



**Notes of Professional Skill
Development (RVCE, MTECH)**

Universal

Education



Verbal Aptitude Notes

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UNIVERSAL EDUCATION

VERBAL APTITUDE

READING COMPREHENSION

Tips for solving reading comprehension

1) Focus on the opening and closing paragraphs of longer passages.

The majority of the passages you will encounter on the reading comprehension questions will be shorter, but one or two will be longer. If you are running out of time, read the opening and closing paragraphs and skim the middle. The first and last paragraphs contain the passage's main idea in most passages. You can go back and read body paragraphs more carefully as questions call for it.

2) Use context to help you.

If a question asks about a particular line, don't go back in to the passage and read just that line. A good rule of thumb is to read at least 2 sentences before and after the line in question. This will give you an idea of where the point started and where the author is going with it.

3) Save unfamiliar passages for last.

The passages (usually in GRE) will cover a variety of subjects, from history to science to literature. Like with any question type, do the questions that are easier first and save the harder ones for last. Each question is worth the same amount, so you don't want to waste a big chunk of time on a passage with a few questions when you could answer twice as many questions on easier passages. If science passages are confusing to you, come back to that one after you've completed the rest. The great thing about the GRE is that it lets you skip around within a section, so use this to your advantage.

4) Really understand what the question is asking.

Reading comprehension questions have the most "gray area" of any question type on the GRE. Some people skim through the question, not really understanding what it is specifically asking, start reading the answer choices, and pick the first one that sounds true. This is not a good strategy—many times more than one answer choice will ring true or partially true with the passage, but only one will specifically and best answer that particular question.

5) Do not bring in outside knowledge.

It does not require you to have any outside knowledge for the reading comprehension passages, so check any you have at the door. Your own biases might actually hurt you when answering the questions, especially if it is an opinion passage. So just focus on what is given in the passage

6) Note how vocabulary is used in the sentence.

You will come across some "vocabulary in context" questions where you will be given possible definitions of a vocabulary word in the passage. There may be more than one answer choice that

gives a correct definition for the vocabulary word, but only one choice will fit the word in this particular context. Notice how the word is used in the sentence, and plug in the answer choices to see which one works best.

7) “Select One or More Answer Choices” questions, consider each choice separately.

For some of the reading comprehension questions, you will have to choose one, two, or three of the answers. This format can lead you to second-guess yourself more than with a typical multiple-choice question where you can eliminate choices decisively. To avoid these issues, consider each choice separately and only select it if you feel that it could be the only correct answer to the question.

8) Note how vocabulary is used in the sentence.

You will come across some “vocabulary in context” questions where you will be given possible definitions of a vocabulary word in the passage. There may be more than one answer choice that gives a correct definition for the vocabulary word, but only one choice will fit the word in this particular context. Notice how the word is used in the sentence, and plug in the answer choices to see which one works best.

9) Underline and take notes as you read.

Read the passage actively. Underline key words or sentences that contain the main idea. Jot down any notes, probably just a word or two, that you think might help you. If the author is taking a side on a certain issue, write a positive or negative sign next to the passage to remind yourself later what his or her position is.

10) Avoid extreme answers.

Generally, if an answer choice sounds very extreme in tone, it’s not the best choice. Be wary of answers that use words like never, always, completely, etc. There’s usually an exception to the rule.

11) Don’t make assumptions.

Inferring and assuming are not the same thing. When you infer, you make an inference based on the information in the passage. When you assume, you make an assumption that brings in outside information or biases and is not based solely on the given passage. An assumption may seem valid, but if you can’t back it up with statements from the passage, it’s probably best to stay away from it.

SQ3R Method

- 1) Scan.
- 2) Question.
- 3) Read.
- 3) Review.
- 4) Recite.

Scanning

Provides a rapid overview. Many well written books follow logical outlines that can orient the reader to the subject matter.

The outline might follow this pattern:

Title.

Table of Contents.

Main Introduction and conclusion.

Chapter 1.

Introduction.

Conclusion.

Chapter 2.

Chapter 3.

Conclusion.

Definitions.

Questioning

It is a natural, instinctive, second step that most winners follow. In the scanning process, certain questions naturally arise. These should be noted in a short list of questions to be answered through reading. The questioning procedure helps the reader stay focused.

Reading

It occurs very rapidly if a systematic plan is followed:

First, determine the main idea from the title, the first paragraph, and the last paragraph.

Second, determine if a large subject is divided into smaller subjects with some outlining scheme.

Next, follow the title, introduction, body, conclusion rule to find the main idea of each smaller section. Each smaller section can then be scanned for keywords. Keyword recognition signals the reader to pay closer attention for critical definitions and ideas that follow.

Review

As often as necessary to keep focused. Outlining and note taking often help.

Recite

It is going through the passage and answers as many times possible.

Sample passage:1

Every market activity is an investment in time, energy and money. Few companies would spend a large sum of money on, say, a purchase of capital equipment without a full investigation into why it is needed, the choices available, and the expected return on what has been spent. Yet every year the vast majority, of companies invest a large amount of money in marketing actions without knowing what their financial worth to the company or likely return will be. By introducing the disciplines arising from market planning, a company should be able to ensure that the costs of marketing planning show a reasonable return and are calculated in the same way as all other business investments. Many managers believe that the costs of marketing form an additional expense that have to be accepted in order to sell their goods. Whilst it is true that many companies use certain tools of marketing for this purpose, it is also true that the most successful companies accept marketing as an essential of the company's total commercial operation, for it is an essential cost in the same way as production or finance. Companies often avoid planning marketing procedures in detail because of the effort needed to express their forward policy in a written form. Managers commonly consider that their time is too valuable to spend on anything other than urgent operational problems. In fact, the manager who spends his time on dealing with current administrative detail is almost certain to have ignored proper planning in the past. For, if properly prepared, the marketing plan will contain sufficient details of the company's policy and operational strategy for the work to be done by an assistant. As the many alternative courses of action are programmed, the assistant takes any actions or decisions which are appropriate. Only unusual situations need to be dealt with by the manager. The first step in preparing a marketing plan is that of producing the information necessary for decision-making. Usually, a company will have within its own administration and control system, the raw material necessary for the plan's foundations. In addition, there is plenty of published information which is made available by government departments, institutions and the press.

1) The amount of money spent on marketing by most companies each year

- a) equals the amount spent on capital equipment
- b) does not give a good return on the investment
- c) is not based on an assessment of its potential value or return
- d) is viewed by these companies as an important business investment

Answer -c)

Explanation :

Answer can be inferred from lines 'Yet every year the vast majority, of companies invest a large amount of money in marketing actions without knowing what their financial worth to the company or likely return will be'. All other options are factually incorrect according to the passage.

2) Why are marketing plans not written down by many managers?

- a) They think that writing down plans is a time waste
- b) They know it would be difficult to do

c) They think it is a cumbersome process.

d) They don't think it is really necessary

Answer - a)

Explanation :

Answer can be inferred from lines 'Companies often avoid planning marketing procedures in detail because of the effort needed to express their forward policy in a written form. Managers commonly consider that their time is too valuable to spend on anything other than urgent operational problems. So option (a) is the answer.

3) Good marketing procedures would allow an assistant

a) to take different courses of action

b) to do less work than others

c) to avoid unforeseen problems

d) to give more responsibility to others

Answer - a)

Explanation :

Answer can be inferred from lines 'the marketing plan will contain sufficient details of the company's policy and operational strategy for the work to be done by an assistant.' As the many alternative courses of action are programmed, the assistant takes any actions or decisions which are appropriate. So option (a) is the answer.

Sample Passage:2

Until a hundred years ago as humans we had a simple, uncomplicated biological connect. It was a straightforward equation: we drew roughly 3000 calories each of energy out of the Earth for our food and life's sustenance. Today that number per capita has grown to 100000 calories. We still need only 3000 calories each to nourish life itself. All the rest of this energy is what we extract from the Earth for everything else besides keeping ourselves alive. In some countries, like the US, this per capita number runs at over 200000 calories. Some of us are concerned about this. We fret over what we could - and should - really be doing to soften this abuse of resources. Little things fox us in the welter of things that we get to read. What is sustainable development? How can it be started at our homes ? Beyond the ceremonial planting of green and getting people to run marathons of various lengths in support of the environment, is there more that we can add to the abstract value of 'sustainability'? What are the little things we can do in our day-to-day lives, to reduce demand for things that people make and market? Of course, we know that it helps to avoid a plastic bag when you can use a newspaper bag, or a brown bag, or even a jute bag which you can use for many more years unlike a plastic bag which you throwaway in less than a week or after a few uses. However, there's actually quite a bit more that you and I can do without compromise on comfort, with very little as cost incurred, with financial savings, that you can gain on energy and water use, and with

solutions that are very feasible and within your reach. It is possible to understand our ecological footprint and its disastrous consequences, not merely in terms of our own behaviour as consumers, but really in terms of the impact on the environment we make.

1)What is the primary concern of the passage?

- a)There is a need to save energy, to save our environment.
- b)All of us should not only plant trees but also run the marathon
- c)Use of plastic bags should be completely banned
- d)We need to respect the Earth and consume less of its calories

Answer - a)

Explanation :

The main concern of the author is saving energy and saving environment. Increase in the amount of energy drawn from earth is only a part of the main idea highlighted in the passage. The author has talked about the need for sustainable development, and the need to understand that this abuse of energy and resources would lead to disastrous consequences. So, the right answer is option (a).

2)Why does the author ask his audience to use a jute bag?

- a)Jute bags look more trendy and stylish
- b)It is the need of the hour, to save energy, to save our ecosystem
- c)Using jute bags helps in consuming only 3000 calories from the Earth
- d)They are quite durable and can be used more than once.

Answer - b)

Explanation :

According to the passage, using jute bags is one of the simplest ways of saving energy and avoiding the abuse of resources. It has been given as one of the things that can be done in day to day life to reduce the consumption of energy That's why, option (b) is the right answer.

3)Why does the author mention the ceremonial planting of trees and marathons in support of the environment?

- a)These activities helps in achieving the goal of sustainable development.
- b)These activities are useless and do not contribute in saving resources.
- c)These activities must be encouraged.
- d)There is much beyond these activities, that needs to be done to save energy and resources.

Answer -d)

Explanation - Answer can be inferred from lines- 'Beyond the ceremonial planting of green and getting people to run marathons of various lengths.....' It can be inferred that there is much beyond this that needs to be done to achieve sustainable development and to save energy and resources. So the right answer is option (d)

4) A suitable title to the passage could be

a) Let's Shift to Jute

b) How to Consume Few Calories?

c) Save Energy, Save the Earth!

d) The Earth Heading for a Disaster

Answer - c)

Explanation :

The author's main concern in the passage is saving the energy and saving the environment. So option (C) is the answer.

Sample passage: 3

(Adapted from Craig Benjamin, "The Machu Picchu Model: Climate Change and Agricultural Diversity." © 1999 by Craig Benjamin.)

What Methods Do Andean Farmers Use?

Public debate around climate change and its effects on agriculture tends to focus on the large-scale industrial farms of the North. Farmers who work on a small scale and use traditional methods have largely been ignored. However, as the world slowly comes to terms with the threat of climate change, Native farming traditions will warrant greater attention.

In the industrial model of agriculture, one or two crop varieties are grown over vast areas. Instead of trying to use local resources of soil and water optimally and sustainably, the natural environment is all but ignored and uniform growing conditions are fabricated through large-scale irrigation and the intensive use of artificial fertilizers and pesticides. For example, a handful of basically similar potato varieties, all of which require nearly identical soil conditions, temperature, rainfall, and growing seasons, account for almost all global production. When these global crops are no longer suited to the environment in which they are grown, when their resistance to disease and pests begins to fail, or the climate itself changes, the best way to rejuvenate the breeding stock will be to introduce new genetic material from the vast diversity of crop varieties still maintained by indigenous peoples.

In contrast to the industrial model, Andean potatoes and other Andean crops such as squash and beans grown by Quechuan farmers exhibit extraordinary genetic diversity, driven by the need to adapt crops to the extraordinary

climatic diversity of the region. Along the two axes of latitude and altitude, the Andes encompasses fully two-thirds of all possible combinations of climate and geography found on Earth. The Andean potato has been adapted to every environment except the depth of the rainforest or the frozen peaks of the mountains. Today, facing the likelihood of major disruptions to the climatic conditions for agriculture worldwide, indigenous farmers provide a dramatic example of crop adaptation in an increasingly extreme environment. More importantly, Native farmers have also safeguarded the crop diversity essential for the future adaptations.

- 1) What is the main idea of the first paragraph?
 - a) Attention to Native farming practices will lead to greater awareness of the threat of climate change.
 - b) Popularity of small-scale farming in the North will lead to greater attention to Native farming practices.
 - c) Global demand for food will lead to increasing efficiency of large-scale farming in the North.
 - d) It will be worthwhile to include a greater focus on Native farming practices in public discussions concerning the threat of climate change.
 - e) Despite potential climate change, public debate will have little effect on industrial farming practices.

Answer: d

- 2) In the second paragraph, the information about potato-growing practices in the industrial model of agriculture serves to:
 - a) give an example of a potential problem that Native farming practices could help to alleviate
 - b) show the likely global consequences of a possible food shortage caused by industrial farming practices.
 - c) show how pests and disease are less effectively resisted by crops grown in the industrial farming model.
 - d) give an example of how public debate has had little effect on the agricultural practices of the North.
 - e) give an example of how Native farming practices and industrial farming practices derive from different climatic conditions.

Answer: a

- 3) The passage states that which of the following is true of the small number of potato varieties that account for most of the potatoes produced on Earth currently?
 - a) They are grown in the Andean region.
 - b) They all require very similar soil and climate conditions.
 - c) They are no longer suited to their environment.
 - d) They are based on genetic material from crops developed by indigenous peoples
 - e) They make optimal use of available soil and water resources.

Answer: b

- 4) As it is used in the passage, the underlined word fabricated most nearly means:
 - a) Woven
 - b) falsely stated
 - c) fully clothed
 - d) manufactured
 - e) unwrapped.

Answer: d

Sample Passage: 4

(Adapted from Nguyen Duc Minh, "Fortune Tellers." in the collection *American Eyes*. ©1994 by H. Holt)

Fortune Tellers

A young couple entered the restaurant in Andy's view. They were holding hands. Andy sat back down in his chair. He felt sick. He turned and faced his father, who was eating xôi.

"What's the matter, son?" asked his father. "I thought you were going to the birthday party."

"It's too late."

"Are you sure?"

Andy nodded. He looked at the plate of xôi. He wanted to bury his face in it.

"Hi, Andy." A voice came from behind.

Andy looked up. He recognized the beautiful face, and he refused to meet her eyes. "Hi, Jennifer," muttered Andy, looking at the floor.

"You didn't miss much, Andy. The party was dead. I was looking for you, hoping you could give me a ride home. Then I met Tim, and he was bored like me. And he said he'd take me home.... Andy, do you want to eat with us? I'll introduce you to Tim."

Andy said, "No, I'm eating xôi with my father."

"Well, I'll see you in school then, okay?"

"Yeah." And Andy watched her socks move away from his view.

Andy grabbed a chunk of xôi. The rice and beans stuck to his fingernails. He placed the chunk in his mouth and pulled it away from his fingers with his teeth. There was a dry bitter taste. But nothing could be as bitter as he was, so he chewed some more. The bitterness faded as the xôi became softer in his mouth, but it was still tasteless. He could hear the young couple talk and giggle. Their words and laughter and the sounds of his own chewing mixed into a sticky mess. The words were bitter and the laughter was tasteless, and once he began to understand this, he tasted the sweetness of xôi. Andy enjoyed swallowing the sticky mess down. Andy swallowed everything down—sweetness and bitterness and nothingness and what he thought was love.

1) Who is telling this story?

- a) Jennifer
- b) Andy
- c) Tim
- d) Andy's father
- e) An unnamed narrator

Answer: e

2) What is the most reasonable conclusion to make from the statement in the first paragraph, "He felt sick."?

- a) Eating xoi with his father gave Andy a stomachache.
- b) Andy was upset when he saw Jennifer holding hands with Tim.
- c) Andy was unhappy about the restaurant his father had selected

- d) Andy was upset with Jennifer for making him miss the party
- e) Andy mistakenly thought that Tim was his best friend

Answer: .b

- 3) According to the passage, Tim would most likely describe the party as:
- a) Mysterious
 - b) Lively
 - c) dull.
 - d) Upsetting
 - e) remarkable.

Answer: c

- 4) Based on the last paragraph, it can be most reasonably inferred that Andy's increasing enjoyment of eating xôi was related to:
- a) hearing Tim and Jennifer laughing and talking
 - b) the fact that it stuck to his fingernails
 - c) sitting at a table with Tim and Jennifer while he ate.
 - d) the fact that his father made the xôi
 - e) seeing Tim and Jennifer eating xôi.

Answer: a

- 5) This passage is mainly about the relationship between:
- a) Andy and his father
 - b) Andy and Tim.
 - c) Andy's father and Tim.
 - d) Jennifer and Tim.
 - e) Jennifer and Andy

Answer: e

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Sample passage 5

(Adapted from Zora Neale Hurston, Mules and Men. ©1935 by J.B. Lippincott Company.)

In the 1930s, why did author Zora Neale Hurston choose Eatonville, Florida, to be the first source for her collection of folklore?

I was glad when somebody told me, “You may go and collect Negro folklore.” In a way, it would not be a new experience for me. When I pitched headforemost into the world I landed in the crib of Negroism. It was fitting me like a tight chemise. I couldn't see it for wearing it. It was only when I was off in college, away from my native surroundings, that I could stand off and look at my garment. Then I had to have the spy-glass of anthropology to look through.

I was asked where I wanted to work and I said, “Florida. It's a place that draws people—Negroes from every Southern state and some from the North and West.” So I knew that it was possible for me to get a cross section of the Negro South in one state. And then I realized that I felt new myself, so it looked sensible for me to choose familiar ground.

I started in Eatonville, Florida, because I knew that the town was full of material and that I could get it without causing any hurt or harm. As early as I could remember, it was the habit of the men particularly to gather on the store porch in the evenings and swap stories. Even the women would stop and break a breath with them at times. As a child when I was sent down to the store, I'd drag out my leaving to hear more.

Folklore is not as easy to collect as it sounds. The ideal source is where there are the fewest outside influences, but these people are reluctant at times to reveal that which the soul lives by. I knew that even I would have some hindrance among strangers. But here in Eatonville I knew everybody was going to help me.

- 1) Which of the following does the author use as a metaphor for the culture in which she was born?
- a) College
 - b) Garment
 - c) Southern state
 - d) Spy-glass
 - e) Story

Answer: b

- 2) Based on the first paragraph, it is most reasonable to conclude that while in college the author:
- a) Decided to become a professor of anthropology
 - b) Decided that she did not want to live permanently in Eatonville, Florida.
 - c) Felt that her teachers prevented her from studying what she wanted.
 - d) Became disenchanted with anthropology.
 - e) Understood her own culture in new and different ways.

Answer: e

- 3) As it is used in the passage, the highlighted word material most nearly means:
- a) Diversity
 - b) Fabric.

- c) Information.
- d) Money
- e) energy.

Answer: c

- 4) In the second paragraph, the author indicates that one reason she chose to work in Florida was that she wanted to collect folklore:
- a) from people of different geographical backgrounds.
 - b) where her teachers suggested she do so.
 - c) from a place she had never visited.
 - d) in a state far from where she grew up.
 - e) in a state with a large urban population.

Answer: a

- 5) In the first paragraph, the author's claim, "In a way, it would not be a new experience for me," refers to the fact that:
- a) she had already attended college in Florida.
 - b) she had already collected folklore in Florida for a college course.
 - c) she had already experienced new cultures by leaving home
 - d) she was already familiar with the folklore she was to collect
 - e) she had already received permission to conduct the study.

Answer: d

- 6) Based on information in the third paragraph, which of the following statements about the interactions on the porch can be most reasonably inferred?
- a) The adults encouraged the author (as a child) to stay and tell stories.
 - b) Men were more frequent participants than were women.
 - c) Most of the storytellers had not grown up in Eatonville.
 - d) The author's parents sent her to the porch to hear the stories.
 - e) One man in particular told most of the stories.

Answer: b

- 7) In the last paragraph, the author writes that folklore collecting:
- a) is less difficult than it appears.
 - b) is easiest to accomplish in isolated places because people there freely reveal their innermost thoughts.
 - c) can be difficult in isolated places, even though the people there are the best sources.
 - d) is more difficult than publishing what has been collected.
 - e) is the best way to reveal what is important to people

Answer: c

- 8) Which of the following is NOT among the reasons the author gives for her decision to collect folklore in Eatonville?
- a) The people of Eatonville would be grateful that she published their stories

- b) The people of Eatonville would have many stories for her collection.
- c) Eatonville and its people are familiar to her
- d) She believes that she can collect stories without doing harm.
- e) She believes that the people of Eatonville will help her in her project.

Answer: a



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Fill in the Blanks

1. _____ you are caught, what will happen to your parents?

- a. If b. Suppose c. Suppose if d. Both a and b

Explanation:

When suppose is used in the beginning of a sentence to denote a command or a request, it is not followed by if.

Suppose if you are caught, what will happen to your parents? (Incorrect)

Suppose you are caught, what will happen to your parents? (correct)

Or

If you are caught, what will happen to your parents? (correct)

2. He looks as if he _____ something.

- a. suspected b. suspect c. suspects d. none of the above

Explanation:

The use of present tense after as if and as though should be avoided. [Subjunctive mood].

He looks as if he suspects something. (Incorrect)

He looks as if he suspected something. (correct)

3. She is not _____ her sister.

- a. so smart as b. as smart as c. both d. None of the above

Explanation:

As - *as* is used in affirmative sentence.

So - *as* is used in a negative sentence.

She is so smart as her sister. (Incorrect)

She is as smart as her sister. (correct)

She is not as smart as her sister. (Incorrect)

She is not so smart as her sister. (correct).

4. As he is rich, _____ is arrogant.

- a. he b. so he c. both d. none

Explanation:

As should not be followed by *so*.

As he is rich, so he is arrogant. (incorrect)

As he is rich, he is arrogant. (correct)

5. If you _____ practice, you will not learn.

- a. will not b. do not c. both d. None

Explanation:

If you will not practice, you will not learn. (incorrect)

If you do not practice, you will not learn. (correct)

Explanation – with conjunctions like if, when, until, unless, as soon as the present indefinite tense is used.

6. Unless my brother _____, I will not go

- a. will come b. comes c. both d. None

Explanation:

Unless my brother will come, I will not go. (incorrect)

Unless my brother comes, I will not go. (correct)

Explanation – with conjunctions like if, when, until, unless, as soon as the present indefinite tense is used.

7. I _____ to die.

- a. wanting b. am wanting c. wants d. none

Explanation:

. I am wanting to die (incorrect)

I want to die (correct)

Explanation – the verbs desire, want, wish, like, hate, seem, signify, hear and smell and forgive should not be used in continuous form.

8. I shall not buy _____ from this shop.

- a. something b. anything c. both d. none

Explanation:

I shall not buy something from this shop. [incorrect]

I shall not buy anything from this shop. (correct)

Explanation: anything is used with negative or interrogative sentence.

9. As a batsman Sachin is superior _____ Dhoni.

- a. than b. to c. both d. none

Explanation:

As a batsman Sachin is superior than Dhoni. [incorrect]

As a batsman Sachin is superior to Dhoni. (correct)

Explanation: The comparative adjectives like “superior, inferior, senior, junior, prior, anterior, prefer, preferable, elder” are not followed by than “To” should be used instead of than.

10. . This is the _____ feature of the car.

- a. most unique b. unique c. both d. none

Explanation:

This is the most unique feature of the car. [incorrect]

This is the unique feature of the car. (correct)

Explanation: Some adjectives like “perfect, unique, ideal, chief, full, preferable, universal, extreme, rather, complete, square, round, entire” are considered to be superlative, so they do not take any comparatives.

11. I have never come across a _____ book on general studies.

- a. more complete b. complete c. both d. none

Explanation:

I have never come across a more complete book on general studies. [incorrect]

I have never come across a complete book on general studies. (correct)

Explanation: Some adjectives like “perfect, unique, ideal, chief, full, preferable, universal, extreme, rather, complete, square, round, entire” are considered to be superlative, so they do not take any comparatives.

12. He is senior _____ me in service.

- a. than b. to c. both d. none

Explanation:

He is senior than me in service. [incorrect]

He is senior to me in service. (correct)

Explanation: The comparative adjectives like “superior, inferior, senior, junior, prior, anterior, prefer, preferable, elder” are not followed by than “To” should be used instead of than.

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Synonyms

Word	Synonym-1	Synonym-2	Synonym-3	Synonym-4
Amazing	Incredible	Unbelievable	Improbable	Astonishing
Anger	Enrage	Infuriate	Arouse	Nettle
Angry	Wrathful	Furious	Enraged	Indignant
Answer	Reply	Respond	Retort	Acknowledge
Ask	Question	Inquire	Query	Interrogate
Awful	Dreadful	Terrible	Abominable	Unpleasant
Bad	Depraved	Rotten	Contaminated	Sinful
Beautiful	Gorgeous	Dazzling	Splendid	Magnificent
Begin	Start	Open	Launch	Initiate
Big	Enormous	Huge	Immense	Gigantic
Brave	Courageous	Fearless	Dauntless	Intrepid
Break	Fracture	Wreck	Crash	Demolish
Bright	Sparkling	Shimmering	Radiant	Vivid
Calm	Quiet	Peaceful	Unruffled	Tranquil
Come	Approach	Advance	Near	Arrive
Cool	Chilly	Cold	Frosty	Frigid
Crooked	Bent	Twisted	Zigzag	Hooked
Cry	Weep	Wail	Sob	Bawl
Cut	Slice	Carve	Cleave	Slit
Dangerous	Perilous	Hazardous	Risky	Uncertain
Dark	Shadowy	Unlit	Murky	Gloomy
Decide	Determine	Settle	Choose	Resolve
Definite	Certain	Sure	Positive	Determined
Delicious	Savory	Delectable	Appetizing	Luscious
Describe	Portray	Characterize	Picture	Narrate
Destroy	Ruin	Demolish	Raze	Slay
Difference	Disagreement	Inequity	Contrast	Dissimilarity
Do	Execute	Enact	Carry Out	Finish
Dull	Unimaginative	Lifeless	Tedious	Tiresome
Eager	Keen	Fervent	Enthusiastic	Involved
End	Stop	Finish	Terminate	Conclude
Enjoy	Appreciate	Delight In	Be Pleased	Indulge In
Explain	Elaborate	Clarify	Define	Interpret
Fair	Just	Impartial	Unbiased	Objective
Fall	Drop	Descend	Plunge	Topple

False	Fake	Fraudulent	Counterfeit	Spurious
Fast	Quick	Rapid	Hasty	Swiftly
Fat	Stout	Corpulent	Paunchy	Plump
Fear	Fright	Dread	Terror	Alarm
Fly	Soar	Hover	Flit	Wing
Funny	Humorous	Amusing	Droll	Laughable
Get	Acquire	Obtain	Secure	Procure
Go	Recede	Depart	Fade	Disappear
Good	Excellent	Apt	Marvelous	Qualified
Great	Noteworthy	Worthy	Distinguished	Remarkable
Gross	Improper	Rude	Coarse	Indecent
Happy	Pleased	Contented	Satisfied	Delighted
Hate	Despise	Loathe	Detest	Abhor
Have	Acquire	Gain	Maintain	Believe
Help	Aid	Assist	Succor	Encourage
Hide	Conceal	Camouflage	Shroud	Veil
Hurry	Hasten	Urge	Accelerate	Bustle
Hurt	Damage	Distress	Afflict	Pain
Idea	Thought	Concept	Conception	Notion
Important	Necessary	Vital	Critical	Indispensable
Interesting	Fascinating	Bright	Intelligent	Animated
Keep	Hold	Maintain	Sustain	Support
Kill	Slay	Execute	Assassinate	Abolish

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REASONING

VERBAL ANALOGIES

Verbal analogies provide excellent training in seeing relationships between concepts. Verbal analogies always appear on standardized tests (like the SAT, the GRE, and other professional exams). Employers have also started using these word comparisons on candidates and screening tests to determine an applicant's quickness and verbal knowledge.

How to "Read" Analogies

The symbol (:) means "is to" and the symbol (: :) means "as." Thus, the analogy, "Wrong: right then sky: Earth" should be read "wrong is to right as sky is to earth."

Tips for Doing Analogies

- Try to determine the relationship between the first pair of words.
- Eliminate any pairs in your answer choices that don't have the same relationship.

Common Relationships between Word Pairs

- 1) Synonyms
- 2) Antonyms
- 3) Categories

Example - orange: fruit:: beet : vegetable

- 4) Thing and its function

Example - Scissors: cut:: pen : write

- 5) Qualities or characteristics

Example - Aluminium: lightweight:: thread : fragile(easily broken)

- 1) Detective: inspector then teacher: ?
 - a) Professor
 - b) Student
 - c) child

Answer- a

- 2) House is related to Mason in the Same Way as Chair is related to
 - a) Wood

- b) Furniture
- c) Table
- d) Seat
- e) Carpenter

Answer-wer- e

- 3) Pick : select then couch : _____?
- a) Bed
 - b) Cat
 - c) sofa

Answer - sofa

- 4) arrival : departure :: _____ : death
- a) person
 - b) life
 - c) birth
 - d) train

Answer - birth

- 5) 5. elbow : arm :: knee : _____
- a) walking
 - b) finger
 - c) leg
 - d) nose

Answer- - leg

- 6) car : road :: train : _____
- a) track
 - b) vehicle
 - c) fast
 - d) wheel

Answer- - track

- 7) man : trousers :: woman : _____
- a) clothing
 - b) skirt
 - c) hat
 - d) blanket

Answer- - skirt

- 8) Paw : Cat :: Hoof : ?
- a) Lamb
 - b) Elephant
 - c) Lion
 - d) Horse

Answer- - d

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Explanation

Paw is foot of Cat.

Hoof is foot of Horse.

9) Cup:lip:: bird : ?

- a) Bush
- b) Grass
- c) Forest
- d) Beak

Answer- - d

Explanation - Cup is used to drink something with the help of lips. Similarly birds collect grass with the help of beak to make her nest.

10) Flow : River :: Stagnant : ?

- a) Rain
- b) Stream
- c) Pool
- d) Canal

Answer- C

Explanation:

As Water of a River flows similarly water of Pool is Stagnant.

11) Peacock:India:: Bear : ?

- a) Australia
- b) America
- c) Russia
- d) England

Answer-- C

Explanation:

As Peacock is the national bird of India, similarly Bear is the national animal of Russia.

12) Carbon:Diamond:: Corundum : ?

- a) Garnet
- b) Ruby
- c) Pukhraj
- d) Pearl

Answer- -

Explanation:

As Diamond is made of Carbon similarly Ruby is made of Corundum.

13) Architect:Building:: Sculptor : ?

- a) Museum
- b) Stone

- c) Chisel
- d) Statue

Answer- - D

Explanation:

As 'Architect' makes 'Building' similarly 'Sculptor' makes 'Statue'

- 14) Eye : Myopia :: Teeth : ?
- a) Pyorrhoea
 - b) Cataract
 - c) Trachoma
 - d) Eczema

Answer: - A

Explanation:

As Myopia is disease of eye similarly pyorrhoea is a disease of teeth.

- 15) Conference : Chairman :: Newspaper : ?
- a) Reporter
 - b) Distributor
 - c) Printer
 - d) Editor

Answer - D

Explanation:

As Chairman is the highest authority in a conference similarly Editor is in Newspaper.

- 16) Safe:Secure:: Protect : ?
- a) Lock
 - b) Sure
 - c) Guard
 - d) Conserve

Answer: - C

Explanation:

As safe and secure have same meaning in the same way protect and guard have same meaning.

- 17) Microphone : Loud :: Microscope : ?
- a) Elongate
 - b) Investigate
 - c) Magnify
 - d) Examine

Answer: - C

Explanation:

As Microphone makes sound louder similarly Microscope makes the object magnified.

18) Melt : Liquid :: Freeze : ?

- a) Ice
- b) Condense
- c) Solid
- d) Force

Answer: - C

Explanation:

As on melting, liquid is formed similarly on freezing solid is formed.

19) Fry : Fish

- a) Cook : Barbecue
- b) Gobble : Turkey
- c) Steak : Lamb
- d) Roast : Fire
- e) Nymph : Silverfish

Answer: - e

Explanation:

Young Ones. Definition: Fry is a baby fish; and Nymph is a baby Silverfish.

20) Adult : Teenager

- a) Structure : Building
- b) Foal : Horse
- c) Writing : Draft
- d) Poem : Rhythm
- e) Couple : Pair

Answer: (C)

Explanation:

Chronological Sequence: The preceding stage of Adult is Teenager; similarly, the stage preceding Writing is that of preparing a draft.

21) Acronym : Brevity

- a) Gift : Wrap
- b) Mnemonic : Memory
- c) Key : Code
- d) Enzyme : Solution
- e) Proverb : Trite

Answer: (B)

Explanation:

Purpose. Brevity is the purpose of an Acronym; aid to Memory is the purpose of a Mnemonic.

22) College : Student :: Hospital : ?

- a) Nurse
- b) Doctor
- c) Treatment
- d) Patient

Answer: - D

Explanation:

As Students read in College similarly Patients are treated in Hospital.

23) Tree : Forest :: Grass : ?

- a) Lawn
- b) Garden
- c) Park
- d) Field

Answer: - A

Explanation:

As Tree is found in Forest similarly Grass is found in Lawn.

24) South: North-West:: West : ?

- a) North
- b) South-West
- c) North-East
- d) East

Answer: - C

Explanation:

As North-West is 135o clockwise from South in the same were North-East is 135o clockwise from the West.

25) Cloth : Mill :: Newspaper : ?

- a) Editor
- b) Reader
- c) Paper
- d) Press

Answer: - D

Explanation:

As Cloth is made in a Mill, similarly Newspaper is printed in press.

- 26) Country:President:: State : ?
a) Governor
b) M.P
c) Legislator
d) Minister

Answer: - A

Explanation:

As President is the nominal head of a country, similarly Governor is the nominal head of a State.

- 27) Peace:Chaos:: Creation : ?
a) Build
b) Construction
c) Destruction
d) Manufacture

Answer: - C

Explanation:

As opposite meaning of peace is chaos similarly opposite meaning of creation is destruction.

- 28) Poles:Magnet:: ? : Battery
a) Cells
b) Power
c) Terminals
d) Energy

Answer: - C

Explanation:

As magnet has poles similarly battery has terminals.

- 29) Physician : Treatment :: Judge : ?
a) Punishment
b) Judgement
c) Lawyer
d) Court

Answer: - B

Explanation:

As Physician does the treatment similarly Judge delivers the judgement.

- 30) Glove : Hand

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- a) Neck : Collar
- b) Tie : Shirt
- c) Socks : Feet
- d) Coat : Pocket

Answer: - C

Explanation:

As Glove is worn in Hands similarly Socks are worn on feet.

- 31) Lawyer : Court
- a) Chemist : Laboratory
- b) Businessman : Office
- c) Labour : Factory
- d) Athlete : Olympics

Answer: - A

Explanation:

As the working field of lawyer is Court, similarly the working field of chemist is laboratory

- 32) Letter : Word
- a) Page : Book
- b) Product : Factory
- c) Club : People
- d) Home work : School

Answer: - A

Explanation:

As Word is a group of letters similarly Book is a group of papers.

- 33) Lively : Dull
- a) Employed : Jobless
- b) Flower : Bud
- c) Factory : Labour
- d) Happy : Gay

Answer: - A

Explanation:

First word is opposite to the second word.

- 34) Silence : Noise
- a) Quiet : Peace
- b) Baldness : Hair
- c) Talk : Whisper
- d) Sing : Dance

Answer: - B

Explanation:

As Silence is opposite to noise, similarly Baldness is opposite to Hair.

- 35) Kick : Football
a) Wash : Dishes
b) Dust : Rage
c) Mop : Sweep
d) Throw : Ring

Answer: - D

Explanation:

As Kick is in the game of Football, similarly Throw is used in the game of Ring.

- 36) Numismatist : Coins
a) Jeweller : Jewels
b) Cartographer : Maps
c) Philatelist : Stamps
d) Geneticist : Chromosomes

Answer: - C

Explanation:

As Numismatist collects coins similarly Philatelist collects stamps.

- 37) Sunrise : Sunset
a) Dawn : Twilight
b) Noon : Midnight
c) Morning : Night
d) Energetic : Lazy

Answer: - C

Explanation:

At sunrise morning begins, similarly at sunset night begins.

- 38) Platform : Train
a) Aeroplane : Aerodrome
b) Hotel : Tourist
c) Quay : Ship
d) Footpath : Traveller

Answer: - C

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Explanation:

Second is the place where first stops.

39) Chalk : Blackboard

- a) Type : Point
- b) Table : Chair
- c) Door : Handle
- d) Ink : Paper

Answer: - D

Explanation:

As chalk is used to write on the blackboard similarly the Ink is used to write on the paper.

40) Rectangle : Pentagon

- a) Side : Angle
- b) Diagonal : Perimeter
- c) Triangle : Rectangle
- d) Circle : Square

Answer: - C

Explanation:

Second one had one more side than the first.

41) Find analogous pair of MAD: INSANE

- a) Red: Green
- b) Healthy: Fat
- c) Brave: Timid
- d) Slim: Thin

Answer: Option d

Explanation:

First is more intense form of second.

42) PRODUCE: WASTE:: CONTRAST : ?

- a) Match
- b) Correct
- c) Oppose
- d) Contradict

Answer: Option a

Explanation:

Words in pairs are opposite to each other.

43) EXTORT: OBTAIN::

- a) Pilfer: steal
- b) Plagiarize: borrow
- c) Explode: ignite
- d) Purify: strain
- e) Consider: appeal

Answer: Option b

Explanation:

When you EXTORT something, you obtain it by force or threats. To EXTORT is to OBTAIN dishonestly. Now look for the answer choice with the same connection between the words: To PLAGIARIZE is to BORROW dishonestly? Yes, plagiarism is borrowing material from another writer without giving him or her acknowledgment. That would fit the description of borrowing dishonestly.

44) FIRE: ASHES:: EXPLOSION : ?

- a) Flame
- b) Debris
- c) Sound
- d) Death

Answer: Option b

Explanation:

Second is the name given to the remains left after the first.

45) SODDEN: MOIST::

- a) Arid: harsh
- b) Nostalgic: emotional
- c) Wet: liquid
- d) Maudlin: sentimental
- e) Assertive: bold

Answer: Option d

Explanation:

Something SODDEN is very wet, so it is, by definition, extremely MOIST. This is a bridge of DEGREE. Similarly, something MAUDLIN is, by definition, extremely SENTIMENTAL.

46) Find analogous pair of DIVA: OPERA

- a) Thespian: Play
- b) Conductor: Bus
- c) Director: Drama
- d) Producer: Theatre

Answer: Option a

Explanation:

Diva (woman singer) plays a leading role in an opera (musical plays).
Thespian (actor) plays a leading role in plays.

47) MAVEN: EXPERTISE::

- a) Monarch: wisdom
- b) Athlete: determination
- c) Neophyte: honesty
- d) Klutz: grace
- e) Suppliant: humility

Answer: Option e

Explanation:

By definition, a MAVEN, meaning expert, has expertise. Likewise, a SUPPLICANT, or humble beggar, by definition has HUMILITY.

48) WAX is related to GREASE in the same way as MILK is related to:

- a) Ghee
- b) Drink
- c) Curd
- d) Protein

Answer: Option c

Explanation:

First is used to prepare second.

49) PALTRY: SIGNIFICANCE::

Redundant: discussion

- a) Austere: landscape
- b) Opulent: wealth
- c) Oblique: familiarity
- d) Banal: originality

Answer: Option e

Explanation:

Something PALTRY lacks SIGNIFICANCE. Does something BANAL lack ORIGINALITY? Well, if something is BANAL it is predictable, so yes. That pair has the same relation as the stem pair. The classic relation of lack has left only one possible answers, choice (E).

50) Find analogous pair of ELEVATED: EXALTED

- a) Dirty: Filthy
- b) Disorderly: Unfaithful
- c) Raise: Commensurate
- d) Promoted: Excellence

Answer: Option a

Explanation:

Second is higher intensity form of second.

51) "RADICAL" is related to "MODERATE" in the same way as "REVOLUTION" is related to.. ?

- a) Change
- b) Chaos
- c) Peace
- d) Reformation

Answer: Option c

Explanation:

Words in each pair are antonym to each other. Second means to put an end to the first.

52) EQUANIMITY: HARRIED::

- a) Celebrity: infamous
- b) Erudition: urbane
- c) Moderation: dissolute
- d) Distinction: singular
- e) Intuition: logical

Answer: Option c

Explanation:

Someone who is **HARRIED**, or stressed, by definition lacks **EQUANIMITY**, or serenity. Likewise, someone who is **DISSOLUTE**, meaning lacking moral restraint, by definition lacks **MODERATION**.

53) PALEOGRAPHY: WRITINGS:: ICHTHYOLOGY : ?

- a) Fishes
- b) Whales
- c) Oysters
- d) Mammals

Answer: Option a

Explanation:

First is study of second.

54) Find analogous pair of FURY: IRE

- a) Amusement: Happiness
- b) Joke: Laugh
- c) Cry: Whisper
- d) Convulsion: Spasm

Answer: Option d

Explanation:

Second is more intense form of the first.

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55) MEDICINE: ILLNESS::

- a) Law: anarchy
- b) Hunger: thirst
- c) Etiquette: discipline
- d) Love: treason
- e) Stimulant: sensitivity

Answer: Option a

Explanation:

This is a classic function/purpose bridge—the purpose of MEDICINE is to prevent or cure ILLNESS. Ask yourself the following questions: Is the purpose of LAW to prevent or cure ANARCHY, or disorder?

56) Find analogous pair of FORMULA: CONSTITUENT

- a) Equation: Term
- b) Rocket: Pilot
- c) Carburetor: Mixture
- d) Binomial: Monocular

Answer: Option a

Explanation:

Second is a part of first in each pair.

57) FEAR: THREAT:: ANGER : ?

- a) Compulsion
- b) Panic
- c) Provocation
- d) Force

Answer: Option c

Explanation:

First arises from second.

58) SCULPTOR: STATUE:: POET : ?

- a) Canvas
- b) Pen
- c) Verse
- d) Chisel

Answer: Option c

Explanation:

Second is prepared by the first.

59) WAX: WANE:: ZENITH : ?

- a) Nadir
- b) Bottom
- c) Fall
- d) Height

Answer: Option a

Explanation:

Words in pair are opposite to each other.

60) Find analogous pair of STATE: EXILE

- a) Church: Excommunicate
- b) Constitution: Amendment
- c) Antidote: Disease
- d) Rehearsal: Performance

Answer: Option a

Explanation:

Second is vanishing a person from the first.

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GROUP DISCUSSION

GD Conduction Process:

GD is 'many on many' discussion. GD is all about discussion over a particular Topic (like factual topics, controversial topics & abstract topics) and finally coming to a consensus. Every GD must have a conclusion. No GD should become a 'one on one' discussion, which is rather a debate. A GD follows certain code of conduct.

GD has 3 phases:

1st phase is called the Initiation Phase, the beginning.

- one of the panel members initiates the discussion (whoever feels ready and confident at that moment).

- Steps of Initiation:

1. Greeting the selectors and the discussing panel

2. Introduce oneself (in brief)

3. Introduce the topic to the panel by reading the topic exactly the same way it is given.

4. Give a brief about the topic by using any of these methods depending on topic:

- define the topic
- give proverbs or quotations based on topic
- facts and figures
- brief a story based on topic
- real time incidents
- Raising a question and answering it
- General statements

5. Then talk about your view on the topic

2nd phase is called Body of Discussion:

- here the actual discussion take place
- the other members start exchanging their views.
- The others will just greet, introduce themselves and give their opinions

3rd phase is called Conclusion:

- Every GD must have a conclusion, but maximum time, there is no conclusion as the group splits into two sides (for and against). Hence the best way to conclude is to summarize the GD. One person will summarize The GD, wherein he will pinpoint all relevant points those arouse for and against the topic, thereby giving the highlights of the discussions. Also if any reforms or measures wrt topic, that panel has dicussed, can also be put forward in conclusion

Tips for Group Discussion (for students)

Regularly read newspapers. Students should read at least two English newspapers everyday: - one political news paper (Times of India, The Hindu, Deccan Herald etc.) and one business news paper (Economic Times, The Hindu Business Line, Business Standard etc). Reading an English news paper makes you conversant with the language and the English language becomes a friend rather than a foe. It also makes you aware of what is happening around...in your region...in your state...in the country...in the world.

Reading newspapers will help you remember points in a GD as well. You will be able to participate in the discussion because you are now **AWARE**.

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Though you need to make your presence felt in the GD by active participation, you should also pay attention to others and respect their opinions. This in turn helps you get new points. Using the same points you can twist the language and speak that same point again in a different way thereby *participating* in a GD.

If you have not been able to participate in the GD, try to enter at a time when other participants are only repeating their points and the discussion is getting monotonous. If and when you do it, make sure that you have sufficient matter to speak for at least 15 seconds.

In a GD, do not use your limbs very aggressively. In other words, please don't stretch your elbows too much such that it invades your neighbor's space.

Whenever you are trying to speak in a GD please make a conscious effort to make eye contact with everyone.

While in a GD, just concentrate on the group. Don't look at the selector's panel when you are speaking.

Try to remember a few proverbs and similes in English language. This helps you to package your point well.

If you don't understand the meaning of the topic, don't make the mistake of asking the meaning from the selector's panel. Let someone else start. Listen to him/her for a minute and try to make out what he/she is saying. This will help you in understanding the topic.

Don't make *unethical* statements when participating in a G.D

Do's & Don'ts of a Group Discussion

1) Dress Formally

Dressing helps make the first impression and determines one's personality – so do not take it casually. Dress in smart formals for GD and PI round. It will add to your confidence and keep you comfortable while speaking in a group. Positive gestures and body language will make your work easier.

2) Don't Rush Into It

Initiating the GD is a big plus. But it works in your favour only when you understand the GD topic. If you are not sure about the topic, take your time, take a cue from others and then frame your argument. It will help you appear more measured when you speak and bring out your analytical skills.

3) Keep Eye Contact While Speaking

Stay relaxed and keep eye contact with every team member of the group discussion while speaking. Do not look at the evaluators only.

4) Allow Others to Speak

Do not interrupt others during the GD. Even if you don't agree with their thoughts do not snatch their chance to speak. Instead make a mental note and state your points when it's your turn. This will show that you are not desperate to blow your own trumpet and are mindful of other people's opinion.

5) Don't be Aggressive

Speak politely and clearly. Use simple language to convey your thoughts without being irritable. Don't be aggressive even if you need to disagree with someone. Express your feelings calmly and politely.

6) Maintain Positive Attitude

GD is a team activity. Be confident but do not try to dominate anyone. Remember it's a discussion and not a debate, so express your feelings calmly and politely. Ensure a positive body language. Show interest in the group discussion when others express their thoughts. This will make you appear as someone who is a team player.

7) Speak Sensibly

Do not speak just to increase your speaking time. Don't worry even if you speak less but do not try to beat around the bush. Your thoughts should be sensible and relevant. Wasting the group's time with your irrelevant speech or speaking without proper subject knowledge will only create a poor impression.

8) Listen Carefully to Others

Being a good listener is an important skill to succeed in group discussions. Pay attention when others speak. This will encourage coherent discussion and you will get involved in the group positively. That way, others are also more likely to be receptive to your points.

9) Avoid Time-Consuming Details

A basic subject analysis is sufficient. There's no need to mention exact figures and statistics while making a reference. You have limited time in a GD, so be precise and convey your thoughts in a smart and crisp manner.

10) Keep the Discussion on Track

If you find the group is digressing from the topic or goal then simply take the initiative to bring the discussion back on track. Uphold and emphasize the group's common objective to stick to the topic to arrive at some conclusion at the end of the group discussion. This will exhibit your leadership skills.

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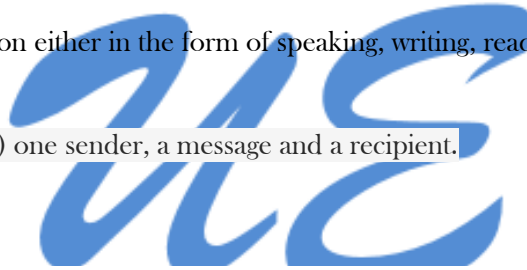
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Communication

What is Communication?

Sharing of Ideas, thoughts or information either in the form of speaking, writing, reading, or through expressions and body language.

Every communication involves (at least) one sender, a message and a recipient.



Categories of Communication

1. Verbal Communication
2. Non Verbal communication

Verbal Communication- The communication which is in the form of Reading, Writing and Speaking. The **Verbal Communication** is a type of communication wherein the message is transmitted through the words. Here the sender gives words to his feelings, thoughts, ideas and opinions and expresses them in the form of speeches, discussions, presentations, writing and conversations.

Non Verbal Communications- The **Non-Verbal Communication** is the process of conveying meaning without the use of words either written or spoken. In other words, any communication made between two or more persons through the use of facial expressions, hand movements, body language, postures, and gestures is called as non-verbal communication.

Note- Our Verbal and Non Verbal communication should be matched with each other while expressing. Whether or not your communication is effective depends on the listener as well as yourself, and you can't control the listener—but you can try to make your message as clear as possible. To do this, you also need to consider nonverbal communication.

Communication plays a key role in our life, as people interchange their views and thoughts by communicating. It is a core tool that plays an important role even in the growth of the organization.

In an organization, there are two channels of communication - **formal and informal**. The main difference between the two is that formal communication is backed by predefined channels while there is no such rule for informal communication.

Key Differences Between Formal and Informal Communication

1. A set of commands is followed for formal communication whereas informal communication can move freely in all directions.
2. Examples of formal communication are -interviews, Group discussion, business letters, reports, orders, etc. while examples of informal communication are communication among personal group , telephonic conversations with friends and relatives etc
3. Formal communication has its scope restricted within the organization whereas informal communication has no boundary.
4. Formal communication is designed at the organizational level whereas informal communication occurs naturally.
5. Slang words are never used in formal communication while they can be used in informal communication.
6. Formal communication is also known as official communication and informal communication is also known as grapevine communication.
7. . Formal communication is time-consuming, whereas it costs less time for informal communication.
8. Generally, documentation happens for formal communication whereas no documentation happens for informal communication.
9. The main motive of formal communication is to fulfill organizational objectives whereas informal communication is intended to meet personal interests and needs.

For Effective Communication we should follow few rules:

1. Audibility
2. Clarity
3. Good Presentation skills
4. Proper Matching of Verbal and Non Verbal
5. Talk with people not at people.
6. Proper construction of Sentences.
7. Confidence
8. Good listening skills

How to Improve English Communication

1. Read English articles more and that too loudly and clearly. After reading articles explain the summary of the article in your own words.
2. Stand in front of mirror and speak more to yourself in English.
3. Always need to start conversation which will boost your confidence.
4. Take out new English words and try to implement those words in your sentences.
5. Try to participate in public speaking in English.
6. Before you speak, know what you want to communicate.
7. Try to watch more English news channels and listen it carefully.

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Presentation Skills

We all know what to speak but how we speak how we present is what creates the difference.

Three elements of Great presentation

1. Content – the matter we are going to speak should be relevant and to the point
2. Design – the look and feel of the power point presentation should be attractive.
3. Delivery – of the content and the design are good but we are unable to deliver then the overall presentation fails.

Steps to follow before presentation

1. **Understand the agenda** - What you really want to make a presentation on, it can be evolution, Popularity or uses.
2. **Plan your presentation** – decide the subtopics which you are going to speak under a topic then decide the members' contribution by allotting the topics to them so that they can prepare only the required things.
3. **Research** – start collecting the information related to the topic and sub topics allotted.
4. **Implement** – create slides for the information collected. Do not copy paste directly from internet, first understand the content then express in your own words. Slide should contain only highlighted points. Try to avoid writing stories or summary in the slides. While creating slides keep in mind that the first slide should have
 - Name of Topic
 - Name of Participants
 - College/organization/ Institute's Name

And the last slide should thank the audience for their time and consideration.

5. **Additional Features** - Add relevant images and videos, Add design, affects, graphs, charts and other features available in Ms-powerpoint. You can also add animations. Please Avoid irritating sound effects. And keep in mind to create attractive ppts which should bind the audience.
6. **Preparation** – prepare for the presentation thoroughly as you cannot just read the points written on the slides you need to explain that and that should be prepared before hand.
7. **Presentation** – standing on the dias and speaking needs confidence so before starting greet and introduce yourself confidently. While speaking don't forget to have eye contact with everyone. Use the stage properly with proper gestures. Try to wear formals for presentations, do not make your presentation boring by long sentences keep it precise.
8. **Query Handling** – Give space to the audience to put forward their questions and while answering them be calm and polite. Try to give space and interest to the audience so that they can ask relevant questions on the topic. Try

to use sense of humour in a positive manner to deal the questions. Try to answer the question upto the mark i.e. avoid making stories while handling cross questions

9. **Thank the audience** – collect the notes and other stuffs from the podium in a very polite manner and leave the stage.

Becoming a competent, rather than just confident, speaker requires a lot of practice. But here are a few things you can consider to start sharpening your presentation skills:

1. **Be Entertaining** – Speeches should be entertaining and informative. When we say informative it means some updated information should be there. Entertaining doesn't means dancing or singing but try to give entertaining examples.
2. **Slow Down** – Consciously slow your speech down and add pauses for emphasis.
3. **Eye Contact** – Match eye contact with everyone in the room. Avoid looking or watching continuously to the decision makers or judges.
4. **Don't Read** –
5. **Speeches are About Stories** – If your presentation is going to be a longer one, explain your points through short stories, quips and anecdotes. Great speakers know how to use a story to create an emotional connection between ideas for the audience.
6. **Project Your Voice** - Nothing is worse than a speaker you can't hear. Even in the high-tech world of microphones and amplifiers, you need to be heard. Projecting your voice doesn't mean yelling, rather standing up straight and letting your voice resonate on the air in your lungs rather than in the throat to produce a clearer sound.
7. **Don't Plan Gestures** - Any gestures you use need to be an extension of your message and any emotions that message conveys. Planned gestures look false because they don't match your other involuntary body cues. You are better off keeping your hands to your side.
8. **Breathe In Not Out** – Feeling the urge to use presentation killers like 'um,' 'ah,' or 'you know'? Replace those with a pause taking a short breath in. The pause may seem a bit awkward, but the audience will barely notice it.
9. **Don't Apologize** – Apologies are only useful if you've done something wrong. Don't use them to excuse incompetence or humble yourself in front of an audience. Don't apologize for your nervousness or a lack of preparation time. Most audience members can't detect your anxiety, so don't draw attention to it.
10. **Do Apologize if You're Wrong** – One caveat to the above rule is that you should apologize if you are late or shown to be incorrect. You want to seem confident, but don't be a jerk about it.
11. **Put Yourself in the Audience** - When writing a speech, see it from the audiences perspective. What might they not understand? What might seem boring? Use WIIFM (What's In It For Me) to guide you.
12. **Be in formal.** Try to wear formal dress as your presentation requires your professional etiquettes.

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