AKTU Syllabus : Unit-1

Applied Grammar and Usage:

Transformation of Sentences: Simple, Compound and Complex, Subject verb agreement, Prefix and Suffix, Antonyms, Synonyms, Homophones, Homonyms, New word Formation, Select word power

GATEWAY CLASSES

Suffix

❖ What is suffix ?

➢ Suffix is a letter or group of letters that is added at the end of a word.

❖ Role of suffix

1-It changes the meaning and function of the word.

2- It introduces a new word.

➢ **Example -**

➢ Light +ly =lightly

➢ Bright +ness = brightness

➢ Wonder + full=wonderful

GATEWAY CLASSES

Prefix

❖ What is Prefix ?

➢ A prefix is a letter or group of letters, that are added in the beginning of the word.

❖ Role of Prefix -

1-It changes the meaning and function of a word.

2-It introduces a new word.

For example -

➢ Un+qualified = unqualified

➢ Multi+National = multi national

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Antonyms

- **What are antonyms ?** Antonym is a word that means the opposite of a word. It is a semantic term for a word that has a meaning in contrast to the given word.
- **Role of Antonyms -**
- 1-It brings variety in a sentence.
- 2-By using antonyms, we can convey shaded of meaning and express our intellectual insight into language.
- 3-It makes reading interesting, engaging and hence increases readability in writing.
- **Example -**
- Odd- Beautiful
- Coward-Brave
- Dull-Bright

GATEWAY CLASSES

Synonyms

❖ **What are synonyms ?** Synonyms are the words that offer similar or identical meanings of a particular word.

Hence Synonyms presents an alternate for a particular word.

❖ **Role of synonyms -**

- 1- It brings variety.
- 2-It helps us to avoid repetition and hence removes monotonous impact in our writing.
- 3-It makes reading interesting, engaging and hence increases readability in writing.
- 4-Synonyms can be used to enrich our vocabulary, add depth to descriptions and enhance communication.

➢ **For example -**

➢ Target- Aim Beautiful –Pretty Rest- Repose

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Homophones

❖ **What are Homophones ?** Homophones are the pair of words, that has words with same sounds ,but different meanings.

❖ **Role of homophones -**

➢ Homophones, actually are semantic terms that are complicated to understand and often create confusion to understand, because of having the same pronunciation.

➢ **Example -**

➢ Two-to

➢ Flour-floor

➢ Their-there

GATEWAY CLASSES

Homonyms

❖ **What are Homonyms ?** Homonyms are the pair of words that have same pronunciation, same spellings but have entirely different meanings.

❖ **Role of Homonyms -**

➢ Homonyms, actually are semantic terms that are complicated to understand and often create confusion to understand, because of having the same pronunciation, and even the same spellings.

➢ **Example -**

➢ Bank(river bank)/Bank (An organization, where all our financial services are taken into consideration.

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Fair- (Good enough)
Fair- (Charges)

Bat- (A tool to kick ball)
Bat- (A kind of Animal to be seen at night usually)

GATEWAY CLASSES

Homophones Vs Homonyms

❖ **Difference between Homophones and Homonyms-**

➢ (1)-In homophones we have similar pronunciation but different meaning .while-In Homonyms, these are spelt and pronounced similar but has different meanings.

➢ (2)- In homophones ,only pronunciation is the same here. Whereas in Homonyms, with pronunciation, spelling is also the same.

➢ (3)- All homophones are not essentially Homonyms. But -All Homonyms are Homophones, because they sound the same.

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Phrase

❖ What is Phrase-

Phrase is a group of words ,that makes sense but not complete sense. It does not have a subject and a verb.

❖ Role of Phrase-

- 1-Phrase beautify our conversation/piece of writing.
- 2-By using phrase we may sound intelligent and knowledgeable.
- 3-It brings variety in our writing, removing monotonous impact and hence increases readability.
- **Example -**
- Fit and fine
- On purpose
- Safe and sound

GATEWAY CLASSES

Clause

- **What is Clause-** Clause is a group of words, that includes a subject and a verb. It gives a complete thought.
- **Kinds of clauses - There are 03 kinds of clauses -**

➢ 1-Noun clause 2-Relative clause 3-Adverb clause

- **Role/Function of Clause-**

➢ 1- It functions as an adjective.
➢ 2-It modifies a Noun in a sentence.

➢ **For example -**
➢ She went to the college.
➢ She speaks loudly.
➢ I shall come tomorrow.

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Simple Sentence

❖ **Simple Sentence -** A simple sentence consists of just one independent clause. It expressed a complete thought. It usually has a subject and a verb.

For example-

➢ I like to read books.

❖ **Complex sentence-** A complex sentence consists of one independent clause and one or two dependent clauses (sub-ordinate).
A dependent clause can not stand alone as a sentence.

➢ **For example -**

They can go(independent clause), wherever they want(dependent clause)

GATEWAY CLASSES

Compound sentence

❖ **Compound sentence -** A compound sentence consists of two or more co-ordinate (Independent) clauses. These are joined by a coordinating conjunction or a semicolon.

➢ **Example -**

➢ Aman is a doctor (dependent clause)and Manu is an actor (Independent clause).

➢ I like coffee (independent clause), he prefers tea.(independent clause).

GATEWAY CLASSES

Word Formation- How words are formed – Different Method

- Words are formed by using different techniques. Infact human beings create a new word as per changing needs. These words are formed by using different methods. These are-

- **(1) Borrowing words from other languages-** it's a very commonly used method to recreate a new word. In English many words are formed ,borrowing words from other languages.

- **Examples are many-**

- "Alcohol" from Arabic
- "Communication" from Latin.
- "Technology" from Greek and Latin.
- "Boss" from Dutch.

GATEWAY CLASSES

Word Formation- How words are formed – Different Method

- **(2) By constructing portmanteau words-** These are formed by combining the sound and meaning of two different words.

- **For example-**
  - netiquette-net+ etiquette
  - brunch-Breakfast+Lunch
  - Educom- Education+Communication

- **(3) By back formation -** In this method, generally a noun is reduced to the word of another type, usually a verb.

- **For example -**
  - Opt from option
  - Act from action
  - Emote from emotion
  - Quote from quotation

GATEWAY CLASSES

Word Formation- How words are formed – Different Method

- **(4) By using suffix -** In this a group of letters are added to the end of a word to change the meaning of that particular word or to introduce a new word.
- **For example -**
  - Light+ly
  - Lightly
  - Soft+ness
  - Softness

- **(5)By using Prefix -** In this a group of letters are added to the beginning of a word to change the meaning of that particular word or to introduce a new word.
- **For example -**
  - Un+ Educated
  - Uneducated
  - Multi+dimensional
  - Multidimensional

GATEWAY CLASSES

Word Formation- How words are formed – Different Method

- **(6) By using root words-** Root words are actually the most original form of creating a new word. Root words are actually the roots ,from these many new words the easily formed.

- **For example –**

Mal:-

- Malpractice, malnutrition

Pro:-

- Proactive, Proverb

GATEWAY CLASSES

Rules of Subject, Verb Agreement

- **(1)** If the subject is singular, the verb must be singular too.

  - **Example :** She writes every day.

- **(2)** If the subject is plural, the verb must also be plural.

  - **Example :** They write every day.

- **(3)** When the subject of the sentence is composed of two or more nouns or pronouns connected by and, use a plural verb.

  - **Example :** The doctoral student and the committee members write every day.

GATEWAY CLASSES

Rules of Subject Verb Agreement

- **(4)** When there is one subject and more than one verb, the verbs throughout the sentence must agree with the subject.
  - **Example :** Interviews are one way to collect data and allow researchers to gain an in-depth understanding of participants.
  - **Example :** An assumption is something that is generally accepted as true and is an important consideration when conducting a doctoral study.
- **(5)** Some countable nouns in English such as earnings, goods, odds, surroundings, proceeds, contents, and valuables only have a plural form and take a plural verb.
  - **Example :** The earnings for this quarter exceed expectations.
  - **Example :** The proceeds from the sale go to support the homeless population in the city.

GATEWAY CLASSES

Rules of Subject Verb Agreement

- **(6)** In sentences beginning with "there is" or "there are," the subject follows the verb. Since "there" is not the subject, the verb agrees with what follows the verb.

  - **Example :** There is little administrative support.
  - **Example :** There are many factors affecting teacher retention.

- **(7)** Collective nouns are words, that imply more than one person but are considered singular and take a singular verb. Some examples are "group," "team," "committee," "family," and "class."

  - **Example :** The group meets every week.

  - **Example :** The committee agrees on the quality of the writing.

GATEWAY CLASSES

Rules of Subject Verb Agreement

- **(8)** Sentences with pronouns such as anybody, anyone, no one, somebody, someone, everybody, everyone, nothing and nobody are treated as singular subjects and will therefore use a singular verb.

- **For example :**
- Nobody has understood anything.
- Everyone was happy with the outcome.
- Nothing fits me well.
- No one finds the movie interesting.

- **(9)** When sentences have subjects like police, news, scissors, mathematics, etc. (nouns that are plural by default), the verb used should be plural.

- **For example:**
- The news of demonetization shock the entire nation.
- The police have been looking for the culprits.

GATEWAY CLASSES

Rules of Subject Verb Agreement

- **(10)** When we are using a sentence to express a wish or a sentence expressing a request, verbs are used a little differently from other sentences.

- **For example:**

- I wish I were a bird!

- If you were here, I would not be sad.

GATEWAY CLASSES

Unit-1 : Lec-2 – Vocabulary Section

Synonyms

- Adequate – Sufficient
- Ample- Adequate
- Audacious – Bold
- Adorable - Lovable/Charming
- Astonish - Surprised

GATEWAY CLASSES

....Synonyms

- Awesome – incredible
- Awful-horrible **(AKTU ,2023)**
- Announce – Describe
- Afraid-scared

GATEWAY CLASSES

.....Synonyms

- Benefit- Gain
- Blank -empty
- Blossom -bloom
- Bright- dazzling

GATEWAY CLASSES

.....Synonyms

- Cozy - comfortable
- Close - near
- Context -conditions
- Cease- capture **(aktu,2023)**

GATEWAY CLASSES

.....Synonyms

- Darling- dear
- Demand- request
- Dream- illusion/vision
- Destroy- Devast, demolish
- Deny -Refuse**(aktu,2023)**

GATEWAY CLASSES

.....Synonyms

- Eager- keen
- Efficient - Able
- Effort - Attempt
- Enjoy - Entertain, ecstasy

GATEWAY CLASSES

.....Synonyms

- Fade- Dim
- Fragile -feeble
- Forgive -Pardon
- Factual -Actual

GATEWAY CLASSES

.....Synonyms

- Gentle- compassionate
- Garbage - Rubbish
- Gift-Present

GATEWAY CLASSES

.....Synonyms

- Hurt- damage
- Hold- grip
- Habit - practice
- Hire- appoint
- Humanity -mankind

GATEWAY CLASSES

.....Synonyms

- Idea- plan
- Ideal -perfect
- Independent - autonomous
- Innocent -pure
- Inspire - boost
- Invent -create
- Issue- matter

GATEWAY CLASSES

.....Synonyms

- Joke -Jest
- Journey -voyage
- Justice - equity

GATEWAY CLASSES

.....Synonyms

- Kind-compassion
- Kingdom-domain
- Knock- bang
- Knot-tie
- Knowledge- insight
- Kudos -admiration

GATEWAY CLASSES

.....Synonyms

- Laudable - appreciable
- Language -dialect
- Luck - destiny
- Love- Affection

GATEWAY CLASSES

.....Synonyms

- Magic -enchantment
- Mask- cover
- Mercy -pity
- Middle- center, amid

GATEWAY CLASSES

.....Synonyms

- Neat- tidy
- Normal -usual
- Nourish - feed, sustain
- Native-local **(aktu,2023)**
- Novice-New

GATEWAY CLASSES

.....Synonyms

- Obedient -docile
- Objective -Aim
- Offer- proposal
- Omnipotent - divine
- Optimistic -positive
- Outstanding - Excellent

GATEWAY CLASSES

.....Synonyms

- Pause- discontinue
- Place- Location
- Power- Force
- Pretty- lovely
- Price- cost
- Prize- gift
- Productive - constructive

GATEWAY CLASSES

.....Synonyms

- Quality - trait
- Quick -swift
- Quit- leave

GATEWAY CLASSES

.....Synonyms

- Rush- hurry
- Short- tiny
- Simple -easy
- Soft - comfy

GATEWAY CLASSES

.....Synonyms

- Timid- Coward**(Aktu,2023)**
- Talent- Skill
- Tired -exhausted
- Try-Attempt

GATEWAY CLASSES

.....Synonyms

- Ultimate -last

- Unite- Amalgamate

GATEWAY CLASSES

.....Synonyms

- Victory-success

- Visual-optical

GATEWAY CLASSES

.....Synonyms

- Warning-caution
- Withdraw -remove
- Wind- breeze
- Winner -champion
- Write- jot down

GATEWAY CLASSES

Unit-1 : Lec-2 – Vocabulary Section

Antonyms

- Accept - deny
- Active -passive
- Accurate -inaccurate
- Alive-dead
- Award- punishment

GATEWAY CLASSES

.....Antonyms

- Approval - denial
- Abundant -scarce
- Artificial -natural
- Assent-descent
- Attack -defence

GATEWAY CLASSES

.....Antonyms

- Ally- enemy
- Abjure-withdraw
- Accord -harmony
- Adversity- prosperity
- Approval-rejection

GATEWAY CLASSES

.....Antonyms

- Blunt- Sharp
- Begin -end
- Blame-praise
- Brave-coward
- Bravery -cowardice
- Broad-narrow
- Brittle -crisp

GATEWAY CLASSES

.....Antonyms

- Create-destroy
- Calm- harsh
- Clever - innocent
- Conceal-reveal
- Courteous -harsh

GATEWAY CLASSES

.....Antonyms

- Chaste- pure
- Consolidate- Strengthen
- Contradict - favour, approval
- Cautious - careless(aktu 2023)
- Crooked -Honest (Aktu 2023)

GATEWAY CLASSES

.....Antonyms

- Dull- active
- Despair - hope
- Down-up
- Downside -upside
- Devil- angel

GATEWAY CLASSES

.....Antonyms

- Dry- wet
- Despair- hope
- Deny - accept
- Deprive - blissed
- Depart- Arrival

GATEWAY CLASSES

.....Antonyms

- Enormous - petty
- Envy- affection
- Enemy- friend
- End- begin, start

GATEWAY CLASSES

.....Antonyms

- Ebb- flow
- Exit- entrance
- Expand-diminish
- Economize - waste

GATEWAY CLASSES

.....Antonyms

- Free - busy
- Fat-slim
- Front- back
- Full- empty
- Fat- slim
- Front- back

GATEWAY CLASSES

.....Antonyms

- Fail - succeed
- Frequent - seldom
- Feeble-strong
- Frank - shy
- Friend - foe

GATEWAY CLASSES

.....Antonyms

- Generous –mean **(Aktu 2023)**
- Gloomy -cheerful
- Giant -dwarf

GATEWAY CLASSES

.....Antonyms

- Horizontal -vertical
- Humble- proud
- Hero- villain
- Heavy- light

GATEWAY CLASSES

.....Antonyms

- Internal - external
- Intra -extra
- Intra-inter
- In-out
- Intentional- accidental
- Irrational -rational

GATEWAY CLASSES

.....Antonyms

- Jocular - serious
- Jovial -pensive
- Joy -sorrow
- Just- unjust
- Junior- senior
- Judicious- foolish
- Jubilant -depressing

GATEWAY CLASSES

.....Antonyms

- Keen - dull
- Keep- break
- Kind- unkind
- Kill- sustain
- Knot- untie
- Kindle- extinguish

GATEWAY CLASSES

.....Antonyms

- Light - dark
- Lack - abundance
- Land -water
- Late- early
- Laugh -cry
- Last - first

GATEWAY CLASSES

.....Antonyms

- Lost - found
- Lazy -industrious
- Learn-teach
- Lead - follow
- Love -hate
- Lend- borrow

GATEWAY CLASSES

.....Antonyms

- Less- more
- Lie- truth
- Liquid -solid
- Low- high
- Little - less
- Lose-win

GATEWAY CLASSES

.....Antonyms

- Minor - major
- Mend-break
- Meek -impatient
- Mercy- cruelty
- Modern- ancient
- Mortal- immortal

GATEWAY CLASSES

.....Antonyms

- Momentary - permanent
- Mobile- fixed /im-mobile
- Mild- strong
- Majority -minority
- Malice- Amity
- Moral -immoral

GATEWAY CLASSES

.....Antonyms

- Native- foreigner(aktu,2023)
- Near- distant
- Negative -affirmative
- Never- always
- Nice- awful

GATEWAY CLASSES

.....Antonyms

- Narrow - broad
- North - south
- Novice- veteran
- Nimble- sluggish
- Nadir -zenith

GATEWAY CLASSES

.....Antonyms

- Odd- Beautiful
- On- off
- Out- in
- Our- your
- Optimistic - Pessimistic
- Optimist- pessimist (Aktu,2023)
- Opaque - transparent

GATEWAY CLASSES

.....Antonyms

- Polite- rude
- Past -future
- Plant- harvest
- Poor-rich
- Past- future
- Peace -war

GATEWAY CLASSES

.....Antonyms

- Pass -fail
- Push- pull
- Professional - amateur
- Profuse - scarce
- Powerful- weak
- Poverty - prosperity

GATEWAY CLASSES

.....Antonyms

- Prosperity - adversity
- Pretty -ugly
- Polite- rude

GATEWAY CLASSES

.....Antonyms

- Quiet-noisy, loud
- Queen -king
- Question -answer
- Qualified -unqualified
- Quick -slow
- Quarrel -ally
- Quit -stay

GATEWAY CLASSES

.....Antonyms

- Rest- work
- Remember - forget
- Regret - satisfaction
- Refuse - agree
- Repair - damage
- Reply -ask

GATEWAY CLASSES

.....Antonyms

- Right- left
- Rise- fall
- Reduce -increase
- Rough- smooth
- Rude - polite
- Rural -urban

GATEWAY CLASSES

.....Antonyms

- Seldom - often
- Safe- dangerous
- Salt- sugar
- Same -different
- Satisfy- dissatisfy
- Seperate - connect

GATEWAY CLASSES

.....Antonyms

- Shallow- deep
- Short- long
- Shelter - exposure
- Stupid - clever
- Stand -lie
- Spring- autumn

GATEWAY CLASSES

.....Antonyms

- Sour -sweet
- Some -many
- Sell- buy
- Safety - danger
- Save - spend
- Scream - whisper

GATEWAY CLASSES

.....Antonyms

- Stop - start
- Slim - fat
- Sick - healthy
- Sunny - cloudy
- Suspect - trust
- Sweet - bitter

GATEWAY CLASSES

.....Antonyms

- Take-give
- Teach- learn
- Then- now
- Thick-thin
- Top- bottom
- Tragedy- comedy

GATEWAY CLASSES

.....Antonyms

- Tiny -giant
- Together -apart
- Total -Partial
- There -here
- Teacher - pupil
- Tall - short

GATEWAY CLASSES

.....Antonyms

- Timid- bold
- Transient - lasting, enduring
- True- false

GATEWAY CLASSES

.....Antonyms

- Ugly - beauty
- Unite- divide
- Uncouth- graceful
- Up- down
- Under -over
- Utterly - incompletely
- Urban -rural

GATEWAY CLASSES

.....Antonyms

- Vacate- packed
- Vacation -routine
- Vagrant- settled
- Vain -productive

- Win- lose
- War - peace
- Warrior- pacifist

GATEWAY CLASSES

Lec-4

Homophones/ Homonyms - (Part -01)

❖ **Homophones/ Homonyms**

(1) Allusion- indication

- I do not get any allusion from you. (Aktu,2023)
- Illusion -Fallacy
- Worldly pleasures are all illusions .

(2) Adept-expert (Very Important)

- I am adept in teaching.
- Adopt- To acquire legally
- I am adopting a baby

इशारा

छल / माया

skillful निपुण

गोद लेना

Adapt (ढाल लेना)

I am trying to adapt

GATEWAY CLASSES

Homophones/ Homonyms

myself.

(3) Air- wind. (Important)

- The air is cool.
- Heir- descendant
- I am appointing you as my heir.

/Breeze (हवा)

वारिस

(4) Aloud- loudly

- Please read it aloud.
- Allowed - to permit
- My teacher allowed me to participate.

(जोर से)

अनुमति देना

GATEWAY CLASSES

Homophones/ Homonyms

- (5) Addition- to plus
- Give me some sums of addition. (Very Important)

- Edition - collection (sank Alan)
- My poem is published in July edition.

- (6) Accessary- Compliance (Apradh karne me sathi)
- Raman is accessary in rape with shardul.

- Accessory-An extra item
- We should not use gaudy accessories in interview.

GATEWAY CLASSES

Homophones/ Homonyms

- (7) Ail- to be ill
- She is ailing.

ill

- Ale-Beer
- This ale is used as a drug.

Alcohol शराब

Homonyms

- (8)Bear -An animal
- Bear lives in jungle.

भालू

- Bear- tolerate
- I can not bear this pain anymore

सहन करना

- Beer- Alcohol/liquor
- I do not drink beer.

शराब

GATEWAY CLASSES

Homophones/ Homonyms

- (9)Bat- A playing tool to hit the ball in cricket (Important)
- I have a cricket bat.

- Bat- An animal – चमगादड़
- Bat generally fly in evening.

- Bet- Gamble – जुआ / शर्त
- I can bet that he would won the match.

- (10)Bank- side of river(nadi ka kinara) नदी का किनारा
- He sat on the river bank.
- Bank (organization, where our financial services are provided)
- My saving account is in Bank of Baroda.

GATEWAY CLASSES

Homophones/ Homonyms

V. Imp

- (11)Beside-next. (Very Important) - बगल में/ पास में
- Sit beside me.

- Besides-except - बजाय/अतिरिक्त
- Besides General Knowledge, every subject is prepared.

- (12) Berth- seat (Very Important)
- My berth is reserved.

Birthday

- Birth- To born
- My birth place is Meerut.

GATEWAY CLASSES

Homophones/ Homonyms

- (13)Blew-Flow
- The wind is blewing.

- Blue- a colour
- I don't have any shirt in blue.

- (14) Coarse -rough
- You have a coarse tone of talking.

- Course- syllabus
- My course is lagging behind.

GATEWAY CLASSES

Homophones/ Homonyms

भरोसेमंद

- (15)Confidant- one who is trustworthy (Very Important)
- Shivani is confidant. You can rely on her.

- Confident- sure
- I am confident of my success.

coun

- (16)Council - committee. (Very ,Very Important)
- I am an active member of English Council.

counselling

- Counsel- advise सलाह
- She gave me a good counsel.

GATEWAY CLASSES

Homophones/ Homonyms

- (17)Ceiling- Roof
- I have to arrange a ceiling fan.

- Sealing- Printing/Stamp
- This is in sealing.

- (18) Complement -addition
- Husband and wife are complement to one another.

- Compliment- praise,admire
- She gave me a compliment.

GATEWAY CLASSES

Homophones/ Homonyms

- (19) Cereal- Grain
- The rates of cereals are high.

- Serial- Sequence
- This is in serial.

- (20) Cheque- Financial document
- Please issue me a cheque of rs. 6000/ for the purchase of bicycle.

- Check- prevent
- Please check yourself.

GATEWAY CLASSES

Homophones/ Homonyms

- (21) Deceased - one who died recently
- His new car made him deceased.

- Disease- Illness
- Many are suffering from this disease.

- (22) Descent-To rise
- Write it in descent order.

- Dissent-Disagree(matbhed)
- We two are in dissent.

GATEWAY CLASSES

Homophones/ Homonyms

- (23) Eligible -capable(Very Important)
- I am eligible for this post .

- Illegible- that can not be read.
- Doctor's handwriting is often illegible.

- (24) Except- besides
- I like everyone, except him. (Very Important)

- Expect- to hope
- I am excepting you to favour me.
- Accept -To agree
- I am accepting my fault.

GATEWAY CLASSES

Homophones/ Homonyms

- (25)gait- the way of walking
- Models have a unique gait.

चलने का ढंग

- Gate -door
- Open the gate.

- (26) Hole- Pit
- There is a hole in the wall.

छेद

- Whole- complete
- The whole game is turned in the second half.

GATEWAY CLASSES

Homophones/ Homonyms

- (27)Hale- healthy
- The new born baby is hale and healthy.

- Hail- frozen rain
- Today there is hail storm in our locality.

- (28) Insight- Knowledge (Very , Very Important)
- She has a good insight of G.K.

- Incite- to quote
- Kindly incite a good quotation.

GATEWAY CLASSES

Homophones/ Homonyms

- (29) Knead - massage
- I am kneading the dough.

- Need- Requirement
- I need your help.

- (30) Lessen - mitigate
- This ointment is lessening my pain.

- Lesson - session(Sabak)
- Teach him a lesson.

GATEWAY CLASSES

Homophones/ Homonyms

- (31)Pain- Suffering
- I am suffering from pain.

- Pane- Glass
- My window pain is broken.

- (32)Quit-Leave (Important)
- She quitted the game.

- Quiet-peaceful, calm
- It is quiet here.
- Quite- Sufficient
- She is quite shy.

GATEWAY CLASSES

Homophones/ Homonyms

- (33) Rapture -joy /ecstasy (Very Important) आनंद
- I got rapture in the Alumni Meet -2023

- Rupture-crack – दरार / फटना
- I got rupture in my knee.

- (34)Real - Actual – वास्तविक Real Juice
- This movie is based on real story.

- Reel- Filmy –
- Real life is quite different from reel life.

GATEWAY CLASSES

Homophones/ Homonyms

- (35)sight-scene of a place
- The sight of Nainital is beautiful.

- Sight- Vision
- My eye sight is weak.

- Site- Location
- I am going to visit the site

- **(36)Stationary- fixed**
- The stars are stationary.
- Stationery- Articles of writing ,reading etc.
- My father owns a stationery shop.

GATEWAY CLASSES

Homophones/ Homonyms

- (37)Sour- acidic
- The curd is sour.

खट्टा

- Soar- to fly high
- The birds are soaring in the sky.

ऊँची उड़ना

- (38)Sale- marketing (bikri)
- How is the sale today?

बिक्री

- Sail-voyage
- I am on sail.

समुद्री यात्रा

GATEWAY CLASSES

Homophones/ Homonyms

- (39)Steel (a metal) – स्टील
- This glass is made of steel.

- Steal(theist)- churana – चुराना Stole
- You stole my heart.

- (40) Tasty- Delicious – स्वादिष्ट
- The pudding is tasty.

- Testy- angry – क्रोधी (Test) · Testy
- My class coordinator is testy.

GATEWAY CLASSES

Homophones/ Homonyms

2024

- (41) Weak-feeble (Important) कमजोर
- I am very weak in Mathematics.
- Week- 7 days हफ्ता
- This week is going to be hectic.

- (42) Way - Path — रास्ता
- My way of living life is different.

- Weigh-balance, measure वजन weight
- What is it weighs?

GATEWAY CLASSES

Homophones/ Homonyms

- (43)Waist-back
- My waist is 30.

कमर

- Waste- Worthless
- It is prepared from waste material.

बरबाद

GATEWAY CLASSES

Lec - 5

Homophones/ Homonyms - (Part -02)

- (1) **In**-Inside
- I am in some problem
- **Inn**- a place to stay
- Will you study in inn ?

GATEWAY CLASSES

Homophones/ Homonyms - (Part -02)

- **(2) Medal-** A reward
- I got a medal.
- **Meddle**- to interfere
- Please don't meddle me-I will solve my problem on my own.

- **(3) Pail-** bucket
- Fetch me a pail of water.
- **Pale**- yellowish/faded
- Your eyes are looking pale.

GATEWAY CLASSES

Homophones/ Homonyms - (Part -02)

- **(4) Personal** - individual
- It is your personal problem.
- Personnel - officials /employees in an organisation
- Call the personnel for an urgent meeting.

- **(5)Route-** way
- This route is long.
- Root- Underground part of a plant
- Carrot is a root.

GATEWAY CLASSES

Homophones/ Homonyms - (Part -02)

- **(6)Stair-** ladders — सीढ़ियाँ
- There are 500 stairs in temple.
- Stare- to gaze — घूरना
- Why are you staring me?

- **(7) Tale -** a story
- It is a funny tale.
- Tail- Body part of animal
- The cow has a tail.

fairy Tale
पूँछ

GATEWAY CLASSES

Homophones/ Homonyms - (Part -02)

- **(8)Aver-** to confirm – सुनिश्चित
- I can't aver this.
- **Ever**- always – हमेशा
- Don't ever make this kind of mistake.

GATEWAY CLASSES

Unit-1 : Lec-6

Word Formation

❖ **By suffix**

- (1) ism-
- Terrorism
- Tourism

- (2) er-
- Employer
- Cricketer

- (3)Or-
- Actor
- Creator

GATEWAY CLASSES

Word Formation

- (4) en-
- Widen
- Sharpen

- (5) ify-
- Simplify
- Diversify
- Personify

- (6) able-
- Reasonable
- Profitable

GATEWAY CLASSES

Word Formation

- (7)ly-
- Unhappily
- Naturally

- (8)ful-
- Wonderful
- Cheerful

- (9)ous-
- Joyous
- Dangerous
- Furious

GATEWAY CLASSES

Word Formation

- (10)ise-
- Socialize
- Moralise

- (11)ish-
- Snobbish
- Kiddish

- (12)ness-
- Rudeness
- Smartness

GATEWAY CLASSES

Word Formation

- (13)al-
- Approval
- Removal
- Dismissal

- (14)less-
- Careless
- Shameless

- (15)some-
- Awesome
- Quarrelsome

GATEWAY CLASSES

Word Formation

- (16)ly-
- Quickly
- Rapidly
- Daily

- (17)age-
- Wreckage
- Brokerage

- (18)ance-
- Importance
- Resonance

GATEWAY CLASSES

Word Formation

- (19)ant-
- Assistant
- Distant
- Pleasant

- (20)ee-
- Absentee
- Awardee
- Refree

- (21)ery-
- Bakery
- Cutlery

GATEWAY CLASSES

Word Formation

- (22)ry-
- Bravery
- Mockery

- (23)ing-
- Shipping
- Shopping

- (24)wise-
- Heightwise
- Lengthwise

GATEWAY CLASSES

Word Formation

- (25)ive-
- Supportive
- Effective
- Reflective
- Excessive

- (26)ion-
- Irritation
- Irrigation
- Decoration
- Plantation

GATEWAY CLASSES

Word Formation

- (27)y-
- Noisy
- Honesty

- (28)ty-
- Sincerity
- Loyalty
-
- (29)er-
- Larger
- Smaller
- Brighter

GATEWAY CLASSES

Word Formation

- (30)al-
- Parental
- Bacterial
- Fungal

- (31)est-
- Fastest
- Biggest
- Largest

- (32)ment-
- Basement
- Shipment

GATEWAY CLASSES

Word Formation

- (33)ness-
- Happiness
- Shyness

- (34)ship-
- Friendship
- Internship

- (35)ion -
- Conversion
- Invasion

GATEWAY CLASSES

Word Formation

- (36)tion-
- Invention
- Intention

- (37)ic-
- Iconic
- Heroic

- (38)ward/wards
- Inward
- Towards
- Outwards
- Backwards

GATEWAY CLASSES

Word Formation

- (39)able-
- Capable
- Craftable

- (40)ive-
- Expensive
- Authoritative

- (41)ant-
- Poignant
- Extravagant
- Brilliant

GATEWAY CLASSES

Word Formation

- (42)ion-
- Opinion
- Revision

- (43)er-
- Writer
- Helper
- Driver

- (44)eer-
- Engineer
- Volunteer

GATEWAY CLASSES

Word Formation

❖ By Prefix

- (1)Pro
- Proactive
- Prodigy

- (2) Pre
- Prepaid
- Pre-wed
- Pre university

- (3)mono-
- Monopoly
- Monologue
- Monolingual

GATEWAY CLASSES

Word Formation

- (4)Multi-
- Multipurpose
- Multicolored
- Multicultural

- (5)Post-
- Postpaid
- Post lunch
- Postwar
- Postgraduate
- Postmaster
- Postmartem

GATEWAY CLASSES

Word Formation

- (6)Un-
- Uneducated
- Unlimited
- Unpolished
- Unfriendly

- (7) Under -
- Understand
- Undergraduate
- Undertaking

GATEWAY CLASSES

Word Formation

- (8)Tri-
- Triangle
- Tricolour
-
- (9)Therm-
- Thermodynamics
- Thermometer
-
- (10)Sub
- Submarine
- Subdue
- Subway

GATEWAY CLASSES

Word Formation

- (11)Semi-
- Semifinal
- Semiconductor
- Semiconscious

- (12)Re-
- Return
- Retake

- (13)Para-
- Paranormal
- Paramedical
- Paramount

GATEWAY CLASSES

Word Formation

- (14) Over -
- Overlook
- Overtake

- (15)Omni-
- Omnipotent
- Omnipresent

- (16)Non-
- Nonsense
- Nonfiction
- Nonfilmy

GATEWAY CLASSES

Word Formation

- (17)Mis-
- Misconduct
- Mistreat

- (18)Mid-
- Midway
- Midday

- (19) Macro -
- Macro-economics
- Macrobiotic

GATEWAY CLASSES

Word Formation

- (20)Micro-
- Microbiology
- Microsoft

- (21)Inter-
- (aktu,2023)
- Intermediate
- Interview

- (22)Intra- (Aktu,2023)
- Intraday
- Intraschool

GATEWAY CLASSES

Word Formation

- (23)Im-
- Immature
- Immoral
- Immortal

- (24)In-
- Insert
- Intake

GATEWAY CLASSES

Word Formation

- (25)Il- (Aktu ,2023)
- Illiterate
- Illogical

- (26)Ir-
- Irregular
- Irrational

- (27)Infra
- Infrastructure
- Infrared

GATEWAY CLASSES

Word Formation

- (28)In-
- Invoice
- Information

- (29)Anti-
- Antibiotic
- Anti-aging

- (30)De-
- Decode
- Demoralise

GATEWAY CLASSES

Word Formation

- (31)Dis-
- Disconnect
- Discount

- (32)Em-
- Embrace
- Emphasis

- (33)En-
- Encouragement
- Encode
- Encounter

GATEWAY CLASSES

Word Formation

- (34) Fore-
- Foreplay
- Forecast
- Foresight

- (35)Inter-
- International
- Interact

- (36) Un-
- Unkind
- Unusual
- Unlucky
- Unlimited

GATEWAY CLASSES

Word Formation

- (37)Hyper -
- Hypertension
- Hyperactive

- (38)Ante-
- Antedate
- Antemeridian

- (39)Anti-
- Antiseptic
- Antibody

GATEWAY CLASSES

Word Formation

- (40)Auto-
- Automatic
- Autobiography

- (41)Co-
- Co-worker
- Co-piolet

- (42)De-
- Devalue
- Degrade

GATEWAY CLASSES

Word Formation

- (43) Ex -
- Exhale
- Extract

- (44)Homo-
- Homosexual
- Homophone

- (45) Homeo-
- Homeopathy
- Homeostasis

GATEWAY CLASSES

Word Formation

- (46)Tele-
- Telecommunication
- Telephone

- (47)Trans-
- Transmit
- Transfer

- (48)Tri-
- Tricycle
- Triangle

- (49)Up-
- Upload
- Upgrade

GATEWAY CLASSES

Word Formation

❖ Form Adjectives from Noun

❖ Noun- Adjective

- Accident -Accidental
- Air-airy
- Advice-advise
- Angel-angelic
- Atom-Atomic
- Affection -Affectionate
- Awe-aweful
- Authority -Authoritarian
- Adventure - Adventurous
- Anger- Angry
- Advantage- Advantageous

GATEWAY CLASSES

Word Formation

- Bird- Birdlike
- Beauty -Beautiful
- Burden- Burdensome
- Bronze- Bronzen
- Bulk -Bulky
- Bliss- Blissful
- Blood- Bloody
- Brim- brimful
- Boy- boyish
- Brother - brother like
- Body- bodily
- Brother- brotherly
- Body- bodily

GATEWAY CLASSES

Word Formation

- Ceremony - ceremonial
- College- collegiate
- Colony-Colonial
- Chivalry - Chivalrous
- Confidence -Confidential
- Charm- charming
- Conscience- Conscientious
- Child- childlike
- Climate- climatic
- Comedy- comical
- Custom - customary

GATEWAY CLASSES

Word Formation

- Day- daily
- Drama- dramatic
- Digit- digital
- Defect- Defective
- Delight - Delightful
- Death- deathlike
- Dog- doggy
- Duty- dutiful

- East- eastern
- Expression - expressive
- Emphasis - Emphatic
- Elder- Elderly

GATEWAY CLASSES

Word Formation

- Fire- Fiery
- Force- forceful
- Fog- foggy
- Fraud- fraudy
- Fate -fatal
- Friend- Friendly
- Face- Facial
- Fun- Funny
- Focus- focal

- Glory- Glorious
- Gold- golden
- Gloom- gloomy
- Graph -graphic

GATEWAY CLASSES

Word Formation

- Herb- herbal
- Habit- Habitual
- Hair-Hairy
- Haste- hasty
- Taste- tasty
- Heart- Hearty

- Irony- ironical

- Joy- Joyous

GATEWAY CLASSES

Word Formation

- Law- Lawful
- Love- Lovable
- Line-lineal
- Live- lively
- Luck- lucky

- Music- musical
- Merit – meritorious

- Soul- soulful
- Scene- scenic
- Value- valuable

GATEWAY CLASSES

Word Formation

- Week- weekly
- Wood- wooden
- War- warlike

- Zone- zonal
- Zoology - zoological

GATEWAY CLASSES

Unit-1 : Lec-7

Word Formation(Part-II)

❖ Portmanteau Words

- **What are Portmanteau Words-** The words, that are formed by combining the **sound and meaning of two different words** are Portmanteau Words.

- The word 'portmanteau' is a French word. It is made of two different words-
- Portal(a suitcase, when opened is divided into two equal parts.)

&

- Manteau (A cloak, loose garment, overcoat)

GATEWAY CLASSES

Word Formation(Part-II)

- The portmanteau words, actually are the **blend words** . These words are formed when parts of two different words come together and form a new word.

Some Portmanteau Words-

Affluence + Influenza
Affluenza

GATEWAY CLASSES

Word Formation(Part-II)

- Be+ Cause
- Because

- Bombay+Hollywood
- Bollywood

- Breakfast+Lunch
- Brunch

- Biography+Picture
- Biopic

GATEWAY CLASSES

Word Formation(Part-II)

- Web+ Log
- Blog

- Britain+Exit
- Brexit

- Banana+Coffee
- Banoffee

- Blood+Rushing
- Blushing

GATEWAY CLASSES

Word Formation(Part-II)

- Bang+smash
- Bash

- Brother+Romance
- Bromance

- Binary+Unit
- Bit

- Cinema+Complex
- Cineplex

GATEWAY CLASSES

Word Formation(Part-II)

- Chuckle+Snort
- Chortle

- Chill+Relax
- Chillax

- Chinese+English
- Chinglish

- Camera+ Recorder
- Camcorder

GATEWAY CLASSES

Word Formation(Part-II)

- Car-Hijack
- Carjack

- Drama+ Comedy
- Dramedy

- Emotion+Icon
- Emoticon

- Electronic+ Mail
- E-Mail

GATEWAY CLASSES

Word Formation(Part-II)

- Electricity+Execute
- Electrocute

- Europe+Asia
- Eurasia

- Friend+Enemy
- Frenemy

- Foreign+Exchange
- Forex

GATEWAY CLASSES

Word Formation(Part-II)

- Fourteen+Night
- Fortnight

- Free+Software
- Freeware

- Fantastic+Fabulous
- Fantabulous

- Global+English
- Globish

GATEWAY CLASSES

Word Formation(Part-II)

- Giant+Huge+Enormous
- Ginormous

- Guess+Estimate
- Guestimate

- Hindi+English
- Hinglish

- Hungry+Angry
- Hangry

GATEWAY CLASSES

Word Formation(Part-II)

- Haggle+tussle
- Hassle

- Hospital+Respite
- Hospice

- International+Network
- Internet

- Internal+ Communication
- Intercom

GATEWAY CLASSES

Word Formation(Part-II)

- Jeans+Leggings
- Jeggings

- List+ Article
- Listicle

- Mock+Documentary
- Mockumentary

- Motor+Hotel
- Motel

GATEWAY CLASSES

Word Formation(Part-II)

- Motor+Pedal
- Moped

- Medical+Care
- Medicare

- Malicious+Software
- Malware

- Multiple+Complex
- Multiplex

GATEWAY CLASSES

Word Formation(Part-II)

- Melody+Drama
- Melodrama

- Net+Flicks
- Netflix

- Not+Ever
- Never

- Internet+Citizen
- Netizen

GATEWAY CLASSES

Word Formation(Part-II)

- Oxford+Cambridge
- Oxbridge

- Pocket+Monster
- Pokemon

- Phone+Tablet
- Phablet

- Picture+Element
- Pixel

GATEWAY CLASSES

Word Formation(Part-II)

- IPod+Broadcast
- Podcast

- Romantic+Comedy
- Romcom

- Swept+Wipe
- Swipe

- Spoon+Fork
- Spork

GATEWAY CLASSES

Word Formation(Part-II)

- Situation+Comedy
- Sitcom

- Smoke+Fog
- Smog

- Stagnation+Inflation
- Stagflation

- Science+Fiction
- Sci-fi

GATEWAY CLASSES

Word Formation(Part-II)

- Shop+Alcoholic
- Shopaholic

- Television+Broadcast
- Telecast

- Urdu+English
- Urdish

- Wireless+Hi
- Wi-fi

GATEWAY CLASSES

Word Formation(Part-II)

- Web+Seminar
- Webinar

- Work+Alcoholic
- Workaholic

- And

- God+Be+With+You
- Goodbye(only for this lecture)

- Otherwise

- **NEVER SAY GOODBYE**

GATEWAY CLASSES

Unit-1 : Lec-8

Root Words

- **Root Words**
- **What are Root Words -** Root words are the roots, from where number of new words can be recreated.

- **Here is a list of root words**

- **Root word- Meaning - New words**

GATEWAY CLASSES

Root Words

- Acri- **(Bitter)**
- Acrid
- Acrimony

- Astro **(star)**
- Astrology
- Astronaut

- Aud**(Hear)**
- Audio
- Audience

- Auto**(self)**
- Automobile
- Autobiography

GATEWAY CLASSES

Root Words

- Agro **(farming)**
- Agricultural
- Agrarian

- Act **(to do)**
- Actor
- Action

- Arbor **(tree)**
- Arborist
- Arboreal

- Ambi **(both)**
- Ambilocal
- Ambidextrous

GATEWAY CLASSES

Root Words

- Bene **(good)**
- Benefit
- Beneficial

- Bio **(life)**
- Biology
- Biography

- Bi **(two)**
- Bicycle
- Biweekly

- Cent **(Hundred)**
- Century
- Percent

GATEWAY CLASSES

Root Words

- Cert **(sure)**
- Certain
- Certify

- Cide **(kill)**
- Pesticide
- Genocide

- Carn **(flesh)**
- Carnivorous
- Reincarnation

- Co **(together)**
- Coordinator
- Cooperative

GATEWAY CLASSES

Root Words

- Corp **(body)**
- Corporate
- Corpse

- Cred **(believe)**
- Credible
- Incredible

- Dict **(Say)**
- Diction
- Dictate

- Ego **(I)**
- Egoist
- Egocentric

GATEWAY CLASSES

Root Words

- Form **(shape)**
- Reform
- Formation

- Fac **(to do)**
- Factory
- Faculty

- Gen **(birth)**
- Genesis
- Generate

- Graph **(writing)**
- Graphic
- Phonograph

GATEWAY CLASSES

Root Words

- Homo **(Same)**
- Homosexual
- Homophone
- Homonym

- Jud **(judge)**
- Judgment
- Judicial

- Legal-Related to law
- Illegal
- Legalities

GATEWAY CLASSES

Root Words

- Lum-Light
- Luminous
- Lumen

- Logy **(to study)**
- Sociology
- Zoology

- Meter **(measure)**
- Kilometre
- Parameter

- Micro **(small)**
- Microscope
- Microbiology

GATEWAY CLASSES

Root Words

- Multi **(Many)**
- Multiple
- Multinational

- Mal **(Bad)**
- Malafide
- Malpractice
- Malnutrition
- Malware

- Morph **(form)**
- Morphology

- Mit **(Send)**
- Admit
- Transmit

GATEWAY CLASSES

Root Words

- Mis **(Hate)**
- Mistake
- Mislead

- Mort **(death)**
- Mortal
- Mortality
-
- Norm **(typical)**
- Abnormal
- Paranormal

- Mym **(Name)**
- Antonym
- Synonym

GATEWAY CLASSES

Root Words

- Phil **(Love)**
- Philosophy
- Philosophical

- Phobia **(Fear)**
- Hydrophobia
- Claustrophobia

- Port **(carry)**
- Portal
- Transport
- Portable

GATEWAY CLASSES

Root Words

- Pseudo **(false)**
- Pseudoscience
- Pseudonym

- Phon **(sound)**
- Phone
- Symphony

- Struct **(to build)**
- Structure
- Destruction

- Scope- **(viewing instrument)**
- Microscope
- Telescope

GATEWAY CLASSES

Root Words

- Tele **(far)**
- Television
- Telegram
- Telephone

- Thie **(God/Religion)**
- Theist
- Atheist

- Techno **(art/science/skill)**
- Technology
- Technical

GATEWAY CLASSES

Unit-1 : Lec-9

Subject verb agreement

❖ **Subject verb agreement**

- **1-Every student like the teacher.**
- Ans-Every student likes the teacher.
- **2-One should keep his promise.**
- Ans-One should keep one's promise.
- **3-Bread and butter are a wholesome food.**
- Ans-Bread and butter is a wholesome food.

GATEWAY CLASSES

Subject verb agreement

- **4- The dog lost his chain.**
- **Ans-** The dog lost its chain.
- **5-The police is coming.**
- **Ans-** The police are coming.
- **6-They cooked dinner by themself.**
- **Ans**- They cooked dinner by themselves.
- **7-I saw two deers in the park.**
- **Ans-** I saw two deer in the park.
- **8-Let her and I do this work.**
- **Ans-** Let her and me do this work.

GATEWAY CLASSES

Subject verb agreement

- **9-Everyone must do his work.**
- **Ans-** Everyone must do one's work.
- **10-One must do their duties.**
- **Ans-** One must do one's duties.
- **11-Two miles are not a long distance.**
- **Ans-** Two miles is not a long distance.
- **12-This is one of the most interesting books that have ever been published.**
- **Ans-** This is one of the most interesting book that has ever been published.

GATEWAY CLASSES

Subject verb agreement

- **13-The quality of mangoes are good.**
- **Ans-**The quality of mangoes is good.
- **14-Bread and butter are not fit for breakfast**.
- **Ans -** Bread and butter is not fit for breakfast.
- **15-My pants is short.**
- **Ans-** My pants are not short.
- **16-A pair of new pants are available now.**
- **Ans-** A pair of new pants is available now.

GATEWAY CLASSES

Subject verb agreement

- **17-Is this scissors yours?**
- **Ans-** Are these scissors yours?
- **18-These sceneries are beautiful.**
- **Ans-** This scenery is beautiful.
- **19-Neither my sister not my brother are going there.**
- **Ans-**Neither my sister not my brother is going there.
- **20-Neither the teachers nor the students is happy with your attitude.**
- **Ans-** Neither the teachers nor the students are happy with your attitude.

GATEWAY CLASSES

Subject verb agreement

- **21-Neither of the boys are qualified.**
- **Ans**-Neither of the boys is qualified.
- **22-He did not buy neither the pants nor the shirt.**
- **Ans -**He bought neither the pants nor the shirt.

  Or
- He did not buy either the shirt or the pants.
- **23-There are a book in the library, that is of ancient History.**
- **Ans-**There is a book in the library, that is of ancient History.

GATEWAY CLASSES

Unit-1 : Lec-9 – Subject verb agreement

- **24- There is three heros in the movie.**
- **Ans-**There are three heros in the movie.
- **25-Not only she but her sisters is invited .**
- **Ans-**Not only she but her sisters are invited .
- **26-Not only the flowers but also the trees needs watering.**
- **Ans -**Not only the flowers but also the trees need watering.
- **27-The wages of sin are eternal suffering.**
- **Ans-**The wages of sin is eternal suffering.

GATEWAY CLASSES

Unit-1 : Lec-9 – Subject verb agreement

- **28-The news are spreading quickly.**

- **Ans-** The news is spreading quickly.

GATEWAY CLASSES

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Thank You

AKTU Syllabus : Unit-2

❖ Listening and Speaking Skills:

Active Listening :Meaning and Art of Listening, Traits of a Good Listener, Listening modes, listening and Note taking, Types of Listening, Listening Techniques using Ted Talk Audio listening with script reading, Pronunciation; Speaking style ; content and sequencing.

GATEWAY CLASSES

Unit-2 : Lec-1

Active Listening

❖ **Active Listening -Meaning and art of listening -**

❖ **What is Listening -** Listening is the process of -

- Receiving
- Understanding
- Evaluating the message
- Translate it into meaning
- Reacting/responding to the message
- Sending feedback of about how much you could understand the message....

GATEWAY CLASSES

Active Listening

- **What is Active Listening -** Active listening is to listen to some speech or content with 100% accuracy and attentive mind.

- The kind of listening, in which the listener is totally focused and concentrated and 100% active towards what is being delivered to him. He, thus gives full attention and consequently, he grasps entire conversation.

- Hence we can say that active listening is-

- **Listening and responding to another person that improves mutual understanding.**

GATEWAY CLASSES

Active Listening

❖ Traits of a Good Listener -

- A good listener should be non- judgmental and non interrupting.
- He should have patience to listen to.
- He should be open minded, ready to listen to, and enthusiastic.
- He should be non partial and unprejudiced and unbiased.
- He should not be flighty/tensed or physically tired.
- He should be focused and concentrated.

GATEWAY CLASSES

Active Listening

- He should have some background knowledge of the subject matter.
- He should have some critical and analytical approach.

- He should pay attention to the non verbal gestures of the speaker and should establish proper eye contact with the speaker. He should read body language and feelings of the speaker

- He should remove all barriers and distractions as noise, distance etc, which may spoil the quality of message.

- He should be caring, understandable, objective and interested to listen.

- He should make a mental map of what is being delivered.

GATEWAY CLASSES

Active Listening

❖ **Listening Modes- Types of Listening -** Listening is of many types. Here are different modes of listening, discussed as under-

❖ **(1)Appreciative Listening -**This is a kind of provocative listening. The purpose of appreciative listening is-

- To encourage the speaker to speak more.
- To boost up the moral of the speaker.

Examples –

- (a)-When teacher encourages the student to speak more, on his/her first presentation.
- (b)When we scroll the play list of any singer, if we find any of his/her song melodious.

GATEWAY CLASSES

Active Listening

❖ **(2) Critical Thinking -** It is a kind of thinking, that involves-

- Analysis
- Critical thinking
- Judgement/Passing feedback/throwing verdict

- It is actually a kind of listening, in which we not only listen to speaker ,but also we have to check and judge-.

- What is being said
- How much relevant it is
- What is the impact/effect of the speaker....

GATEWAY CLASSES

Active Listening

Examples -

- In debate
- In interview
- In an upcoming election, while listening to some leader or manifesto of various political parties, we ultimately have to decide which one is the best to caste our vote for.

❖ **(3) Empathetic Listening -** In this kind of listening we listen -

- To know and understand the feelings/emotions of the speaker.
- to read the mood of the speaker...

- It is an ultimate kind of listening, in which we listen not only with our ears but with our heart and soul.

GATEWAY CLASSES

Active Listening

❖ **(4) Selective Listening -** In this kind of listening, the listener listen to only selective /particular/specific portion ,that is of his or interest.

➢ He ignores remaining part of the speech.

Examples-

➢ To listen to the news of your district from Aaj Tak.

➢ To listen to the Sports News Section amid Evening News.

➢ To listen to the particular train arrival timing /flight arrival amid announcement.

GATEWAY CLASSES

Active Listening

❖ **(5) Active Listening -** In this kind of listening, the listener is focused, attentive ,concentrated and 100% active towards listening.

- He listens to every word with utmost care and grasps 100% meaning of what is being delivered to him. Consequently he answers to the questions and he also asks cross questions, where there is complications to him.

- He participates without any tension or diversion. His mind is not flighty,tensed or tired.

- This kind of listening is desirable to the professional world.

GATEWAY CLASSES

Active Listening

Examples -

- To listen to speech in the seminar.
- To listen to some group discussion/debate.
- To listen to the lecture if your favorite teacher.
- To listen to the questions, asked by the interviewer..
- To listen to the instructions of invigilator before appearing in some examination...

GATEWAY CLASSES

Active Listening

- **(6) Passive Listening -** In this kind of listening, the listeners mind is somewhat diverted or distracted. He is presented though, yet he may be mentally absent.

- This is not the least desirable because in this kind of listening, the listener listens hardly 10-20% of what is being delivered to him. He does not ask any question. He does not put forth any queries or doubts.

Examples -

- To listen to some joke..
- To listen to some comment, passing from busy road

GATEWAY CLASSES

Active Listening

❖ Techniques of active listening -

- To listen to actively needs to practice for 3 Rs. These are-

- **(1) Repeat-** Listen to some content again and again. Listen 3-5 times or until you grasp the meaning completely. You can listen to particular /selective portion repeatedly, which is rather difficult or rather incomprehensible.

- **(2) Reflect** - Whatever is heard, analyze and reflect well. Visualize and make a mental map of words, situations and descriptions..

- **(3) Respond -** Make yourself ready to react and to answer the possible questions, that may be asked.
- This way your horizons may be broadened which would help you to be an active and attentive listener.

GATEWAY CLASSES

Active Listening

❖ Importance/purposes of Active Listening –

- It helps to improve mutual trust.
- It helps to create desirous impact of the delivered message.
- It is the easiest way to cherish relationship bonding's.
- It helps in problem solving.
- It is important in managing conflicts.
- It helps to understand the feelings/emotions/grievances of other persons.
- It helps to offer empathy and support to the affected ones.
- It is the mark of healthy professionalism and mannerism.

GATEWAY CLASSES

Active Listening

❖ Skills, required to develop Active Listening(Tips to develop active listening-

- One needs to have certain skills if one wants be an active listener. One should follow certain things to be an active listener. These are -
- (1) Ask open ended questions.
- (2)Ask cross questions, until the concept is cleared to you.
- (3)Make request for clarification in case of having even a slight doubt.
- (4) Be attentive, focused, concentrated.
- (5)Be patient, curious, open minded, free from any kind of prejudice, biasness or partiality. Be respectful to the speaker.

GATEWAY CLASSES

Active Listening

- (6) Gather some background knowledge before you attend to any lecture..
- (7) Practice to listen to some content daily.
- (8) Practice makes a man perfect. Hence, listen to English songs, discussion programs, debate and the like in TV or radio.
- (9) Note non verbal gestures of the speaker and establish eye contact with the speaker. It would help you to be focused.
- (10) Stay attuned to the feelings of the speaker.

❖ **Tips to develop active listening**

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Unit-2 : Lec-2

✓ Listening & Note taking

✓ Listening Techniques using Ted Talk audio

✓ Pronunciation

❖ **Listening and Note Taking-** Note taking us an art that totally depends on our active and attentive listening skills.

❖ **Let's discuss what is Note Taking -**

➢ Note taking is the process of recording information from speaker.

➢ In other words we may say that note taking is the process of jotting down important points from some lecture, speech or presentation.

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Listening & Note taking

❖ Importance of Note taking-

- It encourages active listening.
- It helps to keep the points safe for future reference.
- It keeps a record of what is said.
- It helps in developing notes for examination point of view.
- It helps to organize important information in systematic and sequential way.

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Listening & Note taking

❖ Primary methods of taking notes-

Following methods can be used for notes taking-

- (1) Listening
- (2) Preparing outlines
- (3)Drawing maps
- (4)Cornell Method

GATEWAY CLASSES

Listening & Note taking

❖ Techniques and tips of note taking –

- Write phrases, abbreviations and not full sentences.
- Take notes in your own paraphrase, what you hear ,so that it makes sense to you.
- Structure your notes with headings, sub- headings and numbered lists.
- Underline, circle, star or highlight to identify key information, examples, definitions and other important points.
- Minimize distraction and barriers like noise, distance and the like.
- Gather some background knowledge too on the topic in discussion.
- Keep your mind free from all kind of tensions and fatigue. Instead afresh yourself.

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Listening & Note taking

❖ Importance of listening in note taking -

- Listening is very important in note taking. it is necessary for the following reasons-.
- (1) listening properly to speech is the only way to take notes. Otherwise many prominent points would be lost.
- (2) Listening will help you to increase your focus and a focused mind requires to take notes.

GATEWAY CLASSES

Listening Techniques using Ted Talk audio

❖ What is Ted Talk -

TED is an acronym, in which -

- T stands for Technology
- E stands for entertainment
- D stands for design

Ted talk are recorded public speaking presentations, using the elements -

- Technology
- Entertainment
- Design

GATEWAY CLASSES

Listening Techniques using Ted Talk audio

- TED Talks are a series of influential, inspirational, and informative presentations given by experts, scholars, professionals, and creative thinkers from various fields.

- Ted Talks are known for their short duration, typically lasting between 5 to 15 minutes.

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Listening Techniques using Ted Talk audio

❖ Where TED TALKS are available –

- They are often delivered at TED conferences, online through the official TED website and other platforms.
- Ted talks are accessible to a global audience and are widely used as educational resources, promoting learning and understanding across diverse subjects.
- TED Talks now cover a wide range of subjects, from science and technology to personal development and global issues.

GATEWAY CLASSES

Listening Techniques using Ted Talk audio

❖ Utility of Ted talk

- Ted talks spread innovative ideas and inspire people to think differently about various aspects of life and society.

❖ History of Ted Talk -

- **TED TALKS started in 1984.**

❖ Some Ted Talk Speakers are-

- Vivek Bindra
- Sandeep Maheshwari
- Vikas Divya keerti

GATEWAY CLASSES

Listening Techniques using Ted Talk audio

❖ **Some topics of Ted talk are-**

- Power of Motivation
- How to get success
- How to manage stress

- Hence Ted talks are inspirational and motivational videos, that are designed technically, digitally mixing with healthy Humor, wit and intelligence.

GATEWAY CLASSES

Listening Techniques using Ted Talk audio

❖ Skills required for Ted Talk speaker -

- Know the needs and taste of the audience.
- Be authentic and crisp brief and entertaining.
- Keep your presentation as simple as you can make it. It must be easy comprehensible.
- Title is your presentation should be brief self explanatory and attention grabbing.
- Present examples, real life experiences and anecdotes. But these should directly be related to the main theme of the topic.
- Diversify your delivery using pitch/intonation/proper pronunciation etc.
- Use quotations, poetical lines, short stories to make it more relevant, engaging and thought provoking.

GATEWAY CLASSES

Listening Techniques using Ted Talk audio

❖ Listening techniques using ted talk audio-

- Improving your listening skills using TED Talk audio can be a rewarding experience. Here are some techniques one can use:
- **1.** Active Listening: Focus completely on what the speaker is saying. Avoid distractions and give your full attention to the audio.
- **2.** Note-taking: Jot down key points, interesting ideas, and important facts.
- **3.** Summarizing: After listening to a section, try to summarize what you've heard in your own words.
- **4.** Questioning: Ask yourself questions about the content. What is the main idea? What evidence supports it? What implications does it have?
- **5.** Predicting: Based on what you've heard so far, try to predict what the speaker might say next. This keeps you engaged and actively thinking about the topic.

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Listening Techniques using Ted Talk audio

- **6.** Visualizing: Create mental images of the concepts being discussed. This technique can enhance your understanding and retention of the material.
- **7.** Discussion: If possible, discuss the TED Talk with others. Explaining what you've learned to someone else reinforces your understanding and helps you retain the information
- **8.** Repeat and Reflect: Listen to the same talk multiple times. You'll likely pick up new details with each listening. Afterward, reflect on what you've learned and how it relates to your own experiences or knowledge
- **9.** Rehearsals - Remember, practice and consistency are key to improving your listening skills. TED Talks cover a wide range of topics, so you can choose talks on the topic of your interest.

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Pronunciation

❖ Pronunciation - What is Pronunciation -

- Pronunciation is the art/method/manner in which a letter, word or sound is produced/delivered or said.

- Hence, pronunciation is the speaker's manner of delivering sounds, using particular devices of paralinguistic, such as- tone, accent, rhythm, intonation, rate and pace etc.

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Pronunciation

❖ Aspects of pronunciation -

- **(1) Phonetics -** The study of how different sounds at different places are delivered as sound of 'U' in BUT and PUT are different.
- **(2) Word Stress -** Emphasis on certain syllable in a word as- In - depen -dent
- **(3) Sentence Stress -** Emphasis on certain words in a sentence, as- Ram is a good player of hockey.
- **(4) Linking -** How different words are joint together.
- **(5) Intonation -** How and where we have to rise and fall out sounds.

❖ Pronunciation tips -

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Thank You

Soft Skills(BAS-105/205)

AKTU Syllabus : Unit-3

Reading and Writing Skills

Reading style: Skimming; Scanning; Churning & Assimilation, Effective writing tools and methods: Inductive, Deductive; Exposition; Linear; Interrupted; Spatial & Chronological etc, Official and Business Letter writing Agenda, Notices, Minutes of meeting,

GATEWAY CLASSES

❖ What is Reading-

- Reading is the process of translating letters and other symbols into meaningful information for understanding and using it in our daily life for various purposes.
- **Objectives/Purposes of Reading -**
- **Reading *enhances our knowledge.**
- **It gives us *deep insight** into subject.
- Reading skills makes us **analytical .**
- Reading a lot helps us to **solve complicated problems .**

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- Reading **broadens our vision, our thinking** skills and **critical skills**.
- **Reading *motivates** us ,**inspires** us.
- Reading gives us **pleasure** too. We can make reading as our hobby too.
- Reading helps to **enrich our vocabulary**. Hence it indirectly **improves our communication skills** too.
- **Types of Reading Style -** Reading can be done by following a number of styles. Some of the styles are as under-

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Soft Skills Unit-3 : Lec-1

- **(1) Churning-** Churning is actually a specific reading technique. Churning means-
  - Interpretation
  - Inference

- **Interpretation** - interpretation is to get the summary of all important points on a topic.

- **Inference** - Inference is to read between the lines. Understanding those facts ,that are hidden and not stated openly.

- **For example -**
  - To learn vocabulary -Antonyms/Homonyms/Homophones/Portmanteau Words and the like we use churning.

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- **(2) Assimilation -** When we try to make a mental map of the entire passage,that we have read, it is called Assimilation.
  - Assimilation means to visualize, what we have read.
  - When we say that we have understood a concept/formula/theme, after reading a chapter, we have actually done Assimilation.

- **(3) Scanning -** Scanning is for the act of searching specify information in a text format.
  - Scanning involves the technique of -
  - **Rejecting and ignoring irrelevant or unnecessary** information from the text, to **locate a specific piece of information.**
- **For example –**
  - To search a word from the dictionary.
  - To find out a number from telephone directory.
  - To locate someone's address or some specific advertisement from Yellow Pages.

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❖ **(4) Skimming -** Skimming is sometimes referred to as gist. It means-

- Going through the text to grasp the main idea. Here the reader does not pronounce each and every word of the text, but focuses their attention on the main theme or core of the text.
- This is actually a type in which we try to get an idea about the book.

We read the book from here and there, leaving some portions in between.

- This helps to give a rough idea of the text.

For example

- To sort out the book of our taste from library.

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❖ **(5) Intensive Reading -** This involves **serious and deep study of the text.**

- In this kind of reading, we focus on each and every word. We even re-read sometimes. We have to read twice or even thrice to comprehend the meaning of the text.
- Hence in intensive reading we read the text until the meaning of each and every word is clear to us.

❖ **For example -**

- While answering to the questions, we read ,re-read the comprehension passage until we locate the answers.
- While reading to the text book, we do intensive reading.
- While reading scientific and research articles/magazines we imply intensive reading.

GATEWAY CLASSES

- **(6) Extensive Reading -** This is sometimes referred to as gist. In this reading ,we read the book thoroughly. It is a kind of -
  - General reading for general information
  - In this kind of reading, the reader does not mind certain difficult meaning or expressions and carries on reading without stopping, until they became hindrance in the overall understanding.
  - This type of reading is generally required for-
  - Pleasure reading, reading of entertainment literature.
- **For example -**
  - While reading story books.
  - While reading travel books and newspaper etc.

GATEWAY CLASSES

Difference between Intensive Reading and Extensive Reading -

- 1-Intensive reading involves **serious and sincere study of the text.** while-
- Extensive reading is **general reading for general information**.
- 2-In intensive reading, we read **word to word.** while-
- In extensive reading we read **thoroughly.**
- 3- In intensive reading we **read twice or thrice** to understand the complete meaning. While -
- In extensive reading, we read **randomly, skipping some tough words .**
- 4-Examples of intensive reading -

Reading technical articles , Reading legal documents , reading terms and conditions in policy.

- Examples of extensive reading -

Reading story books, travel books, magazines etc.

GATEWAY CLASSES

Difference between scanning and skimming

- Scanning is **to search specific information that is of our use or interest.**
- while -

Skimming is referred to gist.

- In scanning we **reject and ignore un-necessary and un-important** information.
- While in skimming **we read from here and there, leaving some portions in between.**

- **Examples of scanning -**
- To **search a word from dictionary ,to search a phone number from telephone directory.**

- Examples of skimming are-

To sort out a book of our interest from library.

GATEWAY CLASSES

❖ **Tips to develop Reading Skills-**

- (1) Read the words aloud. Re read the same passage to gain fluency. Underline the key words or key ideas in first reading and then in the second reading ,focus more on underlined portions.
- (2) Make a summary of your reading. Prepare outlines.
- (3) Ask a question on the text ,you have ever read. Cook up questions in the brain about the text you are reading.
- (4) Break up the text into smaller portions.
- (5) Shun all sorts of distractions.
- (6) Practice and rehearse. Be consistent. Develop a habit to read paraphrase on regular basis.

GATEWAY CLASSES

❖ Effective writing tools and methods –

❖ **(1) Inductive Method-** In this order we move from particular statements to general ones.

- We start with topic sentence or key sentence. Later on we explain and elaborate that key sentence/central idea in the further lines.
- It is generally used in newspapers reports, where we find -
- **Headlines first ,then elaboration of the report.**

- **(2) Deductive Order -** It is the reversal of the Inductive order. In this order we start from general statements. Then on the basis of that we reach to conclusion. Topic sentence is usually the last sentence in this kind of paragraph.
- For example in Mathematical Theorems, we solve the theorem step by step and then in the last we reach to conclusions ,i.e.

❖ **Hence it is proved.**

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- **(3) Spatial Order-** Spatial is related to **space.** It is a principal of descriptive writing, where items are arranged -
- **In order to their physical location/appearance and shape .**
- Spatial order is used to describe the location of things, in order as they appear in shape, i.e.-
- Round
- Rectangular
- Oval
- Cylindrical
- This method is used to describe-
- Parts of machine
- Measurements of land/area/infrastructure

GATEWAY CLASSES

- **(4) Chronological Order -** The term chronology refers to time .

- In this method, events are arranged in the order as they occur in order to time.
- In this order events occurred from first to last, sequentially, in terms of time.
- It is used to describe -
- Historical events
- Procedures and processes, related to business/science and engineering.
- **Example -**
- Birth -27 December,1986
- Graduated at-2007
- Married at-2010
- Got award at- 2015

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❖ **(5) Cause and Effect Order- This method explains -**

- What made an event happen...
- What is the outcome of the event....

(6) Compare and Contrast order - This method shows similarities and dissimilarities/differences between/ among -

- People
- Ideas/concepts/aspects/mindsets
- Situations/circumstances
- Items/things

This method also helps one to decide -which ones is the better among all .

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❖ **(7) Interrupted Order-** Interruption, although is not a positive term to use professionally ,but even then, while writing paragraph, Interruption method is useful.

- This method is used -
- To give a turn to the lines of thought.
- To change the idea
- To introduce a new concept..

GATEWAY CLASSES

❖ **(8) Linear Method-** In linear method ,the author moves-

- Systematically, following the steps of-
- Gathering ideas
- Adding
- Moving(collecting/recollecting)
- Changing (shifting/adding/deleting)
- Proofreading
- Final drafting
- Sharing the blue prints with the readers.

GATEWAY CLASSES

❖ **(9) Exposition Order-** Exposition is a type of oral or written method of developing paragraph. It is used to -

- Explain
- Describe
- To inform
- In this method ,topic sentence is usually the first sentence.The entire paragraph is an explanation of the topic sentence.

GATEWAY CLASSES

(10) Problem and Solution Method- In this method, the writer begins by explaining the problem and then he offers -

- Solution or multiple solutions, a series of solutions.
- If the writer is successful to convince the audience with his solutions, the paragraph becomes influential and winning and it also leaves an indelible impression onto its readers.
- For example -
- The problem of pollution and preventive measures to check pollution.

GATEWAY CLASSES

(11) Facts, Figures and statistics Method- These forms of details will not only help in the development of ideas but also makes your paragraph impressive, logical and rational.

- But be careful and examine carefully that all the facts that we are going to use should be accurate and correct.

- **For example -**

- The average person eats almost 1500 pounds of food a year.
- The human eye winks an average of 42 lakhs times a year.
- Wallmart generates $30 lakhs in revenue every 7 minutes.

GATEWAY CLASSES

❖ Official and Business Letter –

➢ Features of Business Correspondence -

(1) Precision - Business Correspondence should be brief, Concise, crisp, to the point, upto the mark. The writer should not use too many words, because too many words divert the attention of the reader from the central point.

(2) Clarity - Clarity is the essential element of business correspondence. It should be as clear as crystal. There should not be any ambiguity or hidden expression. Meaning should be clear and transparent at first reading.

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(3) Complete - Business document should be complete in all respects. There should be a complete description of all the particulars, items, size, colour, model, rate, date, time, venue and the like.

- **Precision should not be achieved at the stake of completion.**

(4) Courtesy - Business letter should be written in polite, soft and tender tone. To maintain courtesy ,some polite tactics may be adopted, such as use of thank you ,please, kindly etc.

GATEWAY CLASSES

- **(5) You Attitude -** You attitude is must for business correspondence. You attitude means to make the reader feel-
- How much **important** and **valuable** he is...
- **For example** - I am inviting you to attend fresher's Unite.(✕)
- You are cordially invited to attend the Fresher's Unite.(✓)

GATEWAY CLASSES

Application to the bank Manager

To,

The Bank Manager
Canara Bank
Meerut

Subject :- About the loss of ATM Card.

Sir,

With due respect I beg to urge that I lost my ATM Card today while shopping. My wallet used to skipped from my pocket and ATM card was kept inside it. Kindly block my ATM card to prevent any fraudulent practice. I will be highly obliged.

Thanking You.

Applicant :- Siddharth Jain
A/C No. :- 310901xxxxxx
Phone No.:- 9927XXXXXX

GATEWAY CLASSES

Application to the bank Manager

To,

The Bank Manager
Bank of Baroda
Meerut

Subject :- To avail SMS facility.

Sir,

With due respect I would like to appeal that I want to avail SMS alert on my registered mobile Being a working professional it is impossible for me to visit branch every time. To check my transaction, SMS alert will help me. My registered mobile no. is 9922992XXX.

Thanking You.

Applicant :- Siddharth Jain
Adress:- Jagriti Vihar, Meerut
A/C No. :- 31090xxxxxxx
Phone No.:- 9927XXXXXX

GATEWAY CLASSES

RESUME

Harsh,
Ganga Nagar
Meerut
harshxxxxxxx@gmail.com
914922XXXX

Photo

Objective :- To prove my self as an asset for the organization, where I am associated with, due to my hard work, dedication and potential.

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❖ Academic Qualification :-

Standard / Course	Year	Board / University	Subject offered	% Marks obtained
B.Tech	2020	AKTU	CSE	94%
Intermediate	2016	CBSE Board	PCM	84%
High school	2014	CBSE Board	All subjects	77%

GATEWAY CLASSES

Soft Skills Unit-3 : Lec-3

❖ Training :-

- Had one month HCL Technologies Noida.
- Had 15 days Summer training in ‘Aptech India’ , Ghaziabad.

❖ Experience :-

- Applying as a fresher.

❖ Key skills :-

- Competency in Java and C++.

❖ Strenghts :-

- I am Hard working.
- I enjoy working on some new project is my passion. I never cheat with people.

GATEWAY CLASSES

Soft Skills Unit-3 : Lec-3

❖ Weakness :-

- I am homesick
- I am aggressive to work.
- I am emotional to some extent

❖ Personal Information :-

Name :-	Harsu Singh
Father name :-	Vivek Kumar
Mother's name :-	Kamla Devi
Language known :-	English & Hindi
Blood Group :-	B+
Nationality :-	Indian
Religion :-	Hindu
Martial status :-	Single
Hobbies :-	Painting and Reading Book.

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❖ Declaration :-

I, hereby declare that all the above details are true to the best of my knowledge and nothing is hidden or kept secret.

Place :- IMS College, Delhi
Date :- 15.11.2022

Signature

GATEWAY CLASSES

Covering Letter

To,

The Manager
HCL, Noida

Subject :- Applying for the post of Quality Manager.

Sir,

With due appeal I beg to urge that I have come to know through the advertisement published in the 'Times India Accent', that a post for Quality Manager is lying vacant in your company. I am applying for the same. I assure you sir to leave no stone unturned, if a chance would be given to me.

Thanking You.

Yours Truly :-

Sonu Phone No.:- 9927XXXXXX

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❖ What is Agenda –

- The word 'Agenda' is the singular form of 'Agendum'.
- Agenda is a list of points, that are to be discussed in a particular meeting. Agenda is prepared for the purpose of sending it to the members, before the commencement of a meeting.
- **When is agenda sent-** Agenda is sent at least one day prior of the scheduled date of meeting, so that members may be ready to participate/discuss and put forth their opinions/points/valuable suggestions.

GATEWAY CLASSES

❖ Objectives of Agenda-

- To aware the members of the team mentally/physically and morally.
- To get them ready to participate/discuss and put forth their valuable suggestions and opinions, points of criticism.
- To make the members ready with all the documents,(asked for).
- **Who prepares Agenda -** Agenda is prepared by some designated member of the group, generally by the secretary.

GATEWAY CLASSES

❖ What is included in Agenda -

- Date and time of the meeting.
- Topic, a list of topic, points to be discussed in meeting.
- Venue of the meeting.
- Documents required for the particular meeting.

GATEWAY CLASSES

❖ Guidelines to prepare Agenda-

- (1) All the important points should be covered in the agenda.
- (2) It should be prepared in an unbiased, impartial manner.
- (3) Agenda should be crisp, upto the mark and clear in its purpose.
- **Meeting** -The word 'meeting' actually is derived from the Latin word- "Minuta Scriptura", that means small notes.
- According to some sources, it was first used in that sense in early 18th century.

GATEWAY CLASSES

- **What is Minutes of Meeting -** Meeting minutes are notes that are recorded during a meeting. These highlight the key issues that have been discussed, proposed and voted on in a meeting.

- Apart from this, the activities, undertaken in a meeting is also recorded in minutes of meeting.

- Who records the minute of meeting - The minutes of meeting is usually recorded by a designated member of the group, generally by the secretary.

GATEWAY CLASSES

❖ What is included in Minutes of Meeting -

- Date and time of the meeting.
- Name of attendees and absentees both.
- Acceptance of, or amendments made to the previous meeting.
- Decisions made regarding each item of agenda, such as activities, under taken, or agreed upon, next steps to be taken.
- Date, venue and timing of the next meeting.
- Documents to be included in the meeting report.

GATEWAY CLASSES

❖ Guidelines to prepare minutes of meeting -

- Prepare minutes just after once the meeting is over.
- Review the outline and make adjustments, wherever necessary.
- Revise the minutes and ensure these are brief, complete and clear.
- Difference between Agenda and Minutes -

GATEWAY CLASSES

Soft Skills Unit-3 : Lec-4

- (1) Agenda is prepared before the meeting.
- Minutes are prepared after the meeting.

- (2) The objective of agenda is to make the members ready to discuss/propose/vote on the said topic.
- The objective of the minutes is to keep a record of -
- What is said...
- What is heard...
- What is done...
- What is seen...

- (3)Agenda is drafted in future tense.
- Minutes are drafted in past tense.

GATEWAY CLASSES

❖ What is a notice –

- Notice is a formal, written, or printed document to announce for some event or important /urgent information, conveyed to a group of people. It is written in a very precise language avoiding any extra details.

- **Purpose of writing Notice -** Notices are prepared to-

- Disseminate information regarding any occasion or issue.

- Convey urgent information.

- To call for meeting.

GATEWAY CLASSES

❖ GUIDELINES FOR NOTICE WRITING

- It must be enclosed in a box.
- The word NOTICE, date and name of the organization must be clearly mentioned on the top.
- All the important information must be mentioned (Who is giving the information; what is the information meant for; what is the information).
- The purpose of writing a notice must be clear.
- It should be written in highly formal tone and style.
- It is usually written in the third person.

GATEWAY CLASSES

- A well written notice must inform the readers about five questions -

- Where will the even take place?
- When it will take place?
- Who can apply/participate?
- Whom to contact or apply to?

GATEWAY CLASSES

Why to participate?

- Notice should be written in prescribed format and style.
- Appropriate heading should be given.
- There should be clarity in writing. It should wipe out all confusion.
- It should be drafted in neat and clean manner.

GATEWAY CLASSES

SAMPLE OF NOTICE

Sample -1

Aryan International School, Ghaziabad

NOTICE

20th April, 20XX
Student Exchange Programme

The school has planned a student exchange programme wherein students of Lenin Memorial High School, Russia would be attending classes in our school. The programme will be conducted from 15th to 20th May, 20XX. The visitors will stay with our students at their homes. Interested students may contact the undersigned.

Geeta Gangwani
Co-ordinator
Senior Secondary section

GATEWAY CLASSES

SAMPLE OF NOTICE-

Sample 02

Vital Handloom Pvt. Ltd.

NOTICE

21 December, 2021

General body Meeting

There will be a General Body Meeting of our Employees Recreation Club of the company to create sub committees to organize different activities as regards to New Year Celebrations. Any suggestions and ideas are welcomed.

Sd/-
Siddharth Krishnan
Secretary

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AKTU Syllabus : Unit-4

Introduction to oral communication, Nuances and Modes of Speech Delivery, Public speaking: confidence, clarity, and fluency, Individual Speaking: Elements; Non verbal Communication: Kinesics, Paralinguistic features of Voice-Dynamics, Proxemics, Chronemics, and Presentation Strategies: planning, preparation, organization, delivery.

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Oral Communication

- **What is oral Communication**
- When we interact face to face, at the either end of telephone, when sender and receiver both are in front of one another, it is known as oral Communication.
- Oral Communication implies communication through **mouth/voice.**
- It includes individuals, interacting with one another, be it-

GATEWAY CLASSES

Direct conversation Or Telephonic conversation

- Examples–
- Speech
- Debate
- Presentation
- Dialogue
- Interview
- Group Discussion
- Podcast etc.....

GATEWAY CLASSES

Advantages of Oral Communication –

- There is high level of **understanding** and **transparency** in oral communication as it is inter-personal.
- There is **flexibility** in oral communication. It helps in the changes of decisions, taken previously as per the changing needs and demands/circumstances.
- **Instant feedback** is possible in case of oral communication.
- Oral communication is not only **time saving** ,but it also saves much of our money and energy.

GATEWAY CLASSES

- Oral communication is the best in case of conflict resolution, as both of the affected parties are physically present to one another.
- It helps in **team building** and **team work.**
- Oral communication is the best medium to **transfer private** and **confidential issues/matters**.
- Oral communication promotes **healthy and congenial atmosphere** around.

GATEWAY CLASSES

Disadvantages of oral communication–

- Relying only on oral communication may not be sufficient, as professional world is **highly formal** and very **organized**.
- Oral communication is **less authentic** than written communication.
- Oral communication is **time saving** only in case of daily interactions but in case of conducting seminars, interviews, long speeches it consumes lots of time.
- In case of delivering **lengthy** messages, it is improper method as many of the important points may be skipped on the way.
- **It does not have legal validity** as there is no record of what is said. Oral communication is restricted to the available audience only.

GATEWAY CLASSES

Paralinguistic Features of communication

What is Paralinguistic –

- ‘Paralinguistic’ word comes from the combination of two words-
- Para (besides) Linguistic (language)
- According to Richard,
- "Paralinguistic involves study of verbal and non verbal messages or speech”.

  Paralinguistic involves-
- Rate, pitch, intonation, volume, fluency, pace etc.

GATEWAY CLASSES

- Thus paralinguistic features deal with non speaking communication, that does not involve any words but it is very important as it can make or break the impact of our communication. According to John,
- "We speak with our vocal cords, but we converse with our entire body."

Features of Paralinguistic communication –

(1) Pitch - Pitch is **high or low** notes on the scale.

- Pitch is the **rate of variations** on the vocal folds.
- **Pitch is important for the following reasons-**
- Pitch reflects **speaker's mood and interest** in speaking.

GATEWAY CLASSES

- Pitch also expresses **speaker's emotional state.**
- Pitch helps to **avoid monotonous impact** in the speech.
- Pitch indicates, whether the speaker is –
- Asking a question
- Passing order
- Making request
- Simply speaking
- A high pitched person sounds:-
- Unpleasant

GATEWAY CLASSES

- Irritated
- Ill mannered
- Childish
- Artificial
- While a person with low pitch is taken with-
- Greater responsibility
- Greater authority
- Greater credibility
- It is advisable to start softly and in low pitch and then to switch in high pitch if it is the demand of the content

GATEWAY CLASSES

(2) Pace/Rate- Rate is the number of words that we speak per minute. Rate also reflects the **meaning and impression** of our communication.

- Most of us speak at an average of **150 words** per minute. If we speak to the limit of **200 words** per minute, the message will sound virtually **intelligible and intellectual**.
- In contrast, if we speak **too slowly** , others may perceive us to be –
- Lacking in confidence, Short of knowledge, Inactive and unwilling

GATEWAY CLASSES

(3) Intonation -It tells –

How the voice rise and fall in speech.

- In other words, intonation is –

The way, the pitch of speaker's voice goes up and down.

- Intonation is of 3 types-
- Rising intonation
- Falling intonation
- Rising -Falling intonation

GATEWAY CLASSES

(4) Articulation - Speaker should be careful about not to-

- Slop, slur, chop, truncate and omit sounds between words and sentences.
- Lazy articulation or speaking over words will lower down the credibility of the speaker.

(5) Pause - Pause is –

- Interruption of action, Speaking briefly, Stop temporarily (In between)
- A pause helps not only the listener, but the speaker as well. Pause comes automatically in between the major points of your speech.

GATEWAY CLASSES

(6) Volume - Volume is the –

- Loudness or softness of our voice.
- Speaker's volume reflects **his nature, mood and attitude**.
- Researchers say that **one's assertiveness, confidence, boldness** are reflected in louder volume, while one's intellectualism, deep insight of the **subject matter**, his **polish manner** and **etiquettes** are peeped out from one's softer volume.
- We should use **moderate volume**, neither **too high not too low**.

GATEWAY CLASSES

(7) Pronunciation - Pronunciation is a way, style in which a particular word, letter or sound is produced or delivered.

- We should follow –
- British Received Pronunciation
- Speaker's pronunciation should be accurate and exact, clear and grammatically acceptable.

GATEWAY CLASSES

Public Speaking

- **Public Speaking -** Public speaking is the practice or art of delivering a speech to the live audience
- Public speaking is an art of delivering a specific content to a specific sect of audience with a specific goal, target of reason.
- Generally it aims at –
- Transforming information.
- Motivating people to take a particular action

GATEWAY CLASSES

- Besides, there are manifold purposes of public speaking –
- To inform, to instruct, to persuade/convince
- To teach, train, educate people..
- To up skill and upgrade
- To entertain and amuse the audience

Elements of Public Speaking

1- Who(The speaker)

2- To whom (The audience -Their age gender, background/culture, background knowledge, languages known to them.

GATEWAY CLASSES

3- With what effect-

- Mission
- Goal
- Target
- Expected outcome

4- Using What medium-

- Projector
- Slide
- Blackboard
- Charts/maps/diagrams/tables/pictures and so on...

GATEWAY CLASSES

Pillars of Public Speaking

➢ The **three** pillars of public speaking are-

(1) To verbalize - It means the selection of words ,which the speaker is going to use. It is - **What you speak**

(2) To vocalize - It means - How you deliver words ,using -pitch, rhythm, intonation, pace, rate, Volume, voice modulation and other vocal skills.

(3) To visualize - It means -How the audience visualizes you and your presentation. This involves how you dress, groom and present yourself.

GATEWAY CLASSES

- Be clear, transparent in your presentation. Your presentation must be so influential and winning that it may leave and indelible impression onto the audience.

Tips to overcome stage fear and freight –

- Choose a topic of your interest. Read a lot about that. Collect as much information as you may from reading magazines, journals, newspapers, or from websites, blogs or from surfing you tube channels and the like....
- Prepare more material than is required. It will help you to feel confident.

GATEWAY CLASSES

- Prepare a well researched content, assuming all possible questions and queries that may be asked from audience.
- Reach the venue at least half an hour before the scheduled time. Check all the necessary arrangements beforehand.
- Keep on attending public speaking events from time to time. Observe their way of speaking and their non verbal cues, and notice how they interact to their audience.

GATEWAY CLASSES

- Try to use some humour. Humour works excellently to relax you and your audience both.
- Take some deep breaths. Fresh supply of oxygen will ease your nervousness and fear.
- Last but not the least ,the one and only way to overcome stage fear is to go for rehearsals and repeated practice, hence –
- Practice, practice and practice .

GATEWAY CLASSES

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GATEWAY CLASSES

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GATEWAY CLASSES

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GATEWAY CLASSES

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GATEWAY CLASSES

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GATEWAY CLASSES

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GATEWAY CLASSES

Kinesics

❖ **What is kinesics -**Kinesics stands for science of body language..

- It is said that our actions speak louder than words. Sometimes we fail to express our thoughts into words, there body language conveys a lot Body language comprises of-
- Gesture
- Posture
- Eye contact
- Facial expressions
- Physical appearance
- Smile
- Energy and the like....

GATEWAY CLASSES

Features of kinesics(body language:–

(1) Posture - Posture plays an important role in deciding our personality,as a speaker. Poster indicates –

- How to sit, stand, move on...
- How to take position on Dias/podium...
- How to move into the room.....
- How to take entry in the lecture theatre...
- How to appear before others...
- How to make ourselves accessible to others....

GATEWAY CLASSES

(2) Gesture- Our gesture plays a vital role in determining our impression as a speaker. We should take care of the following things, while maintaining our gesture-

- Do not lean too much...
- Do not lean against anyone ..
- Do not play with chain/ring/handkerchief....
- Keep your hands down. Use mild movements with hands. Do not be artificial while using hand movements.
- Stand at the center where from everyone can see you and you can also establish proper eye contact to each and every member without any hinderance.
- Do not take support of wall, while standing..

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(3) Eye Contact - Eye contact plays a vital role in kinesics. It helps us to feel confident .It also helps to read the mood of the audience, whether they are **boring, irritated, prejudiced, diverted, flighty of inactive .**

- **We should not fix our eyes more than 3-5 seconds to one person.**

(4) Smile - It is said that ,"face is the index of mind.

- Smile makes our facial impressions. Smile helps to –
- Win the favour of the audience.
- Connects us with the audience.
- Be friendly with the audience, so that they may feel comfortable and easy to ask questions and their doubts.

GATEWAY CLASSES

(5) Physical Appearance - It is said that ," first impression is the last impression.“

- To make our physical appearance remarkable and impressive, we should take care of following things-
- Proper body hygiene is must. So have proper care of nails, feet, ankles elbows, neck, and skin.
- Hair should be well trimmed, well combed , properly gelled.
- Nails should be properly paired.

GATEWAY CLASSES

- Dress should suit to the occasion and culture of the organization and it should be properly ironed and well creased.
- Footwear should be cosy and professional. High heels and gaudy footwear may spoil your impression.
- Do not use gaudy jewellery and heavy makeup.
- Handbag or carry bag should not be gaudy. A leather bag/briefcase of black/brown colour is preferable.
- Keep a neatly folded, neat and clean handkerchief in your right pocket.

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Some other features of kinesics-

(A) How to use screen-

- Stand by the screen, while pointing out.
- Stand away from it, while describing or explaining about the points.

(B) How to look energetic –

- Keep energy in your eyes, voice and movements.
- Stand straight. Do not lean too much. Do not cross your arms and legs.

(C) Relax-

- A relaxing speaker is more carefully listened to.
- Audience show more confidence in a speaker, who is cool, calm,relaxing and comfortable.
- People will not focus if you are impatient, or uncomfortable, unorganized or scattered.

GATEWAY CLASSES

Chronology

- **Chronology -** Chronology means **Time Management**. Time management is the process of organizing and planning of how to divide one's activities/projects/tasks in the allotted time slots, setting down priorities.
- Tips of Time Management - Time Management is the key to success. The more influentially we will manage our time, the more successful we will be. Here are some tips to manage time –
- Set a goal, fix your priorities and hit the target one by one, brick by brick, step by step.

GATEWAY CLASSES

- Fix a deadline to complete various tasks.
- Take a break between tasks. It would re energized you.
- Organize yourself. Plan your further activities in advance.
- Do not procrastinate for next day.
- Remove non-essential activities.
- Plan ahead, so that further steps may not be hampered.

- **Role of Time Management –**

- It sounds an individual to be well mannered, well disciplined, punctual and systematic as well as organized.
- It helps us to complete task ahead of time.
- Staying within time limits is a sign of courtesy and professionalism.

GATEWAY CLASSES

Category of Individuals, In prospects of Time Management - There are **two kinds** of individuals, in prospects of time Management

(1) Monochromic - Such kinds of persons value time. They keep their strong hold on every single minute. Each and every single second is under their strict control. Such kind of person –

- Concentrate on their jobs/assignments/projects and liabilities.
- They take time commitments more seriously.
- Such kind of persons treat time as commodity or asset.
- These people are highly punctual and well organized.
- They complete the task ahead of time, reach the venue before time.

GATEWAY CLASSES

Unit-4 : Lec-5 Chronology

Category of Individuals, In prospects of Time Management - There are two kinds of individuals, in prospects of time Management

(2) Polychromic - Such kind of persons do not value time. Thet can break appointments. For them professional liabilities are lesser than personal engagements.

- They linger on their duties.
- They procrastinate the work on tomorrow or following days.
- They have a number of excuses to delay the tasks, assignments, handed over to them.

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Thank You

AKTU Syllabus : Unit-5

❖ Unit-5: Work- place skills:

Leadership qualities; Impact, Communication skills for Leaders: Listening and Responding; Mental health at work place: Managing Stress; Techniques: Application of 4 A's; Avoid; Alter; Access; Adapt

GATEWAY CLASSES

Leadership Qualities

❖ What is Leadership -

- Leadership is a set of qualities, that are created by great efforts. These are not inherited by birth.
- Leadership is the competence and skill of an individual that makes him capable to-
- **(1)** Get the **work done by others..**
- **(2) Influence others** in **a positive way..**
- **(3) Guide and lead the team** to produce better outcomes...
- **(4)** To **inspire** and **motivate** others...

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Leadership Qualities

- Leadership is not all about to pass orders but to get the work done by others, by **influencing them**, **motivating** and **inspiring them**, infusing in them the energy and spark to work.
- **Leadership Qualities**-To be a leader ,one needs to develop a number of qualities. Some prominent Leadership qualities are as under-
- **(1) Empathy -** Empathy is all about to judge others as we judge ourselves, to treat others as we treat ourselves, to respect the dignity of others ,as we respect ours.
- A good leader should know and understand the **pain and problems** of his team mates.
- He should treat his team mates as **his family.**
- He should **listen** to their problems and grievances **patiently** and **calmly.**
- He should be sensitive to the pains and pleasures of his team members.

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Leadership Qualities

- **(2) Integrity-** Integrity is the foundation of good leadership. Integrity means-
- A good leader **must stand for one's beliefs**, no matter how hard, tough unmanageable and unfavorable circumstances there may be ...
- **Be honest, loyal, truthful, dedicated**, self controlled, self disciplined ,self motivated and punctual .
- Adhere to one's ideals.
- Without having integrity ,you can't expect your followers to be true and honest.

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Leadership Qualities

❖ **(3) Communication -** Communication is the **life blood** of successful leader. A leader should -

- Communicate well with team members to **connect with** them.
- Communicate to offer **solutions , suggestions, advice** in their complicated times.
- Communicate to **inspire** and **motivate** them when they are **sick, tired** and **demotivated.**
- Communicate to get to know the problems and grievances of team members from time to time.
- Communicate to **update and train them**, to **inform them** ,to **instruct them** and to persuade them.

GATEWAY CLASSES

Leadership Qualities

- **(4) Self Confidence -** A leader with self confidence has the following features -
- He **thinks**, acts and **reacts** positively.
- He is ready to take risks , challenges.
- He takes decisions **positively** and **quickly.**
- He is ready to explore something new and creative.
- Self confidence makes him able to meet new people and to cherish new contacts.
- He is open to communicate with his team even in tough and unfavorable circumstances and thus he wins their confidence.

GATEWAY CLASSES

Leadership Qualities

- **(5) Considerations -** Consideration means to judge others as you yourself want to be judged, to give equal respect to the dignity of others. A leader with consideration must possess the following features -
- Such person is very **helpful and caring**.
- He **never pulls leg or back bite, but he supports everyone** in his best possible way.
- He is an **intelligent, patient and calm listener.**
- He always **guides and motivates his team mates.**
- He is a person of **low assertiveness and high expressiveness.**
- **He is a man of just and equality.**

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Impact of Leadership Skills

❖ Impact of Leadership Skills –

- To promote collaboration among team members.
- To felicitate communication in team members.
- To make team members understand their duties and responsibilities.
- To infuse in them the Energy and spark to do tough tasks.
- To increase their productivity and efficiency and to invoke them to produce better outcomes.
- To help team members to achieve their goals and targets.

GATEWAY CLASSES

Communication Skills for Leaders -listening and responding

❖ Listening

- A good leader is a calm and patient listener.
- He listens to the problems and grievances of his teammates and take out every possible solution to their problems.
- A good leader listens to his teammates even in their tough and unmanageable situations, where the teammates find themselves helpless.
- A good leader listens to even criticism.
- A good leader listens to even personal problems of his team mates because personal problems may sometimes hinder the professional progress.

GATEWAY CLASSES

Communication Skills for Leaders -listening and responding

❖ Responding -

- A good leader is one who reacts, and reciprocates his teammates in time.
- A good leader should be receptive to the problems of his team mates.
- A good leader should be receptive to his team mates when they come to him with some tangled situations.
- A good leader should be receptive with appreciations when his team mates do some outstanding performances.
- A good leader should respond to his team mates, even if they are approaching to him in unofficial and awkward point of time.

GATEWAY CLASSES

Role of Communication in Leadership

- **Role of Communication in Leadership -** Communication is the life blood of leadership. Communication is important for a leader to -
  - Connect with his team..
  - Council, guide and provide valuable suggestions.
  - Inspire and motivate the team ,when they are demotivated and decentralized.
  - Lead them and to encourage them.
  - Teach and train them, upgrade and update them.
  - Inform, instruct and persuade them.
  - To infuse strength and energy in team members.
  - To get to know their problems.
  - To negotiate to take out some midday, that is equally suitable and justifiable to both the parties.

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Thank You

Mental health at work place

❖ Stress-

- **What is stress-** Stress is a feeling of physical or mental tension on arising some undue demand, that we feel difficult or tricky to fulfill.

- In other words, we can say that stress is actually a **traumatic mental disorder**, in which our nervous system get corrupted ,we **stop thinking** either, or go in the process of **overthinking.**

- **Types of Stress -** Stress is of three kinds-

- Work related stress
- Personal stress
- Psychological Stress

GATEWAY CLASSES

Mental health at work place

❖ **(1) Work Related Stress-** Many times stressful situations arise due to **professional disharmony** in life. Some of the possible reasons, that causes professional stress are as under-

- Long and tiring working hours
- Excessive/heavy workload
- Job insecurity/lack of opportunities for growth in job.
- Conflict with boss/seniors
- **Conflict with boss/seniors**
- Office politics -impartial /biased dealing of boss/leg pulling/back biting and the like.

GATEWAY CLASSES

Mental health at work place

- **Poor working atmosphere, lack of facilities such as-**
  - Poor lightening
  - Poor ventilation
  - Unhygienic and insanitary conditions
  - Improper seating arrangement
  - Non AC cabins
  - Noisy/ distracting environment
  - Delay in salary/Wages/Remuneration
  - No vacations, No insurance/No Medicare facilities..
  - Lack of bonus/incentives/appraisals/rewards/promotion/increment/recognition....

GATEWAY CLASSES

Mental health at work place

- **Financial crisis - loss in business**
- **(2) Personal Stress -** There are a number of reasons that causes stress on personal level. These are-

- Disturbance in love life/Break up/Divorce
- Lack of marital pleasures/fulfillment-disturbance in sexual life
- Failure in examination/repetitive failures/unexpected result
- Lack of social support/not having good friends, mentors, guide, well wishers....
- Forceful implications of parents desires
- Not having proper exposure / Not getting ample opportunities to prove our excellence

GATEWAY CLASSES

❖ (3) Psychological Stress -

- Inferiority complex
- Introvert nature
- Status pressure
- **Affects of Stress on individual** -Stress is actually fatal to human health. It leads to depression and if not dealt carefully it finally causes suicidal attempts. There are a number of reasons, that are responsible for stress in an individual. These are discussed as under-
- Frequent mood swings
- Headache, fatigue, mental tension, depression
- Jaw pain/hair fall/dull skin/aging effects/Pale eyes/ Obesity and the like...
- Problem in sex drive/ Ejjectual dysfunction

GATEWAY CLASSES

Mental health at work place

- Masturbation
- Problem in concentration
- Change in appetite, overeating, underrating, Constipation.
- Abortion/Premature deliveries/Infertility
- Addiction like -smoking, Alcoholic etc..

❖ **Techniques of Managing Stress -** Stress management is necessary, because it causes fatal effects in human beings. It spoils mental , physical and psychological harmony in human body. If not dealt in time it may result into suicidal attempts. Here is a technique of managing stress, that is to follow 4 As. These are as under-

GATEWAY CLASSES

Application of 4 A's; Avoid; Alter; Access; Adapt

(1) Avoid -

- Avoid losing control over your actions and reactions. Rather have a strong hold over these.
- Avoid losing control over your patience level. Be cool, calm and always be dry to take up challenges.
- Avoid being negative. Positive approach will help you to manage stress.
- Avoid being aggressive. Be cool and wait for your chance to come. Leave something on time.
- Avoid the company of those, who are disturbing and irritating.
- Avoid saying 'Yes' to everyone and to everything. Learn to say a polite but firm 'NO'.
- Avoid procrastinating things and assignments.
- Avoid killing time in unproductive and unnecessary activities.

GATEWAY CLASSES

Application of 4 A's; Avoid; Alter; Access; Adapt

❖ (2) Accept-

- Accept the people as they are. Forgiving is the best possible way to forgive people.
- Accept the challenges as they come to you. Be intelligent, brave, witty, innovative, creative, firm minded to face the challenges. Prepare a strong strategy to overcome the challenges.
- Accept your weaknesses and work over these.
- Accept your failures and mistakes. Do not hide these. Learn a lesson from these, instead.

GATEWAY CLASSES

Application of 4 A's; Avoid; Alter; Access; Adapt

❖ (3) Alter –

- Alter unfavorable and unmanageable circumstances into favorable ones, employing your wit, intelligence and courage.

- Alter **"YOURSELF"** too, to be fit in the atmosphere, you are in.
  ' Do in Rome As Romans do' approach will work here.

- Alter 'I' approach. Instead develop 'YOU' approach. Develop team spirit and healthy atmosphere around you.

- Alter emotional outbursts. Instead use-
- (1) Emotional intelligence
- (2) Professional Maturity

GATEWAY CLASSES

Application of 4 A's; Avoid; Alter; Access; Adapt

- **(4) Adapt-** Adaptability is a great art to keep one stress free. Here are certain things that one can apply-
  - Adapt yourself to the environment, you are in.
  - Adapt a list of happy people and happy resources. Think about all those things, that can make you happy and cheerful.
  - Adopt a Mool Mantra, as-
  - (1) I can do it ..
  - (2) Nothing is impossible...
  - (3) Every problem has its solution....
  - (4) All is well.....

GATEWAY CLASSES

Preventive measures to overcome stress

❖ Some other preventive measures to overcome stress-

- Do some exercise, yoga, meditation practice. Read religious literature. Believe in the doctrine 'Action is your duty, reward is not your concern. Follow spirituality.
- Develop a hobby. It would rejuvenate you and fill you with passion, creativity and innovation. It will be enough for you to divert your mind from stressful situations.
- Take out some quality time for yourself. Groom yourself. Listen to music, watch good movies.
- Travelling is also good to be stress-free. Meeting with new people, exploring new places will afresh your mind.

GATEWAY CLASSES

Preventive measures to overcome stress

- Spend some quality time with family and closed friends. Discuss your problems with them.
- Set a goal in your life. Settle down your own deadlines and achieve your goal brick by brick.
- Read some motivational literature, biographies and autobiographies. Struggling stories of Great personalities will inspire you and show you a path.
- Spend time with Nature.
- Be a sportsman. Sports makes us not only physically fit but also mentally and psychologically fit.
- Maintain diaries and pour out everything in writing. It would lessen your tensions.
- Say 'Thank You' to almighty for all that, you have.

GATEWAY CLASSES

Preventive measures to overcome stress

- Do not compare yourself with others. Compete with yourself and be the best version of yourself. Improvised yourself and compete with yourself.
- Early to bed and early to rise is also a good habit to keep one stress free. Eat well. Don't consume too much of junk food.
- Go in the process of self exploration and self realization.
- Organize some social and religious gatherings such as - tea party, kitty party, Mass prayers. Join some Clubs etc.
- Help the poor and the needy. It will give you self satisfaction.
- Spend some time with children, if possible.
- In a research it is found that eating chocolates and banana will also help one to come out of stress.

GATEWAY CLASSES

Mental Stress

❖ Mental Stress-What is Mental Health -

- Mental health includes our emotional, psychological, and social well-being.
- It affects how we think, feel, and act.
- It also helps determine how we handle stress, relate to others, and make healthy.
- **How to handle stress at work place**
- **Be humble and polite even with those ,who are disturbing.**

GATEWAY CLASSES

Improve the quality of your work . Try to **grab the opportunities that others discard.**

Submit the assignments ahead of time . Be **creative, innovative** and different while doing assignments.

Avoid the company of those ,who are disturbing .

Do not pay attention to what others say.

GATEWAY CLASSES

Avoid having "I" attitude. Instead develop " You attitude". Cultivate team spirit and congenial atmosphere.

Follow the ‘doctrine' Action is our duty, reward is not our concern.'

Update your skills and refine your **potential** with each passing quarter.

Be impartial, unprejudiced and unbiased.

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Thank You