

## 1.Importance of listening:

Listening is a vital part of communication and can be important in many areas of life, including:

- **Building relationships**

Listening shows that you value the other person and their thoughts, which can lead to stronger relationships.

- **Improving communication**

Listening helps people understand each other better, which can lead to fewer misunderstandings and more effective communication.

- **Developing problem-solving skills**

Listening can help you gain insights and knowledge that can help you solve problems.

- **Resolving conflicts**

Active listening is a key skill for resolving conflicts. When you listen to understand the other person's point of view, you can help resolve conflicts more effectively.

- **Enhancing leadership skills**

Listening is a critical skill for leaders. When people feel heard, they are more likely to collaborate and share new ideas.

- **Increasing productivity**

Effective listening can help you increase your productivity.

Some tips for improving your listening skills include: avoiding distractions, asking questions, practicing empathy, using positive body language, and providing feedback.

## 2. DESCRIBE ABOUT SQRRR Method :

SQRRR or SQ3R is a [reading comprehension](#) method named for its five steps: survey, question, read, recite, and review.

### 1. Survey ("S")

The first step, survey, [skim](#), or scan advises that one should resist the temptation to read the book and instead first go through a chapter and note the headings, sub-headings, and other outstanding features, such as figures, tables, marginal information, and summary paragraphs. This survey step typically only takes 3–5 minutes, but it provides an outline or framework for what will be presented. The reader should identify ideas and formulate questions about the content of the chapter.

### 2. Question ("Q"):[Generate questions](#) about the content of the reading. For example, convert headings and sub-headings into questions, and then look for answers in the content of the text. Other more general questions may also be formulated:

- *What is this chapter about?*
- *What question is this chapter trying to answer?*
- *How does this information help me?*

### 3. Read :Use the background work done with "S" and "Q" to begin reading actively. This means reading to answer the questions raised under "Q". Passive reading, in contrast, results in merely reading without engaging with the study material.

4. **Recite** :The second "R" refers to the part known as "Recite." The reader should try to recite from memory what was learned in the same manner as telling someone else about the information. The reader must use their own words to formulate and conceptualize the material. Try recalling and identifying major points (heading/subheadings) and answers to questions from the "Q" step. This recital step may be done either in an oral or written format and is related to the benefits of retrieval ([testing effect](#)) in boosting long-term memory for the material.
5. **Review** :The final "R" is "Review." Once you reach the end of the passage, review the material by repeating back to yourself what the point of the passage is, using your own words. You may then repeat the process on the second set of questions.<sup>1</sup>

### **3.Conversation write it on your own**

#### **4.importance of role play:**

Role play is important for many reasons, including:

- **Social skills:** Role play helps children develop social skills like sharing, taking turns, and teamwork. It also helps them understand other people's perspectives.
- **Communication:** Role play helps children practice and improve their communication skills. This is especially useful for professions that require strong interpersonal skills, like customer service, healthcare, and management.
- **Language development:** Role play helps children practice using their vocal cords and mouths to create words and sounds.
- **Creativity and imagination:** Role play encourages children to use their imagination and creativity to create their own scenarios and storylines.
- **Problem-solving:** Role play helps children learn problem-solving skills.
- **Confidence:** Role play helps children build confidence and self-awareness.
- **Physical development:** Role play can provide opportunities for children to strengthen their physical development.
- **Emotional development:** Role play helps children develop their emotional abilities.
- **Exploring careers:** Role play allows participants to try different strategies and gain experience in a supportive environment.

#### **5.importance of reading:**

Reading is one of the most essential activities for personal growth, development, and entertainment. Here are some of the importance of reading:

Personal Growth:

1. Increases knowledge and understanding
2. Improves critical thinking and analytical skills
3. Boosts self-confidence and self-esteem
4. Supports lifelong learning and development

Cognitive Benefits:

1. Improves memory and concentration
2. Enhances vocabulary and language skills
3. Increases attention span and focus
4. Delays cognitive decline and age-related diseases
5. Supports brain health and neuroplasticity

#### Emotional Intelligence:

1. Develops emotional awareness and regulation
2. understanding of others
3. Enhances relationships and communication skills
4. Supports stress management and relaxation

#### Social Benefits:

1. Expands cultural and social understanding
2. Encourages tolerance and open-mindedness
3. Supports social connections and community engagement

#### Professional Benefits:

1. Improves communication and writing skills
2. Increases knowledge and expertise in a field
3. Enhances critical thinking and problem-solving
4. Supports career advancement and professional development

#### Entertainment and Relaxation:

1. Provides relaxation
2. Offers entertainment and enjoyment
3. Supports stress relief and anxiety reduction
4. Enhances leisure time and personal satisfaction

#### **Strategies of reading:**

Skimming and scanning are two reading techniques that use rapid eye movement and keywords to quickly get information from a text:

- Skimming:

A quick read to get the general idea of a text. You don't need to read every word, just pick out key words and sentences. Skimming is a common skill for reading newspapers, messages, and emails.

- Scanning:

A quick read to find specific facts, such as names, dates, numbers, or figures. Scanning is useful when you need answers to specific questions.

Skimming and scanning are speed reading strategies that help you read flexibly and get the information you need quickly. They are not meant to be used all the time, and you should know when to use each technique.

- **Intensive reading**

Involves reading in detail with specific learning goals and tasks. It's a "sprinting style" of reading that helps you understand a language deeply. For example, you might study a book page by page, line by line, and word by word to learn new vocabulary and grammar.

- **Extensive reading**

Involves reading texts for enjoyment and to develop general reading skills. It's a "marathon style" of reading that helps you acquire vocabulary naturally and grasp grammar in context. For example, you might read a variety of texts, such as novels, articles, or comics, to reinforce vocabulary, grammar, and idioms.

Extensive reading can help you solidify the knowledge you've gained through intensive reading. It can also help you develop fluency and confidence in the language.

## **6.define resume:**

A resume is a formal document that summarizes a job applicant's qualifications and professional background:

- **Purpose**

A resume is a way to showcase your relevant skills and accomplishments to potential employers. It helps them assess if you're a good fit for a particular role.

## **7.types of resume:**

- ☐ **Chronological Resume:** In this type, job history is organized chronologically with the most recent information first. Job titles and organizations reemphasized and duties and accomplishments are described in detail. This is easy to read, since it highlights names of employers and job titles, and emphasizes career growth.
- ☐ **Functional Resume:** In a functional Resume, skill sand accomplishments developed through work, academic, and community experiences are highlighted. Your skills and potential can be stressed and lack of experience or possible gaps and work history de-emphasized. However, it is important to realize employers often view functional resumes more critically for these very same reasons.
- ☐ **Combination Resume:** This format combines the best elements of the chronological and functional types. It includes a candidate's qualifications summary as well as his work history and education summary. This format is advantageous for those who wish to change to a job in a related career field.

### **POINTS TO BE INCLUDED IN RESUME:**

- ☐ **Contact section:** Who you are and how can you be reached?
- ☐ **Object statement:** What do you want to do?
- ☐ **Education section:** What have you learned?
- Experience/Employment section: What can you do? What have you done?
- Professional activities and accomplishments: How have you been recognized?

- ❑ **Miscellaneous:** What else do they want to know about you?  
Standard CVs are usually divided into a maximum of eight sections. One of the most common ways to order the sections is like this:
- ❑ **Personal details:** These are facts about you and how to contact you. The section should include your name, address, date of birth (not age, as this will have to change every year), and nationality. Some people attach a passport size photo, which can help attract an employer's interest.
- ❑ **Career objective:** This is recommended only for recent graduates or entry level personnel. The purpose of the objective statement is to inform the reader of your career goals. The statement should be written specifically enough to let the reader know that you have a focus to your job research.
- ❑ **Education:** This should outline your educational history and your qualifications. There's no need to give details about primary or elementary school. If you left school some years ago and have done company or professional training courses, it may be more important to highlight these. In this case, you can call this section 'Education and training'.  
**Employment:** This should include the different jobs you have done. Start with the most recent as this is usually the one where you had the most responsibility. You should list the main duties of each job as it may not be clear from the job dealt.
- ❑ **Skills:** Here you should list any other skills that employees might be interested in, like computer skills or speaking another language.
- ❑ **Interests:** This includes sporting and leisure interests. Avoid obvious ones that most people share like reading and watching TV.
- ❑ **Personal profile:** This section describes what kind of person you are and is usually written in complete sentences. Try writing down ten words or phrases which describe your good points and then putting them into a paragraph. Don't be modest and use phrases like 'fairly good' or 'usually hard-working'. Other applicants will write the best descriptions that they can, so you must too!
- ❑ **References:** You should include two people who can provide you with a reference. One should be your last employer, if possible. Make sure you ask their permission first

**(OR)**

**Contact Info:**

1. Name
2. Email
3. Phone
4. LinkedIn (optional)
5. Address (optional)

**Professional Summary/Objective**

1. Career goal (1-2 sentences)
2. Relevant experience/skills (1-2 sentences)
3. Unique value proposition (1 sentence)

**Education:**

1. Degree(s) earned
2. Institution(s)
3. Date(s)
4. Relevant courses/certifications

**Work Experience:**

1. Job title
2. Company
3. Dates
4. Achievements (use numbers and actions)
5. Responsibilities

**Skills:**

1. Technical skills (e.g., programming languages)
2. Soft skills (e.g., communication, teamwork)
3. Language proficiency

**Contact Info:**

1. Name
2. Email
3. Phone
4. LinkedIn (optional)
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2. Soft skills (e.g., communication, teamwork)
3. Language proficiency

**Achievements:**

1. Awards/recognition
2. Publications/presentations
3. Patents/certification

**9.REPORT WRITING:**

**REPORT WRITING**

A report is a form of communication through which some information is conveyed. It must be clear, simple, direct and readable..

**TYPES OF REPORTS**

There are various types and formats of reports, including:

Types:

- ☐ Informal reports: Brief, internal documents for everyday communication.
- ☐ Formal reports: Structured, detailed documents for important decisions or external audiences.
- ☐ Technical reports: In-depth, specialized documents for experts or researchers.
- ☐ Business reports: Documents for business purposes, such as market analysis or financial performance
- ☐ Progress reports: Updates on ongoing projects or initiatives.
- ☐ Analytical reports: In-depth examinations of data or situations.
- ☐ Recommendation reports: Documents suggesting solutions or actions.

**STRUCTURE OF REPORT WRITING:**

A report's structure typically includes the following sections:

- Title page: Includes the title, author's name, receiver's name, and date
- Table of contents: Lists the contents of the report
- Executive summary: A one-page summary of the report's key points, purpose, findings, conclusions, and recommendations
- Introduction: Provides the report's aim, scope, and background

- **Main body:** Contains the report's methodology, results, discussion, and conclusion
- **Conclusion:** Explains how to interpret the data, what conclusions can be drawn, and how to use the data to improve something
- **Appendices:** Includes additional information

Reports are often written for higher academic courses and require specific skills and knowledge of the subject. When writing a report, it's important to organize the information logically and prioritize the most important information first.

## **10. TECHNICAL REPORT WRITING AND NEWSPAPER REPORT WRITING:**

Technical report writing involves communicating complex information in a clear, concise, and organized manner. Here are some key elements and tips:

### **Elements:**

- ☐ **Title page:** Includes title, author, date, and organization.
- ☐ **Abstract:** Brief summary (150-250 words) of the report.
- ☐ **Introduction:** Background, purpose, scope, and objectives.
- ☐ **Methodology:** Description of research methods and procedures.
- ☐ **Results:** Presentation of findings, data, and analysis.
- ☐ **Discussion:** Interpretation of results, implications, and conclusions.
- ☐ **Recommendations:** Suggestions for future actions or improvements.
- ☐ **References:** List of sources cited in the report.
- ☐ **Appendices:** Supplementary materials, such as raw data or extra figures.
- ☐

### **NEWS PAPER REPORT WRITING:**

*A news report should include the following,*

- *Headline: It tells what the story is about.*
- *Byline: It tells about the writer of the story.*
- *Lead: Covers the most important facts.*
- *Body: Includes a detailed account of the event/occurrence.*
- *Ending: Talks about the solution or something to think about*

## **11. DIFFERENCE BTW ACTIVE AND PASSIVE LISTENER:**



## ACTIVE LISTENING V/S PASSIVE LISTENING

Sr no	Active Listening	Passive Listening
1	Active Listening is showing reactions while listening in order to understand the delivered content well.	Passive Listening is listening to a speaker without reacting or responding.
2	Involves feedback and questioning.	Does not involve feedback and questioning.
3	Listener concentrates, understands, responds, remembers what was communicated by the speaker.	Listener may get distracted often and are not attentively listening to the speaker.
4	Involves natural non-verbal cues like nodding and making eye contact.	May not involve any movement.
5	It encourages two-way communication.	This is a one-way communication model.
6	Active listening is widely used in counseling and problem solving.	Listening to music, listening to news and radio are examples of passive listening.