

Prioritization :-

It refers to the process of determining the order of importance or urgency for tasks, goals, and responsibilities.

It involves ^{deciding} which item should be addressed first based on the factors such as deadline, significance and impact.

Prioritisation helps ensure that most critical or time sensitive tasks are completed effectively and efficiently.

→ Why it is important?

→ How to organise?

- To-Do List

- Schedule, dating planner

- Weekly, monthly, Annual planner

Very Important	Important
- My health - My Family - hobbies	- Diet - Job - Monthly planner
Less Important	Not at all Important
- watching TV - visiting relatives	- Gossip



very important	Important
→ Peace → Money → Respect Family	→ Respect → Love → Settling
less important	NOT at all important
→ Overthinking → Remembering the past	→ Retaliatory listening to relatives advice
	990

Creativity :-

skill

98

$$\begin{array}{r} 11) 1000(90 \\ \underline{- 990} \\ 10 \end{array}$$

It is the ability to think about the task or a problem in a new (or) different way. It enables you to solve complex problems or find interesting way to approach a task. If you are creative you look at things from a unique perspective.

It depends on thinking skills, they are four types of thinking skills

- Analytical thinking → logical thinking
- Critical thinking → Higher Order thinking (Hot)

Analytical

involve
solve p

Logical

involve
struc

Critical

under

High

Story

Ki

..

Pri

by

Analytical thinking :-

It involves ability to systematically evaluate the information to understand and solve problems.

Logical thinking :-

It is a method of reasoning that involves drawing conclusions based on the structure and rational analysis of information.

Critical thinking :-

It is an ability to think clearly and understand logical connection between ideas.

~~Habit~~

Story writing :-

once upon a time

King had a prince Suddenly one day

..... other king of other state

Princess was distraction created by a monster at the end





personal

of the picture. It provides the clarity
and understanding of the given picture.

This picture describes, the freedom and enjoyment
of girls, where they didn't see in daily life. They are
chilling very happily that there is no one is there
to judge them. They this picture describe the beauty
of the friendship. This picture describe, how much
can we enjoy the beauty of nature. This picture
describe the person who is, we can live in
a honest way. If we are with good people in
our life.

Content

- what you do
- Firstly greet
- Name, nationality
- Education
- Technical
- Hobbies
- Strengths
- Careerable
- Thank you
for giving the
opportunity
- Strengths in
the
y

personal information Round

Speaking

content

style

→ what you say

→ How you say

→ Firstly greetings

→ Name, native place

→ Educational qualification

→ Technical skills

→ Hobbies. → ②

→ strengths (Adaptable, flexible, active, optimistic,

→ carrier objective realistic, reliable, smart, work hard

→ thank you

mild nature, zeal to learn

for giving this
opportunity,

new things, energetic, honest,

~~Strength~~ thank
you

enthusiastic, dedicated, dynamic,

determined) → ②

JAM

Session (Just a Minute)

SESSIONS are one minute impromptu speeches the speaker presents where a topic is given 10 to 20 seconds to think about it and compile all their ideas.

The individual is given a minute to express their views on that particular topic.

Key element of JAM session:-

→ Topic Selection

→ Time limit

→ Rules :-

1) Avoid fillers.

2) No repetition

3) No deviation

→ Benefits

→ Improve communication skills

→ Encourage quick thinking

→ Boost confidence

→ Language proficiency

→ Practice the topic well

→ Concentrate on clarity, sentence structure

Tenses

↓
Tempus (Action of time)

They are three tenses

- Simple tense Present tense (Now)
- Past tense (Yesterday)
- Future tense (Tomorrow)

Each tense divided into four forms

- Simple
- continuous
- Perfect ~~continuous~~
- perfect continuous

Present tense :-

- Simple present tense
- Present continuous tense
- Present perfect tense
- Present perfect continuous tense

They drive a car
 They are driving a car
 I worship a god
 I am worshipping a god.

Simple P

Sub

the act
habitual

- The S
- pacific
- why
- where

Present

Su

- I
- she
- she

J

on a

→ wh

→ is

→ are

She

She

Simple Present :-

Sub + Verb + Obj

The action tells us about universal truth, habitual actions and real facts.

- The sky is blue colour
- Pacific is the deepest ocean.
- Why does she cry? → Does she speak English?
- Where do they work?

Present Continuous Tense :-

Sub + is / am / are + V_i + ing + Obj

- I am studying Java course.
- She is dancing.
- She is not going home / What are you doing.

It tells us about an action which is going on and on in the present.

- Where she is she going?
- Is she going out? } Yes / No questions.
- Are they playing?

She writes a letter / It rains today

She is writing a letter / It is raining today

Present perfect tense :-

Sub + Has/Have + V₃ + Obj + time frame

It tells us about an action which has completed recently

- I have eaten my breakfast in the morning
- She has read good book in the afternoon
- He has arrived just now
- We have reached institution in the morning
- We haven't studied well
- She hasn't spoken to them.
- Have you done homework?
- Has he completed this work?
- Have you eaten breakfast?
- What have you done so far?
- What have you eaten for breakfast?
- Where she has gone?

Present perfect continuous tense :-

Sub + has/have + being + V₁ + Obj + time frame

It tells us about an action which has been started in the present and still continuing.

- I have been doing exercise for three hours.

→ who has been reading the book since morning
→ since — (point of time)
for → in period of time
→ they haven't been living hydrated since 2010.
→ she hasn't been ~~been~~ listening to my words
from 72 hours.
→ what have you been doing for so many games
→ where has he been working for since 2022.

Seema is writing well → present continuous

Seema has written well →

Seema has been writing well since the childhood.

They go to gym

They are going to gym

They have ~~went~~ gone to gym

They have been going to gym since june

I, you, we

they

go, eat

sleep

It reads the mind

It is reading the mind

It has read the mind

It has been reading the mind from since morning

Simple past tense

Sub + V₂ + Obj

- I didn't eat food → what did she eat?
- She didn't complete her work
- It didn't rain today → Did you go out?
- They didn't come to class → Did you take your food?
- He wrote the letter

It tells about the action which was completed in the past.

Past continuous :-

Sub + was/were + V_{ing} + Obj.

- I was learning English when she came.
- I was working at home when the bell rings.
- They were watching cricket when the ~~start~~ my mom came.
- She was cooking food when I entered the house.

It tells us about which was continuing in the past

- She wasn't learning English
 - They weren't playing cricket
 - Was she performing well?
 - Were they eating pizza yesterday
 - What were you doing yesterday?
 - Where was she going?
- she was eating biryani
they were going home
we were roaming on the road
we were roaming on the road

- Teena chose
- Teena is chosen
- Teena has chosen
- Teena has been chosen
- Teena chose
- Teena was chosen

Past perfect

Sub + had

- I had won
- She had done

It tells about completed

Past perfect

Sub

- I had broken
- She had done

- Teena chooses to be a teacher
- Teena is choosing to be a teacher
- Teena has chosen to be a teacher
- Teena has been choosing to be a teacher
- Teena chose to be a teacher
- Teena was choosing to be a teacher

Past perfect tense :-

Sub + had + V₂ + Obj + time frame.

- I had worked in Texas for 3 years.
- She had completed graduation long ago.

It tells us about an action which had completed in the past.

Past perfect continuous tense :-

Sub + had + been + V₁ing + Obj + time frame

→ I had been working in Texas for 3 years

→ She had been completing graduation long ago



Future

Simple future tense

future continuous tense

Future perfect tense

Future perfect continuous tense

Simple future tense

Sub + will/shall + Root Verb

I shall visit them.

They will come tomorrow.

She will go gym.

He won't come to office.

We shan't visit them.

Are you willing to come tomorrow?

When will you visit them?

Where shall we meet?

It tells us about the action which will happen in the future.

Simple future = present continuous.

Future continuous tense

Sub + will / shall + be + verb + ing

→ I shall be visit

→ They will be play

→ She will be work

This tells about continuing in the future.

Future perfect tense

Sub + will

I shall have

Future perfect continuous tense

Sub + will / shall + have been + verb + ing

I shall have been

by 2026.

Raj will play

Raj will be playing

Raj will have played

Raj will have been playing

future continuous tense

Sub + will / shall + be + V_{ing} + obj

- I shall be visiting them.
- they will be playing for the team
- She will be waiting at library

This tells us about an action which will be continuing in the future.

future perfect tense

Sub + will / shall + have + V₃ + obj
time frame + Obj

I shall have visited them by 2025,

future perfect continuous tense :-

Sub + will / shall + have + been + V_{ing} + time frame
+ obj

I shall have been living in Hyderabad for 10 years
by 2026.

Raj will play cricket

will Raj will be playing cricket

Raj will have played Cricket

Raj will have been playing Cricket from 2025

GROUP

It is a conversational group aimed at exchanging information on a

Key features of

- Multiple participants
- Focused topic
- Interactive
- Moderation
- Purpose

Effective GIO r

Do's

- Prepared
- Listen actively
- Be participative
- Stay on the topic
- Respect other opinions
- Clarity
- Encourage others participation
- Stay calm and composed
- Summarize key points

Seema will choose to be a teacher

Seema will be choosing to be a teacher

Seema will have chosen to be a teacher

Seema will have been to be a teacher since long time

— X — X —

Raj work goes to London

Raj is going to London

Raj has gone to London

Raj has been going to London since yesterday ~~two days~~

Raj goes to London

Raj was going to London

Raj had gone to London

Raj had been going to London since two days

Raj will be go to London

Raj will be going to London

Raj will have gone to London

Raj will have been going to London since two days

GROUP DISCUSSION

It is a conversation among a group of people aimed at exchanging the ideas, opinions and information on a particular topic.

Key features of GD :-

- Multiple participants
- Focused topic
- Interactive
- Moderation
- Purpose

Effective GD results in conclusion or decision

Do's

- Prepared
- Listen actively
- Be participative
- Stay on the topic
- Respect other opinion
- Clarity
- Encourage other participants
- Stay calm and composed
- Summarize key points

Don't's

- Don't dominate discussion
- Don't interrupt
- Don't ignore the topic
- Don't be aggressive
- Don't criticize harshly
- Don't be passive
- Don't use complex, technical words
- Don't dismiss other opinion
- Don't rush to conclusion
- Don't engage in side conversation

Bisim Sun

ON.PRIDE.INTEGRITY