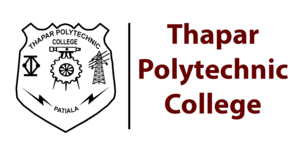
***SCA***

***SOCIAL AND CULTURAL ACTIVITIES***



***Submitted By:***

*Divya*

*CSE – A (6th Sem)*

*2018/319*

**SELF-INTRODUCTION**

**Format:**

* Greetings (as per the time of the day)
* Name (My name is \_\_\_\_. / I am \_\_\_\_\_.)
* Location(historical importance)
* Parents’ Occupation (Government Employee/ Works with Private Organization/ Businessman(woman)/ Self-Employed/ Homemaker)
* Education Details (Reverse Chronological Order)
* Work Experience (if any)
* Achievements (Any Gold/ Silver/ Bronze Medal or Awarded 1st, 2nd, 3rd position in Academics/ Olympiads/ NGO/ NCC Achievements/ Certifications/ Award Winning Projects at Zonal, District, State, National or International Level)
* Extra-curricular activities (Volunteered/ Coordinated in any cultural, social activity in school or college. Should have certificate of participation or winning)
* Hobbies (Be honest and know everything about your hobby)
* Strength and Weakness (at least 2)
* Aim/ Goal in life (Industry Type, Field/ Platform, Designation)

**My Introduction:**

Good morning all It’s pleasure to introduce myself.

I am Divya. I belong to Patiala. Coming to my family background, I have a beautiful family of five members including me. My father is private employee and my mother is a teacher by profession. Presently I am pursuing diploma from Thapar polytechnic college. I have completed my schooling from JNV Fatehpur Rajputtan Patiala with 78% in CBSE. I am also interested in sports like badminton and volleyball and I have participated many times, at school level competitions. About my achievements I got NCC certificate, Scout & Guide certificate and adventure certificate in 10 class. My hobbies are sketching, listening to music and cooking.

My strength is self-motivating and positive attitude towards my work and my weakness is I am not comfortable until I finish my work in the given time. Sometimes, working long hours tends to reduce my level of fitness.

My goal is to become responsible and knowledgeable person and to get a respected position in the company.

Thank you!!



Placement Application Form

Name of the Organization : Thapar Polytechnic College

Full Name : Divya

Roll No. : 2018/319

**Personal Data**

|  |
| --- |
| Specialization : Computer Science and Engineering Gender : Female |
| Email ID : drajdev2609@gmail.com Skype ID : - |
| Mobile No. : 8847098214 Date of Birth : 09 may 2002 |
| Citizenship : Indian Age : 18 |
| Father’s Name : Surinder Mohan Occupation : Private employee |
| Mother’s Name : Anjana Occupation : Teacher |

**Address Correspondence Permanent**

House Number, Street : - #744/st no – 10 Tripuri town

City, PIN : - Patiala, 147001

State, Country : - Punjab, India

Landline No. : - -

Languages Known : English, Hindi and Punjabi

(Proficiency in Reading Speaking and Writing)

**Academic Record**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Examination | Board/ University | Name of School | Year | Marks/CGPA Obtained | CGPA/ %age | Division |
| Class X | CBSE | J.N.V Fatehpur Rajputtan, Patiala | 2018 | - | 78% | Distinction |
| Diploma | PBSTE | Thapar Polytechnic College, Patiala | 2021 | - | - | - |

**Academic Achievements**

|  |
| --- |
| **1.**  **2.**  **3. 4.**  **5.** |

**Projects**

**Project Title** : 1.

2.

**Extra-Curricular/Volunteer Activities**

**1.** Annual Function

**2.** NCC

**3.** Scout &Guide

**4.** Adventure

**5.**

I hereby declare that the particulars given herein are true and complete to the best of my knowledge and belief.

**Place**  : Patiala **Signature**  : Divya **Date**  : 27/08/2020

**GRAMMAR CONCEPTS**

**2 Major Building Blocks** of Grammar are:

1. Subject-Verb Agreement

2. Verb-Tenses

**CASE 1:** Singular Subject (S.S.) follows Singular Verb (S.V.)

a. Ram (S.S.) is(S.hV.) going to college.

b. Ram (S.S.) goes(S.aV.) to college every day.

|  |  |
| --- | --- |
| **Singular Subjects** | **Singular Verbs** |
| Rohan, Riya, He, She, It, I, You, The boy, The girl | Am, Is, Was, Has, Does, Writes, Reads, Goes, Cries |

**CASE 2:** Plural Subject (P.S.) follows Plural Verb (P.V.)

a. Ram and Shyam (P.S.) are(P.hV.) going to college.

b. Ram and Shyam (P.S.) go(P.aV.) to college every day.

c. People (P.S.) of India are(P.hV.) hardworking.

|  |  |
| --- | --- |
| **Plural Subjects** | **Plural Verbs** |
| Rohan and Riya, Sneha and Simran, We, You, They, The boys, The girls | Are, Were, Have, Do, Write, Read, Go, Cry |

**In Both these cases, sentences follow the format of:**

**Subject + Verb (Helping/ Helping + Action/ Action) + Tense of Action Verb + Preposition + Object.**

**Exercise (Subject Verb Agreement):**

Q: Combine the following sentences by choosing an appropriate form of the verb given in the options.

1.Man and woman (**are**/is) complementary to each other.

• Man and woman are complementary to each other.

2. Plenty of mangoes and bananas (**are**/is) available in this season.

• Plenty of mangoes and bananas are available in this season.

3. A dictionary and an atlas (**are**/is) missing from the library.

• A dictionary and an atlas are missing from the library.

4. The leader as well as his brothers (**belongs**/ belong) to the same tribe.

• A dictionary and an atlas are missing from the library.

5. Cats and dogs (**do**/does) not get along.

• Cats and dogs do not get along.

6. The brothers as well as their sister (**are**/is) good at their studies.

• The brothers as well as their sister are good at their studies

7. The students accompanied by their teacher (has/**have**) gone on a picnic.

• The students accompanied by their teacher are gone on a picnic.

8. A lot of houses (has/**have**) collapsed in the storm.

• A lot of houses are collapsed in the storm

9. The children as well as their mother (**are**/is) missing.

• The children as well as their mother are missing.

10. A large sum of money (**was**/were) stolen.

• A large sum of money was stolen.

**Subject Verb Agreement Activity:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S VA** | **SUBJECT** | **VERBS** | | **Make Sentences Using Verbs** | |
| **Action (a)** | **Helping (h)** | **Action Verbs** | **Helping Verbs** |
| **SINGULAR** | Ram/ Gita | Pa | Sh | Ram goes to school | Ram is playing |
| He/ She | Pa | Sh | He goes to party daily. | He is a nice person. |
| It | Pa | Sh | It melts the ice very quickly. | It is a scenic place |
| I (am) | Sa | Sh | I am going to college | I am listening to him |
| You (are) | Sa | Ph | You are watching that cute  puppy. | You were looking pretty good last  night. |
| **PLURAL** | Ram and Ravi | Sa | Ph | Ram and Ravi went to the park  last day. | Ram and Ravi went to the park  last day. |
| They | Sa | Ph | They play cricket every-day. | They are watching the movie. |
| We | Sa | Ph | We sing along with them. | We are well today after the treatment yesterday. |

**Verb Tenses Activity:**

Example: (1) He studies

|  |  |  |  |
| --- | --- | --- | --- |
|  | Present Tense | Past Tense | Future Tense |
| Simple (English) | He studies | He studied | He will study. |
| (Hindi) | वह पढ़ता है। | उसने पढ़ा। | वह पढ़ेगा। |
|  | |  |  |
| Continuous (E) | He is studying | He was studying | He will be studying |
| (H) | वह पढ़ रहा है। | वह पढ़ रहा था। | वह पढ़ रहा होगा। |
|  | |  |  |
| Perfect (E) | He has studied. | He had studied. | He will have studied. |
| (H) | वह पढ़ चुका है। | वह पढ़ चुका था। | वह पढ़ चुका होगा। |
|  | |  |  |
| Perfect  Continuous (E) | He has been studying. | He had been studying. | He will have been studying. |
| (H) | वह पढ़ता आ / जा रहा है। | वह पढ़ता आ / जा रहा था। | वह पढ़ता आ / जा रहा होगा। |

Example: (2) They learn

|  |  |  |  |
| --- | --- | --- | --- |
|  | Present Tense | Past Tense | Future Tense |
| Simple (English) | They learn | They learned | They will learn |
| (Hindi) | वे सीखते है । | उन्होंने सीखा । | वे सीखेगे । |
|  | |  |  |
| Continuous (E) | They are learning | They were learning | They will be learning |
| (H) | वे सीख रहे है । | वे सीख रहे थे । | वे सीख रहे होंगे। |
|  | |  |  |
| Perfect (E) | They have learned | They had learned | They will have learned. |
| (H) | वे सीख चूके है । | वे सीख चूके थे । | वे सीख चूके होंगे। |
|  | |  |  |
| Perfect  Continuous (E) | They have been learning. | They had been learning. | They will have been learning |
| (H) | वे सीखते आ /जा रहे है । | वे सीखते आ /जा रहे थे । | वे सीखते आ /जा रहे होंगे । |

Example: (3) It run

|  |  |  |  |
| --- | --- | --- | --- |
|  | Present Tense | Past Tense | Future Tense |
| Simple (English) | It runs | It ran | It will run. |
| (Hindi) | यह भागता है । | यह भागा । | यह भागेगा । |
|  | |  |  |
| Continuous (E) | It is running | It was running | It will be running. |
| (H) | यह भाग रहा है । | यह भाग रहा था । | यह भाग रहा होगा । |
|  | |  |  |
| Perfect (E) | It has run | It had run | It will have run |
| (H) | यह भाग चुका है । | यह भाग चुका था। | यह भाग चुका होगा । |
|  | |  |  |
| Perfect  Continuous (E) | It has been running | It had been running | It will have been running |
| (H) | यह भागता जा रहा है । | यह भागता जा रहा था। | यह भागता जा रहा होगा । |

**ASSIGNMENT 2**

**Exercise 1**

In this story, decide which tense the verbs in brackets should be – past simple, past continuous or past perfect.

When I (was living) in London, a strange thing —– (happen) to me.

At that time, I —- (have) a job as a receptionist in a hotel. I —– (apply) for the job before I —– (arrive) in London, which —– (make) things a bit easier.

The hotel —– (be) in the centre, and —– (be) always busy. One day, as I —– (work) I —– (hear) someone call my name. The voice was familiar – I —– (think) I —– (hear) it before. I —– (look) up and —– (see) to my surprise that the person standing in front of me —- (be) …..

**Answers**

When I was living in London, a strange thing happened to me.

At that time, I had a job as a receptionist in a hotel. I‘d applied for the job before I arrived in London, which made things a bit easier.

The hotel was in the centre, and was always busy. One day, as I was working, I heard someone call my name. The voice was familiar – I thought I had heard it before. I looked up and saw to my surprise that the person standing in front of me was …..

**Exercise 2**

Decide if the verbs should be in the Past Simple or Past Continuous.

**Story 1**

It was a hot day, so I —— (decide) to prepare salad for lunch. Outside, the children ——- (play) in the garden. Suddenly I —- (hear) a loud noise, followed by a scream. I —– (run) outside to see what —— (happen).

**Answers**

It was a hot day, so I decided to prepare salad for lunch. Outside, the children were playing in the garden. Suddenly I heard a loud noise, followed by a scream. I ran outside to see what was happening.

**Story 2**

On my first day at work I was a bit nervous. I —- (get) up early, —- (have) a shower, and —- (drink) some coffee. I was too nervous to eat.

I —- (think) I —– (look) very smart. I —– (wear) a suit and my best shoes. I —- (walk) to the bus stop and —- (wait) for the bus. While I —- (wait), I —– (notice) that people —– (look) at me in a strange way. I —- (try) to ignore them, and when my bus —- (arrive) I —- (get) on and —- (find) a seat. 30 minutes later, I —- (arrive) at my office. Just as I —- (get) off the bus, I —- (look) down and —- (realise) that I —- (wear) shoes of different colours…

**Answer**

On my first day at work I was a bit nervous. I got up early, had a shower, and drank some coffee. I was too nervous to eat.

I thought I was looking / looked very smart. I was wearing a suit and my best shoes. I walked to the bus stop and waited for the bus. While I was waiting, I noticed that people were looking at me in a strange way. I tried to ignore them, and when my bus arrived I got on and found a seat. 30 minutes later, I arrived at my office. Just as I got off the bus, I looked down and realised that I was wearing shoes of different colours…

**Exercise 3**

Decide if the verb in brackets should be in the present simple or the present continuous.

1. He ——- (live) with his parents at the moment.

2. Some areas of Italy ——– (become) drier.

3. She ——– (work) as a lab technician.

4. She ——– (plan) to study for a degree.

5. I —— (have got) two sisters.

6. In her job, she ——– (answer) the phone.

7. People ——– (live) longer and longer.

8. This month they ——– (work) on a new project.

**Answer**:

1. He is living with his parents at the moment.

2. Some areas of Italy are becoming drier.

3. She works as a lab technician.

4. She is planning to study for a degree.

5. I have got two sisters.

6. In her job, she answers the phone.

7. People are living longer and longer.

8. This month they are working on a new project

**Worksheets given:**

<https://www.englishgrammar.org/pronouns-worksheet-4/>

<https://www.englishgrammar.org/conjunctions-and-relative-pronouns/>

<https://www.englishgrammar.org/pronouns-exercise-16/>

<https://www.englishgrammar.org/pronouns-exercise-15/>

<https://www.myenglishpages.com/english/grammar-exercise-as-like.php>

<https://www.englishgrammar.org/general-grammar-and-vocabulary-exercise-3/>

<https://www.englishgrammar.org/general-grammar-exercise-79/>

<https://www.ego4u.com/en/business-english/grammar/participles>

**Exercise:**

Change Negative Sentences to Affirmative Sentences Without Changing Meaning-

1. You are not very kind. → You are unkind/cruel.

2. She was not present. → She was absent.

3. He is never late for meetings. → He is always on time for meetings.

4. She is not obedient. → She is disobedient.

5. This is not a big problem. → This is a small problem.

6. You are not allowed to enter my home. → You are forbidden from entering my home.

7. You have not paid your fee. → You have failed to pay your fee.

8. He was not given admission. → He was denied admission.

9. She was not allowed to enter the house. → She was prevented from entering the house.

10. We must not make insensitive remarks. → We must refrain from making insensitive remarks.

1. There aren't many apples on the tree. → There are a few apples on the tree.
2. She doesn't have many friends. → She has few friends.
3. I didn't get good grades. → I got bad/poor grades.

**Exercise :**

**Importance of positive attitude**

Having a positive attitude means being optimistic about situations, interactions, and ourselves. People possessing a positive attitude can remain hopeful and see the best in everything even in difficult situations. Staying calm even if the teacher scolds you or you fail a test umm…sounds impossible right? But it isn’t if you follow few simple steps to train your mind to build a positive attitude. There are numerous reasons which justify the importance of a positive attitude. Our road to success will be easy as a positive attitude helps to get motivation. It takes a positive attitude to achieve positive results in life. A positive attitude increases your confidence in your abilities and brings hope and expectation of a brighter future. It can bring more joy and happiness into your life. It makes you a pleasant person and makes it easier to be liked and gain friends. It produces more energy, enthusiasm, interest, and even curiosity, making life more interesting. It enhances your motivation and makes it possible to inspire and motivate others. With a positive attitude, obstacles and difficulties do not spoil your happiness and optimism. You do not focus on them; you focus on solutions. We should stay positive because a negative attitude is very harmful to us. It affects our thought process badly. It can lead to diseases like anxiety, stress, depression, and even high blood pressure due to negative thinking.

**Importance of Communication Skills**

“If all my possessions were taken from me with one exception, I would hope to keep my power of communication — for by it I would regain all the rest.” Woody Allen.

Communication refers to the exchange of thoughts and ideas with the intention of conveying information. Communication is a two-way street that includes vocalization as well as gesticulation. The purpose of communication is to convey one’s beliefs, ideas, thoughts or needs with clarity so as to reach a consensus or a mutually acceptable solution. The importance of communication skills cannot be underestimated. It has been known, that long before when language was yet to be invented, people used hand gestures, body language etc to converse with one another. Good communication skills are necessary in all walks of life. The lack of effective communication skills has a negative impact on the personal as well as professional life of a person. Communication does not refer only to articulating words. Using sign language and the sense of touch to express and feel are also important modes of communication. Ultimately, communication should be effective. As long as there is clarity in communication, the goal of communication will be accomplished.

Techniques to improve inter-personal communication skills:

1. Smile

2. +ve Reinforcement

3. Record your own voice and listen

4. Copy your favorite speaker

5. Mirror exercises

6. Jaw exercises

7. Breathing exercises

**COMMUNICATION SKILLS**

The importance of communication skills cannot be underestimated. It has been known, that long before when language was yet to be invented, people used hand gestures, body language etc to converse with one another. Good communication skills are necessary in all walks of life. The lack of effective communication skills has a negative impact on the personal as well as professional life of a person.

There are two types of communication skills:

1. Intra-Personal Communication Skills
2. Inter-Personal Communication Skills

IPC have further two practical aspects:

1. Verbal

* Voice Tone
  + Polite
  + Affirmative
  + Assertive
  + Tonal Variations
* Voice Pitch
* Pause
* Speed
* Breathing
* Non-Verbal
* Calmness / Composure
* Eye Contact
* Hand Gestures
* Facial Expressions
* Connect

Techniques to improve inter-personal communication skills:

* 1. Smile
* 2. +ve Reinforcement
* 3. Record your own voice and listen
* 4. Copy your favorite speaker
* 5. Mirror exercises
* 6. Jaw exercises
* 7. Breathing exercises

**GROUP DISCUSSION**

**I. Skills Tested in a GD:**

1. Communication Skills
2. Confidence
3. Presentation Skills
4. Body Language & Formal Dressing Skills
5. Leadership Skills
6. Time Management
7. Problem solving
8. Motivational skills
9. Spirit of participation
10. Listening skills and being proactive
11. Analytical Skills
12. Logical Skills
13. Team Skills
14. Discipline & Behavioural Skills
15. Content (Knowledge of the candidate)
16. Memory and recalling Skills.

**II. Rules for an Effective GD**

1. Keep an eye contact while speaking with your group members **ONLY**. (not with the panel/ Judges/ Interviewer)

2. Always try to initiate the GD.

3. Allow others to speak.

4. Speak clearly.

5. Make sure to bring the discussion on track.

6. Showcase a positive attitude.

7. Speak sensibly or talk sense.

8. Listen carefully to others.

9. No need to go into much of details.

10. Formal Dressing.

**III. Types of GD:**

1) Factual 2) Abstract

3) Controversial or Argumentative 4) Opinion Based

5) Current Affairs 6) Case Study Based

**IV. Keywords Used in Various Situations during a GD**

**1. Initiate a GD:**

* Greetings (GM/GAN) to all. I am (name). The topic of Group Discussion that has been given to us is (topic name). In my opinion, (Add your viewpoints.)

**2. Encourage/ Motivate Others:**

* My worthy team member has not spoken till now. So, I would request him/her to add his/her viewpoints.
* (Name), would you like to contribute your ideas in the group?
* Would you like to add your views in our discussion?
* There are a few team members who are still waiting for their turn to speak, so let’s give them an equal opportunity to speak up their mind.

**3. How to Agree:**

* Yes, I completely agree with you. In my opinion, (Add your viewpoints.)
* Yes, I totally agree with your opinion. As per me, (Add your viewpoints.)
* I second your thought. According to me, (Add your viewpoints.)

**4. How to Disagree:**

* You might be correct, but in my opinion, (Add your viewpoints.)
* You are partially correct and i would like to add (Add your viewpoints.)

**5. How to Completely Disagree:**

* I have a different opinion. (Add your viewpoints.)
* Strongly, I think differently. (Add your viewpoints.)

**6. How to bring the discussion Back on Track:**

* Well, I think, we are getting out of track, so let’s come back to our topic. (Add your viewpoints.)
* I think we should focus on the topic itself. (Add your viewpoints.)

**7. Conclude:**

* So, after all this discussion, we have come to a conclusion that (Add your viewpoints). Thank you.
* So, our group has decided to come at a common consensus that (Add your viewpoints). Thank you.

**OUR GROUP DISCUSSION:**

Good morning everyone, my name is Bhavika. The topic of group discussion that has been given to us is better career options in Metro cities vs small cities.

In our rapidly urbanizing world, cities lead economic growth and job creation. They bring people together sprouting innovation as they reduce the distance between products and customers. They help put the right people in the right jobs.

From a workers’ perspective, jobs nearby tend to be more accessible. Links with the farm and the family can be better maintained, which is crucial when land rental markets function poorly or when there are no-good fallback options beyond the family and the village in times of need. These jobs are also easier to find, and reach given lower transport costs and better social linkages. They are also more likely to match their skills. With most of the poor living in small towns, the hinterlands of smaller urban centers, jobs nearby will thus especially benefit the poor.

**IN FAVOUR:**

* There is lack of opportunities in small towns but at the same time, competition is VERY LESS. So, one who is willing to work hard in the small towns is sure to get success easily.
* If you are in a non-metro city, you have a better chance of landing a job with a private company. Latest trends from top headhunting agencies show smaller cities edging out the metros in job creation and hiring, a trend attributed to companies looking for newer markets and dedicated workers with knowledge of local business.
* Smaller cities present you with the opportunity of getting to know people on a personal basis. In fact, enhanced networking opportunities is one of the major advantages of relocating to a smaller city since you can meet people face to face and develop lasting bonds. And it doesn’t have to be restricted to people in the same profession. Social activities like attending cultural evenings, volunteering or clubbing could facilitate your interaction with a wide variety of people who could enrich different facets of your life.
* Working in a small city has one big motivational advantage: your work is always recognized. Unlike big city offices where individual contributions get drowned out in a sea of workers trying to leave a mark, the smaller size of offices in Tier 2 cities makes it hard for employee contributions to go unrecognized.

**AGAINST:**

* There is limited business and less education in small cities.
* Better infrastructure, healthcare, high pay-scale for companies which leads to better environment for employees.
* Constant development of buildings provide employment to many migrants.
* Multinational companies prefer investing in Its companies in metro cities rather than small cities.
* Unlike small towns, most mega-cities have wider and well-constructed roads with access to better public transportation facilities, including a higher number of private vehicles. Buses, taxis and metro rail services in the metropolitan areas, offer the convenience of commuting to your desired destinations.

**CONCLUSION:**

Living in a small town or in a city completely depends on an individual’s taste. If a person is having his job in a city then the person has to stay there for better reaching and some time it happens as a person like technological and busy life then he will not like the small town on the other hand if a person does not want a busy life and want to live a peaceful life then he will prefer small town.

**PERSONAL INTERVIEW**

**HR Round Interview Questions**

1. **Tell us about yourself.**

**or Can you describe yourself?**

**or Tell us something about yourself.**

**or Describe yourself.**

**or Can you give your brief introduction?**

**Ans.**

Case 1. When HR does not have your resume.

Name, location, parents’ details, education, best quality, personal success, aspirations, motivations, one or two favourite hobbies.

Case 2. When HR has your resume, but he did not read or scanned it. Start from location.

Case 3. When HR has your resume, and he has scanned it.

Start from USP (Unique Selling Proposition) special traits / qualities.

1. **Tell me about your family background.**

**Ans.** (a) Profession of your parents (Government Employee/ Private Employee/ Businessman/ Self-employed/ homemaker)

(b) Their influence on your personality always

(c) Be positive about your family background.

1. **Tell me your strengths and weaknesses.**

**or Tell me your 2 strengths and 2 weaknesses.**

**Ans.** Tell your positive qualities as your strengths.

Weakness should be strengths in disguise, and you should be able to justify it.

1. **What are your short term and long-term goals?**

**Ans.** My short-term goal is to apply my technical skills into the practical field and to learn new skills in your esteemed organization.

1. **How do see yourself 5 years down the line?**

**Ans.** I see myself working at some techno-managerial position in your esteem organization.

1. **Tell me about some of your recent goals and what did you do to achieve them?**

**Ans.** 4W+1H

When did you set your goal?

Why did you set your goal?

Where did you set your goal?

What was your goal?

What did you do to achieve them?

How long did it take you to accomplish your goal?

1. **What are your hobbies?**

**Ans.** (a) Be extremely honest about your hobbies.

(b) Know each and everything about your hobbies.

1. **What are your great achievements?**

**Ans.** Mention your achievements in the field of academics, sports, culture or any sphere of life at any level (zonal/ district/ state/ national/international)

1. **Why should we select you?**

**or Why should I hire you?**

**Ans.** Tell your USP. Tell your unique strengths, which make you stand apart from others.

1. **Why do you want to join our organization?**

**Ans.** (a) This is my dream job.

(b) I was going through your website, I found (any of the feature/policy), which really appealed to me. I always wanted to work in such an organization, where I could enhance my career growth and also benefit the organization.

1. **What do you say is the most important thing you have learnt in your college?**

**Ans.** Besides the technical skills I have learnt many other soft skills like communication skills, presentation skills, teamwork, how to follow deadlines, leadership skills and sportsmanship.

1. **What have been your greatest challenges and how did you overcome them?**

**Ans.** You have to mention your challenges that you faced in the college and how did you overcome it.

1. **How would you describe your ideal job?**

**Ans.** Frame your answer by including these pointers:

1. Industry or firm type.

1. Function/ department.
2. Job responsibility (job description).
3. Skill enhancement.
4. I am flexible on location part.
5. **If you take this job, how long would you stay?**

**Ans.** This is my dream job. I will put in my full time and efforts to perform this job in your esteemed organization.

1. **Who is your role model?**

**Ans.** Tell the name of your role model. Tell the reason why I want to imbibe the same qualities in me.

1. **What is your dream job?**

**Ans.** Name of organization for which you are sitting, features of your dream job and reason.

1. **What is your favourite subject?**

**Ans.** Tell your favourite subject and its reason with practical implementation of it.

1. **Do you read newspapers? Who is the editor of that newspaper?**

**Ans.** Details of newspaper, editor, headquarter, sister newspapers, today’s headlines, yesterday news, etc.

1. **Some tricky questions.**

(a) What is the colour of wall behind you?

(b) How many traffic lights did you cross today?

(c) Tell me how many stairs you climbed for this interview? Etc.

Your Confidence, Common Sense, quick-wittedness is being checked.

1. **How much salary do you expect?**

**Ans.**  As per industry standards. For me, learning is important, and salary is secondary.

1. **Which location do you prefer?**

**Ans.** I am flexible on the location part.

1. **Do you want to ask any question?**

**Or Do you have any questions for us?**

**Ans.** (a) Do ask questions related to career growth.

(b) I was going through your website, and I found this term (Any Policy, technical term, etc.), so I was just curious to know about it.

1. **How soon can you join or when can you join?**

**Ans.** I can join immediately. Rest can be discussed with the higher authorities.

**ASSIGNMENT 3**

**ENGLISH GRAMMAR**

Choose the correct option:

**1) Her thinking leans** towards **democracy.**

A) with

B) towards

C) for

D) None of these

**2) He got too tired** because of **over work.**

A) because of

B) because off

C) on

D) for

**3)** With regard to **his principles, he has to be very careful.**

A) with regard of

B) with regard on

C) with regard to

D) None of these

**4) Building has been built** in accordance with **the new plan.**

A) accordance to

B) in accordance with

C) for

D) about

**5) He crossed the broken bridge** in spite of **warning.**

A) in spite of

B) in spite off

C) on

D) about

**6) The train** moves **as fast as the bus.**

A) went

B) running

C) moves

D) going

**7) He was seen** going **to the school.**

A) went

B) going

C) gone

D) go

**8) She** has been sitting **in the sun for 1 hour.**

A) sitting

B) has been sitting

C) has been sit

D) has sit

**9)** Will **it help you in your studies?**

A) will

B) was

C) is

D) are

**10) I** have **never seen such a picture before.**

A) did

B) was

C) have

D) has

**11) Words of same sound is?** Homonyms

A) Soundnyms

B) Antonyms

C) Homonyms

D) None of these

**12) Sounding the same but spelt differently?**

**Answer:** Homophonous

A) Symphonious

B) Homophonous

C) Synonyms

D) Saminymous

**13) Choose the correct answer?**

**Answer:** My friend has got a new job.

A) My friend has got a new job.

B) My friend has got a new work.

C) My friend is got a new job.

D) My friend did got a new job.

**14) Choose the correct sentenc**e.

**Answer**: Would you like a glass of water?

A) Do you like a glass of water?

B) Would you like a glass of water?

C) Would you like the glass of water?

D) Do you like the glass of water?

**15) Antonym of Ad-lib?**

**Answer:** Deliberate

A) Improvise

B) Extemporized

C) Deliberate

D) Spontaneous

**16) Antonym of Imperil?**

Answer: Safeguard

A) Safeguard

B) Endanger

C) Hazard

D) Jeopardise

**17) Antonym of Inscrutable?**

**Answer:** Obvious

A) Baffling

B) Obvious

C) Confuse

D) Reduce

**18) Antonym of Licentious?**

**Answer:** Continent

A) Continent

B) Confused talk

C) Clear

D) Close

**19) Antonym of Rabid?**

**Answer:** Sober

A) Frantic

B) Sober

C) Chaos

D) Noise

**20) Antonym of Ravenous?**

**Answer:** Assuaged

A) Greedy

B) Very Hungry

C) Assuaged

D) None of these