group after J.R.D. it was feeling of confusion for him as he was assumed to be fit in his predecessor shoes

But he decided to embark his own path of being himself. At that time, his greatest concern how he will operate with J.R.D but he he find himself lucky to be under J.R.D’s mentorship.

1. Narayan Murthy secretary Mr.Panduranga is the ordinary person that inspired him thoroughly. His secretary has three merits:

1. Courtesy to people because quite often he had to say no in connecting them to Mr.Murthy.

2. He is very hard working.

3. He has high learn ability and good in technology.

1. **a. Clear goal/vision:** A well-defined vision and goal is very important in order to be a successful entrepreneur. A clear vision and focused approach is the first practical step which comes once you get mentally ready to fight with the challenges.

**b. Right planning:**Before coming to execution, right planning is very necessary. Make a 2-5 years plan; build a platform for long-term growth, not short-term benefit or a quick win.

**c. Passion:**Fervor zeal to achieve your target can take you to unfathomable heights and endow you with requisite skills to duke it out, competitors.

**d. Innovation:**Innovation and creativity are the two prominent attributes of every successful entrepreneur.  You should be audacious enough to face all fears and allow your creative ideas to translate into success.

Sheet 8

Ans1) Challenging

Strategic

Popularity

Mental

Completion

Respective

Ans2) An extempore is a task where you require to speak there and it is an improbable speech. No foreign preparation is required for this task. This is a popular way of assessing individual personality for certain roles in various organization and business groups.

Another word for extempore is spontaneous and unscripted.

Ans3) The challenges speaker has to face while preparing an extempore:-

a)The ability to think likely level thinking also creative thinking. It is a form of thinking where you think divergently and you have ideas coming in a quick sequence .An extempore task is very stiff in term of ability to think there and therefore lateral thinking is one of the area which these activities focus.

b) Time management :-Any instantly task has to be completed in given time.one has to think of topic from about one minutes to three minutes atleast .

c) Cost treatment of the topic:-how a speaker understand the different sides of topic and how in depth knowledge he has. For this one has to link to different traits and how one introduce the topic. How one has analyze different aspects of it.

Ans4) ‘Taking a plunge as soon as topic is announced’ is not a good strategy because even if there is one minute you require ten seconds or fifteen seconds depending on one person to person structure and formation of thoughts. Once that is done than of course you take the topic forward and please it in a certain way.

Ans5) It essentially means being able to think creatively or "outside the box" in order to solve a problem. Lateral thinking, looks at things from a sideways perspective (also known as horizontal thinking), in order to find answers that aren't immediately apparent.

It help speaker as Lateral means from the side. So instead of attacking the problem directly from the front we use lateral thinking to approach the issue indirectly - from the side. This will lead to more ideas and more radical ideas.

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