Assignment - I

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 compreshension skills benefit every student, but are essential for beginning readers struggling readers and English Language Lezners.

Seven strategies of Highly Effective Readers

- (i) Activating
- (iii) Inferring
- Monitoring Claritying (111)
- Questioning (IV)
- (V) Searching-selecting
- (VI) Summarizing
- (VII) visuallizing organizing

Activating

Pointing the cognitive pump in order to

trom long-term memory in order to extract and construct meaning from text.

Interring

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 I claritying

Thinking about how and what one is reading. both during and after the act of reading. for purpose of determining it one is comprehending the text combined with the ability to clarity and fix up any mix ups.

Questioning

Engagining in learning dialogues with text Cauthors)
peers, and teachers through self overstioning overstion
generation, and averstion Answering.

Summarizing.

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

Visualizing lorganizing

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

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 intrests and committements with the finiteness of time.

Time management may be aided by a range of skills, tools, and techniques used to manage thme 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, lools, 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 excist due to varitions in cultural concepts of time.

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 viewpoint, fostering this innovative solutions.

Collaborative Brainstorming Group discussions lead to retined 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

Intermation sharing ensure all members are well-intermed aligned

Feedback and improvement: Enables constructive seedback Promoting continous improvement.

Enchanced Learning and Development

Skill Development: Members learn new skill and knowledge

Mentership opportunities: Experienced members menter Other. fostering growth,

Stronger Relationship and morale

Trust and camaraderie Builds trust and strong relation-Ship, creating a suppostive environment

motivation and Engagement: Being part of a successful team boasts individual morte morale and engagement

Effective conflict Resolution

constructive conflict Teams use conflicts to find better

Mediating Difference: Encourage resolving differences through discussion and compromise

Achievment of common Gods

unitield Effort collective effort towards common

objectives increase the likehood of success.

Shared Accountability promotes commitment and accountability among members.

What are leadership traits?

Leadership a set of traits that enable

in dividuals 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 footering towns and respect.

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

Goal-oriented They as set long-term goals and inspire

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

clear Asticulation They can clearly and persuasively convery their ideas and expectations

Understanding others Empathetic leaders understand and Consider the emotions and Perspectives of others

Supportive They provide support and encouragement, Jostering 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 tor their actions and decisions

accountable ensuring that en everyone meets thair communication.

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

Resilience They remain resilient and maintain composure under pressure.

Timely Decision-making Decisive leader make timely decisions, even in uncertain Situations.

Confidence in choices They stand by their desisions 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.

What is Emotional inteligence?

Emotional inteligence (EI), often referred to as emotional auotient is the ability to recognize understand manage and influence emotions in oneself and others it & a critical component of effective leadership, personal development, and successful interpersonal relation-

Components of Emotional Intelligence

Self-Awaseness

- * Emotional Self-Awareness Recognizing and understanding one's own emotions.
- Accurate self-Assessment Being aware of one's Strength
- Self-confidence Having a realistic sence of self worth

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
- * Committeement Aligning with the goals of the group or Organization
- * Initative Being ready to act on opportunities.
- + optimism persisting in the face of setbacks and obstacts

Empathy

- * Understanding other sensing others seeling and perspec-
- * Developing others. Helping others grow and develop
- * Self-orientation Anticipating, recognizing and meeting the needs of others
- * reveasing Diversity valuing and respecting diversity
- * Political Awareness understanding the dynamic of social and organizational relationship.

Social skills

- * Influence presounding and influencing others
- * communication listening actively and sending clear

convincing messages.

- * conflict Management Negotiating and recolving disagreements
- * leadership Inspiring and guiding individuals and
- * Change catalyst Initiating or managing change
- + Building Bonds: Nusturing relationship
- towards shared goals.
- to Team capabilities creating group synergy in Pursuing collective gods.