

## Assignment - I

1.

Write a notes on Reading strategies.

Reading Strategies is the broad term used to describe the planned and explicit actions that help readers translate print to meaning. Strategies that improve decoding and reading comprehension skills benefit every student, but are essential for beginning readers, struggling readers and English Language Learners.

## Seven Strategies of Highly Effective Readers

- (i) Activating
- (ii) Inferring
- (iii) Monitoring - Clarifying
- (iv) Questioning
- (v) Searching - Selecting
- (vi) Summarizing
- (vii) Visualizing - Organizing

Activating

Pointing the cognitive pump in order to

recall relevant prior knowledge and experiences from long-term memory in order to extract and construct meaning from text.

### Inferring

Bringing together what is spoken (written) in the text, what is unspoken (unwritten) in the text, and what is already known by the reader in order to extract and construct meaning from the text.

### Monitoring / Clarifying

Thinking about how and what one is reading both during and after the act of reading. For purpose of determining if one is comprehending the text combined with the ability to clarify and tie up any miss ups.

### Questioning

Engaging in learning dialogues with text (authors), peers, and teachers through self questioning, question generation, and question answering.

Summarizing.

Restating the meaning of text in one's words - different words from those used in the original text.

Visualizing/organizing

Constructing a mental image or graphic organizer for the purpose of extracting and constructing meaning from the text.

2.

What is perform time management.

Time Management is the process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness efficiency, and productivity. It involves a juggling act of various demand upon a person relating to work, social life, family, hobbies, personal interests and commitments with the finiteness of time.

Time management may be aided by a range of skills, tools, and techniques used to manage time when accomplishing specific tasks, project, and goals complying with a due date. Initially, time management referred to just business or work activities, but eventually the term broadened to include personal activities as well.

A time management system is a designed combination of processes, tools, technique, and methods. Time management is usually a necessity in any

Project development is usually a necessity in any as it determines the project completion time and scope. It is also important to understand that both technical and structural differences in time management exist due to variations in cultural concepts of time.

3.

Explain the role of Team Work.

Teamwork is essential for the success of any organization, enabling individuals to work together towards a common goal. Here's a concise summary of its key roles and benefits.

Enhanced problem-solving Creativity

- Diverse Perspectives: Team members bring varied backgrounds and viewpoints, fostering more innovative solutions.

Collaborative Brainstorming Group discussions lead to refined and creative ideas.

Increased efficiency and productivity

Division of Labor Tasks are allocated based on individual strengths, optimizing resource and time use.

Mutual Support Team members assist each other, reducing individual workloads and stress.

Improved communication

Information Sharing Ensure all members are well-informed and aligned

Feedback and improvement: Enables constructive feedback promoting continuous improvement.

Enhanced Learning and Development

Skill Development: Members learn new skill and knowledge from each other.

Mentorship opportunities: Experienced members mentor other, fostering growth,

Stronger Relationship and morale

Trust and camaraderie Builds trust and strong relationship, creating a supportive environment

Motivation and Engagement: Being part of a successful team boosts individual morale and engagement

Effective Conflict Resolution

Constructive conflict Teams use conflicts to find better solutions,

Mediating Difference: Encourage resolving differences through discussion and compromise

Achievement of common Goals

Unified Effort Collective effort towards common

Objectives increase the likelihood of success.

Shared Accountability promotes commitment and accountability among members.

4

What are leadership traits?

Leadership a set of traits that enable individuals to guide, inspire, and influence others.

Some essential leadership traits below -

Honesty and Transparency leaders with integrity are honest and transparent in their actions and decisions.

Ethical conduct They adhere to strong moral principles and consistently do what is right fostering trust and respect.

Strategic Thinking Visionary leaders have a clear sense of direction and can see the bigger picture.

Goal-oriented They set long-term goals and inspire others to work towards them.

Effective listening Good leaders listen to others, understanding their needs and concerns.

Clear Articulation They can clearly and persuasively convey their ideas and expectations.

Understanding others Empathetic leaders understand and consider the emotions and perspectives of others.

Supportive They provide support and encouragement, fostering a positive and inclusive environment.

Self Assuredness Confident leaders believe in their abilities and decisions.

Inspiring Confidence in others Their confidence motivates and reassures their team members.

Responsibility Effective leaders take responsibility for their actions and decisions.

Holding others Accountable They also hold their team members accountable, ensuring that everyone meets their commitments.

Flexibility Adaptable leaders can adjust their strategies and approaches in response to changing circumstances.

Resilience They remain resilient and maintain composure under pressure.

Timely Decision-Making Decisive leaders make timely decisions, even in uncertain situations.

Confidence in choices They stand by their decisions and take responsibility for the outcomes

Motivating others Inspirational leaders can motivate and energize their team members.

Leading by example They set a positive example through their actions and attitudes.

Analytical Thinking Effective leaders are good at analyzing situations and identifying potential solutions.

Creativity They think creatively to solve problems and overcome challenges.

5.

What is emotional intelligence?

Emotional intelligence (EI), often referred to as emotional quotient is the ability to recognize, understand, manage and influence emotions in oneself and others. It is a critical component of effective leadership, personal development, and successful interpersonal relationships.

Components of Emotional Intelligence

Self-Awareness

- \* Emotional Self-Awareness Recognizing and understanding one's own emotions.
- \* Accurate self-Assessment Being aware of one's strengths and limitations
- \* Self-confidence Having a realistic sense of self-worth and capabilities

Self Regulation

- \* Self control Managing disruptive emotions and impulses
- \* Trustworthiness Maintaining integrity and honesty
- \* Adaptability Flexibility in handling change and challenges.

## Motivation

- \* Achievement Drive striving to improve or meet a standard of excellence
- \* Commitment Aligning with the goals of the group or organization
- \* Initiative Being ready to act on opportunities.
- \* Optimism Persisting in the face of setbacks and obstacles

## Empathy

- \* Understanding Other sensing other's feeling and perspectives.
- \* Developing others Helping others grow and develop
- \* Self orientation Anticipating, recognizing and meeting the needs of others
- \* Levearning Diversity valuing and respecting diversity
- \* Political Awareness Understanding the dynamic of social and organizational relationships.

## Social Skills

- \* Influence Persuading and influencing others
- \* Communication Listening actively and sending clear convincing messages.

- \* Conflict Management Negotiating and resolving disagreements
- \* Leadership Inspiring and guiding individuals and groups.
- \* Change catalyst Initiating or managing change
- \* Building Bonds: Nurturing relationship
- \* Collaboration and working with others
  - towards shared goals.
- \* Team capabilities creating group synergy in
  - Pursuing collective goals.

## SOFT SKILLS LAB

### Assignments -II

- (1) Explain Learning styles and strategies.

Broadly speaking, Learning style can be defined as general approaches to language learning, while learning strategies are specific ways learners choose to cope with language task in particular contexts.

Learning styles :- Each student has his/her own style of learning. As a result, we have different students with different learning styles inside the classroom as shown below:-

(1) Visual or Spatial Learners - visual learners need to see things to fully understand them. They learn best from visual objects such as diagrams, chart etc.

(2) Auditory or Musical Learners - They learn mainly through listening so they learn best through discussions and talking.

(3) Physical or Kinesthetic or Tactile Learner - Learners here learn through using their bodies, hands and sense of touch. They can use their muscles well so they can be used in playing, tidying, cleaning the Board, collecting activity books, etc.

(4) Social or Interpersonal Learners - They prefer to learn in groups with other people. They have the ability to understand others feelings and intentions.

- (5) Solitary or Interpersonal Learners — Here, students prefer to work alone and use self-study. They have the ability to understand well their own feelings, strengths and weaknesses.
- (6) Verbal or Linguistic Learners — They prefer using words, both in speech and writing.
- (7) Logical or Mathematical Learners — They prefer using logic, reasoning and systems.

Learning Strategies:- students use the following learning strategies most often when learning a language:

- (1) Cognitive strategies — when they manipulate the language material using indirect ways e.g. through reasoning, analysis, note-taking and synthesizing.
- (2) Meta-cognitive strategies — when they identify preference and need for planning, monitoring mistakes, and evaluating task success.
- (3) Memory Related strategies — when they link one item or concept with another but do not necessarily involve deep understanding, e.g. using acronyms, sound similarities, images, keywords.
- (4) Compensator strategies — when they make up for missing knowledge using gestures, miming, or guessing the meaning from the context.

(5.) Affective strategies — when they manage their emotions by identifying their mood and anxiety level, talking about feelings, rewarding themselves, and using deep breathing or positive self-talk.

(6.) Social strategies — when they learn via interaction with others and understand the target culture, e.g. asking questions, asking for clarification, asking for conversation help. etc.

2. What is multiple intelligence?

Multiple intelligences is Howard Gardner's psychological theory about people and their different types of intelligences (Logical, Visual, musical etc). There are seven intelligences that each person has. A person may have two or more dominant intelligences, and maybe there some individuals who have a balance of all seven intelligences.

#### Types of Multiple intelligences-

- (1.) Visual/Spatial Intelligence — Ability to perceive the visual. These learners tend to think in pictures and need to create vivid mental image to retain information.
- (2.) Verbal/Linguistic Intelligence — ability to use words and language. These learners have highly developed auditory skills and are generally elegant speakers. They think in words rather than pictures.
- (3.) Logical/Mathematical Intelligence — Ability to use reason, logic and numbers. These learners think conceptually in logical and numerical patterns making connections between pieces of information. Always curious about the world around them, these learners ask lots of questions and like to do experiments.

(4) Bodily/Kinesthetic Intelligence - Ability to control body movements and handle objects skillfully. These learners express themselves through movement. They have good sense of balance and eye-hand-coordination. Eg. (ball play, balancing beams).

(5) Musical/Rhythmic intelligence - Ability to produce and appreciate music. These musically inclined learners think in sound, rhythms and patterns. They immediately respond to music either appreciate or criticizing what they hear.

(6) Interpersonal Intelligence - Ability to relate and understand others. These learners try to see things from other people's point of view in order to understand how they think and feel. They often have an uncanny ability to sense feelings, intentions and motivations. They are great organizer, although they sometimes resort to manipulation.

(7) Intrapersonal Intelligence - Ability to self-reflect and be aware of one's inner state of being. These learners try to understand their inner feelings, dreams, relationships and others, and strengths and weaknesses.

(3.) write a note on listening to news programmes.

There are a variety of learning opportunities served to students so that they can gain more knowledge out of them. Listening is a skill that we all ought to develop, and listening to the news could be a way to help nourish such a skill. Students are asked to read newspapers to develop their writing skills and language skills, as well as general knowledge. When it comes to the development of a language, it is not only reading that is required, but listening too is equally important.

Children must also be asked to listen to the news, why should we do so? Let's understand:

- (i) Listening helps us understand the pronunciation of each word.
- (ii) It improves our listening skills to understand and not to answer.
- (iii) We come across the correct sounds made by each English letter.
- (iv) We learn to structure sentences in an appropriate manner.
- (v) Vocabulary is in abundance when we listen to the news.
- (vi) Our general knowledge improves.

English is known to be a professional language and the only medium through which to speak to the world. This is why learning English as second language is so important. A person who knows how to speak, read, write in English has a better chance of succeeding in their career. This is the reason why we are all running to learn to speak English.

Listening to the news can be as useful as reading the news in the advancement of this language. Keep listening to the same news again and again if you don't understand English and want to learn it. First, don't try to mug up, but listen for fun every day. Within a week's time, you will find yourself catching four to five words from the news and then sentences.

Ideas to listen to the news effectively -

- (i) keep listening to the news and do not try to memories new words or sentences.
- (ii) Try to understand the news. If you are not able to understand, listen to the news in your own language and then in English.
- (iii) Write down what understand.
- (iv) When you start to understand the news in English, try to catch their pronunciation.
- (v) Then finally, you can ~~at~~ grab new vocabulary.

(4) What is spiritual quotient?

Spiritual quotient (SQ) is a relatively new concept that has emerged in the last few decades as a way to measure a person's spiritual intelligence. Unlike Intelligence Quotient (IQ) and Emotional Quotient (EQ), which are commonly known, SQ focused on a person's spiritual development and connection to the divine.

Spiritual intelligence is defined as the ability to perceive, understand, and utilize spiritual information and experiences. It's about connecting with something greater than oneself, and tapping into a higher consciousness. Those with a high SQ are often more compassionate, empathetic, and have a greater sense of purpose and meaning in their lives.

Here are some ways to improve your spiritual quotient:

(1) Meditation - Meditation is a powerful tool to help increase your SQ. It allows you to connect with your inner self and develop a deeper understanding of your thoughts and emotions.

(2) Mindfulness - Practicing mindfulness is another effective way to increase your SQ. Mindfulness involves being present in the moment, focusing on

your thoughts and feelings without judgment.

(3.) Service and Service to others - Engaging in acts of service is a great way to increase your SP. Helping others not only benefits those around you, but it also helps to increase your own sense of purpose and fulfillment.

(4.) Study of spiritual Texts - studying spiritual texts such as the Bhagavad gita can also help to increase your SP. These texts offer valuable insights into spirituality, morality and ethics, and can help to guide you on your spiritual journey.

(5.) Connecting with Nature - Nature is a powerful spiritual force that can help to increase your SP. Spending time in nature, whether it's hiking in the mountains or walking along the beach, can help to ground you and connect you with something greater than yourself.

(5) Discuss the structure of Resume?

### Resume structure -

Heading can be effective to organise and highlight information, your choice of heading should be guided by the alignment between 'what you bring' to 'what the employer is looking for'!

Examples include: common elements of resumes:

- (i) Name and contact details
- (ii) Career objective
- (iii) Qualifications
- (iv) Skills summary
- (v) Professional experience
- (vi) Achievements
- (vii) Extracurricular activities
- (viii) Interests/ hobbies
- (ix) Reference/ Referees

Career objective - your profile or career objective is meant to provide the employer with a very brief overview of what you bring to the role and where you would like to go. It can also be viewed as your 'elevator pitch' for your five-year plan.

Qualifications - your qualifications provide the employer with information about your level of education, which implies something about your cognitive capacity and may provide the employer with a

sence of what you're capable of.

Skills Summary - The skills summary gives an opportunity to showcase examples of relevant skills. Employers want to attract employees with work experience so that they can be confident that those employees will be able to perform to standard.

Professional experience - Tailor your experience to what the employer seeks. Therefore, it is your job to provide the most relevant information; potentially even leaving information out of your resume! ~~consider~~ Closely consider your experience.

Achievements - These may come from a variety of sources. You may have won a scholarship based on academic merit. You may have won an award for community work, or a prize for a sporting achievement.

Interests/hobbies - Similarly, interests or hobbies can provide you with skill development that aligns to what the organization is looking for. They may also tell the employer about whether you 'fit' into the organisation.