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Lecture 36

1. State the difference between values and etiquette.

Ans: Values and etiquette are related but distinct concepts

Value	Etiquette
Values refers to the fundamental beliefs or principles that guide an individual behaviour and decision making.	Etiquette is a set of rules or norms governing socially acceptable behaviour in specific situations or contexts
They are deeply held beliefs about what is important, desirable, or morally right.	It is a code of conduct that guides interactions and helps maintain harmony and respect in social, professional, or cultural settings.
Ex: honesty, integrity, respect, compassion, fairness etc.	Ex: Table manner, greetings, dress codes, communication norms etc.

2. List five student behaviour etiquette.

Ans: Student behaviour etiquette

- Respect for teachers and peers
- Punctuality
- Active participation
- Respect for learning environment
- Honesty and academic integrity
- Email and telephone etiquette

3. Which of the following are ethically correct behaviours?

- Lying on your resume in order to get a job.
- Taking the initiative without being told.
- Talking about a friend behind his/her back.
- Taking responsibility for a mistake one has committed, even if it means losing a job.
- Selling a house without disclosing the known defects.

Ans: Taking the initiative without being told and Taking responsibility for a mistake one has committed, even if it means losing a job are ethically correct behaviours.

Lecture 37

1. Note down at least three etiquette you should follow as an employee of a company.

Ans: Etiquette I should follow as an employee of a company

- Punctuality
- Professionalism (well-dressed in formals)
- Communication
- Teamwork
- Respect for property

2. What factors should you keep in mind while communicating a business idea?

Ans: Factors one should keep in mind while communicating a business idea:

- Audience understanding

- Clarity of message
 - Confidence and Enthusiasm
 - Donot interrupt a speaker, if not seek permission
 - Give chance to all. Motivate silent people to say something.
 - Donot eat something while everybody is involved in some serious discussion
 - If one choose not to attend it, inform in advance.
3. Being a company manager, how would you correct an employee without being offensive?

Ans: As company manager, providing constructive feedback to employees is crucial for their professional growth and the success of organization.

- Praise/ encourage them in public, criticize/ reprimand them in private
- Active listening
- Offer constructive solutions
- Maintain respect and empathy
- Follow up and support

Lecture 38

1. Suggest three ways to organise your mind for maximum productivity.

Ans: Ways to organise mind for maximum productivity:

- Prioritize tasks
- Break tasks into management chunks
- Practice mindfulness and focus
- Take regular breaks and rest

2. Recall an instance where you used the technique of auto-suggestion to prevent your mind from going astray.

Ans: When I was studying for my JEE-Advance exam, I was distracted by thoughts if I do not get IIT then what? And by phone. Then I used auto-suggestion technique by repeatedly saying “I am going to focus on giving my best, I will do my best, I can do, I will get IIT seat” ... etc that motivate me.

By repeating this affirmation, I reinforce my commitment to staying focused and resisting distractions. Over-time this can help strengthen self-discipline and reduce the likelihood of mind wandering off task.

3. How does “association of ideas” work, according to harry Lorayne?

Ans: According to Lorayne, the association of ideas involves linking new information or concepts with existing knowledge or mental images to enhance retention and recall.

- Creating vivid mental images
- Linking information
- Using numbers/orders
- Practice and repetition

Lecture 39

1. Suggest ways in which you could improve your ability to remember the names of people.

Ans: Ways in which we could improve your ability to remember the names of people:

- Pay attention
- Repeat the name

- Associate the name with a visual cue
 - Use wordplay or rhymes
 - Make personal connections
 - Visualize name
2. Identify two mnemonic devices that would aid memory retention.
- Ans:** Mnemonic devices that would aid memory retention are
- Acronyms and Acrostics
 - Rhymes and songs
 - Chunking
 - visualization
3. Note down at least two memory-enhancing activities and incorporate them into your day-to-day life.
- Ans:** Memory-enhancing activities that we could incorporate into our day-to-day life:
- Focus on the activity at hand. Concentrate on one single task.
 - Pay attention on the work which you are doing now
 - Working out puzzles, playing chess and learning a new language, keep the mind active
 - Avoid using calculator for simple calculations; use your memory.
 - Mindfulness meditation.

Lecture 40

1. What do you understand by “climate refugees?”
- Ans:** Climate refugees refers to people who are forced to leave their homes or communities due to the adverse effects of climate changes such as rising sea levels, extreme weather events, drought, or environmental degradation.
2. Suggest five ways to tackle climate change disasters.
- Ans:** Ways to tackle climate change disasters:
- Reduce greenhouse gas emissions
 - Build resilient infrastructure
 - Enhance disaster preparedness and response
 - Protect ecosystem and biodiversity
 - Support vulnerable communities
3. What measures do you follow to conserve energy and lead an eco-friendly life?
- Ans:** Measures I follow to conserve energy and lead an eco-friendly life:
- Energy-efficient appliances and lighting
 - Reduce, Reuse and Recycle
 - Conserve water
 - Energy-saving practices (turn-off light, set thermostats, unplug devices)
 - Transportation choices (using public transport to reduce CO2 emission, using bicycle)
 - Sustainable food choices
 - Renewable energy sources