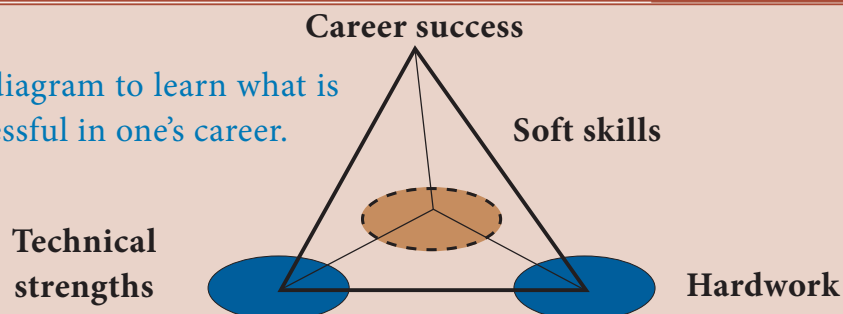




Warm up

a. Study the diagram to learn what is needed to be successful in one's career.



b. Here is an illustration of what soft skills are. Study the picture thoroughly.



c. Notice that those who have English skills have an edge over others, when they attend an interview.



Now list out a few soft skills that you think are necessary for one to succeed.



MUST-HAVE SOFT SKILLS



a. Read the following passage carefully.

Frankness Matters

1. Whether in an exam, interview, or life itself, we may not always have answers to all questions. Right from when we begin school, through college, and even into the working world, we are coached

to face questions with answers, to exhibit what we know, to fill the space between lines with words. When we encounter a question that we do not have an answer to, **panic** sets in. We feel **inadequate**, or are prompted to immediately search for the answer - this latter response is mostly a good thing. But sometimes, we refuse to recognize or admit that we don't know, and proceed to apply the most familiar of exam techniques- we **fudge**. Fudging can be a high art, and when done skilfully, can do a good job of persuading all but the most **discerning** examiner that you do know something.

2. Don't get me wrong here. I am certainly not advocating fudging, although it is something most of us have been guilty of doing, when we encounter the unexpected question or one that we just haven't fully prepared for. In a written exam, it is possible to fudge and get away with, to some degree, but in a face-to-face situation, or in an interview, I wouldn't recommend it. In fact, it is good to get comfortable with the idea that we may not always have answers to all questions in an examination, interview, and life. There are also contexts where it is not expected that you have a ready answer for every question, where a bit of uncertainty is not just acceptable, but even welcome.

Honesty matters

3. Take the typical interview. You may have questions that test your subject knowledge, assess your attitude, and get a sense of your skills. In terms of subject knowledge, there are some things that everyone who has studied a given subject

is expected to know basic theories and foundational concepts. But every field of knowledge is vast and complex, and one cannot know everything; nor is someone at the entry level expected to. So while facing an interview, it is important to be aware of what you can speak of with confidence, and what you are not too comfortable talking about. When faced with questions from this second area, you should be able to **graciously** admit that you don't know, or are not too sure.

4. Fudging as an answer in an interview can be disastrous. For one, interviewees are usually experienced enough to be able to tell when a candidate is just shooting the breeze. For another, if you really don't know the answer, you may get so involved in **faking** knowledge that you end up spinning a complicated web that you can't **extricate** yourself from. This may lead to follow-up questions that only make it worse. Instead, a simple "I'm afraid I don't know" could save you and your interviewers considerable misery and embarrassment.

5. Being able to say that you don't know requires confidence and **humility**. It is important to prepare well for any test, and to try to cover as much ground as possible, but it is equally important to **acknowledge** that it is impossible to know everything, particularly when there may be questions that combine theory, application and **strategy**. A sincere response that acknowledges the current limits of one's knowledge yet indicates a willingness and interest to learn would go a long way in making a good impression.



Glossary

panic (n)	- sudden fear or anxiety
inadequate (adj.)	- insufficient
fudge (n)	- cover up
discerning (adj.)	- judicious, enlightened
graciously (adv.)	- pleasantly and kindly
faking (v)	- pretending, falsify
extricate (v)	- withdraw, free
humility (n)	- humbleness
acknowledge (v)	- accept, confess
strategy (n)	- plan of action

b. On the basis of your understanding of the above passage, answer each of the questions given below by choosing the most appropriate option.

- What happens when we do not know the answer to a question?
 - lethargy sets in
 - panic sets in
 - expectation rises
- Fudging in a written examination
 - impresses people.
 - persuades the examiner that you know something.
 - improves your communication.
- What are you expected to know in terms of subject knowledge in an interview?
 - the complexities of a subject
 - the basic theories and foundational concepts
 - to assess yourself



4. One will not know everything about a subject at the entry level. Why?
- because it is vast and complex
 - because it needs a lot of hard work
 - because it might be dull and boring

c. Fill in the blanks with appropriate words from the passage.

- It can be disastrous in a face to face.....
- Interviewees are enough to be able to tell that a candidate is just You cannot yourself if you complicated web.
- The two things that are required to say that you don't know something are and.....

d. Pick out the words from the passage that mean the following.

- show(para 1)
- recommending (para 2)
- a feeling of awkwardness (para 4)
- utilization (para 5)

e. Use the following words in sentences of your own.

- | | |
|----------------|---------------|
| 1. uncertainty | 3. spinning |
| 2. strategy | 4. impression |

f. Read the following poem carefully.

THE BUILDERS

HENRY WADSWORTH LONGFELLOW

All are architects of Fate,
Working in these walls of Time;
Some with massive deeds and great,
Some with ornaments of rhyme.

Nothing useless is, or low;
Each thing in its place is best;
And what seems but idle show
Strengthens and supports the rest.

For the structure that we raise,
Time is with materials filled;
Our to-days and yesterdays
Are the blocks with which we build.

Truly shape and fashion these;
Leave no yawning gaps between;
Think not, because no man sees,
Such things will remain unseen.

In the elder days of Art,
Builders **wrought** with greatest care
Each minute and unseen part;
For the Gods see everywhere.

Let us do our work as well,
Both the unseen and the seen;
Make the house, where Gods may **dwell**,
Beautiful, entire, and clean.

Else our lives are incomplete,
Standing in these walls of Time,
Broken stairways, where the feet
Stumble as they seek to climb.

Build to-day, then, strong and sure,
With a firm and **ample** base;
And ascending and secure
Shall to-morrow find its place.

Thus alone can we **attain**
To those **turrets**, where the eye
Sees the world as one vast plain,
And one boundless reach of sky.



Glossary

wrought (v)	- made or fashioned in a specified way
dwelt (v)	- live in or at a specified place
ample (adj.)	- enough
attain (v)	- succeed in achieving
turret (n)	- a small tower at the corner of a castle wall

g. Answer the following briefly.

1. What does the poet mean by the architects of fate?
2. What advice does the poet give to build a good life?
3. Explain "Leave no yawning gaps between."
4. When does our house become fit for the Gods to dwell?
5. How can one shape one's tomorrow?
6. Find the literary devices in the given lines.
 - a. Working in these walls of time
 - b. Strengthens and supports the rest
7. Identify the rhyme scheme of the poem.
8. Find the antonyms for the following words from the poem.
 - a) active
 - b) younger
 - c) weak
 - d) limited

9. Make sentences of your own with the following expressions.

- a) architects of fate
- b) yawning gap
- c) wrought with greatest care
- d) unseen and the seen

h. Fill in the blanks with the words from the poem.

According to the poet, everything is the (1) in its place, nothing is (2) What looks (3) today can (4) and (5) the rest tomorrow. In the olden days (6) used to take greatest care whether (7) or (8) because (9) presence is felt (10)

Language study

a. Do you know these people?

1. One who studies the stars and other spatial phenomena -
 - (a) geologist
 - (b) astronomer
 - (c) anthropologist
2. One who studies plant life -
 - (a) botanist
 - (b) zoologist
 - (c) biologist
3. One who studies insect life -
 - (a) sociologist
 - (b) etymologist
 - (c) entomologist
4. Collector of books -
 - (a) bibliophile
 - (b) anglophile
 - (c) anaphase

5. One who does charity -

- (a) psychiatrist
- (b) philanthropist
- (c) psychologist

b. Do you know what these foreign words mean? Match them with their meaning.

- | | |
|-------------------|--|
| 1. Ad hoc | at first glance |
| 2. Sine die | in disguise |
| 3. Alma mater | I have found it. |
| 4. Sub Judice | writ to bring someone to the court |
| 5. Eureka | mode of working |
| 6. Extempore | without assigning a day |
| 7. Habeas Corpus | hint of caution |
| 8. Incognito | still under judicial consideration |
| 9. Modus operandi | without preparation |
| 10. Prima facie | school, college that one formerly attended |
| 11. Caveat | for this purpose |

c. Let's learn some more terms used in the court. Match them to the meaning.

- | | |
|------------------|---|
| 1. Allegation | the person who files the complaint in a lawsuit |
| 2. Continuance | trial without a jury in which a judge decides the facts |
| 3. Cross examine | a written order directing the arrest of a party |
| 4. Bench trial | put off trial until another time |
| 5. Juror | judge's office |

6. Oath a person who is on the jury

7. Affidavit questioning of a witness by the attorney

8. Plaintiff a written fact confirmed by the oath of party before a notary

9. Warrant claim without proof, that someone has done something illegal

10. Chambers a promise to tell the truth

d. Fill in the blanks with words given below in the box.

conviction	bail	summons
jurisdiction	verdict	docket
counsel	indictment	prosecute
impeachment		

1. A documentation of what happens during a court case and all its proceedings is a.....
2.is amount of bond money paid to the court to guarantee the defendant's attendance at court.
3.is a judgement of guilt against a criminal defendant.
4. The process of calling a witness' testimony into doubt or a constitutional process whereby high officials are accused of misconduct is called.....
5. The formal charge issued by a grand jury stating that there is enough evidence that the defendant committed the crime is
6. The legal authority of a court to hear and decide a certain type of case is



7. To charge someone with a crime is
8. The decision of a jury and judge that determines the final outcome of a civil case is
9. A legal advice is
10. A document notifying a defendant that he is required at the court is

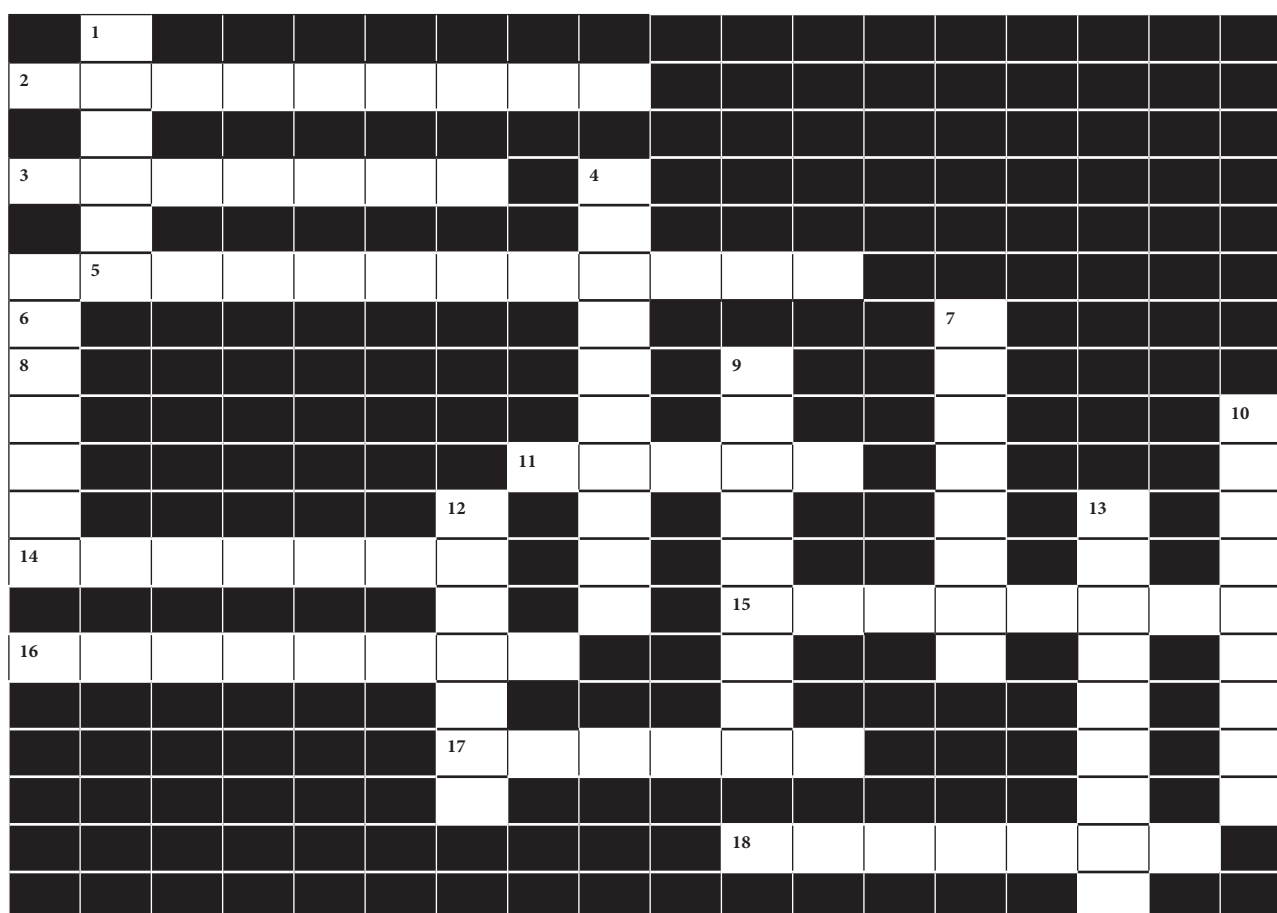
e. Look at a few terms used in the field of education and use them in completing the sentences that follow.

- pedagogy** - the method and practice of teaching, especially as an academic subject or theoretical concept
- didactics** - the art or science of teaching
- vocational** - relating to an occupation or employment
- humanities** - academic disciplines that study aspects of human society and culture
- assimilation** - the process of taking in and fully understanding information or ideas
- erudition** - the quality of having or showing great knowledge or learning
- extramural** - outside the walls or boundaries of a town or a city
- collegiate** - of or relating to a college

- pedagogue** - a teacher, especially a strict or pedantic one
- mentor** - a person who gives a younger or less experienced person help and advice over a period time, especially at work or school
- intramural** - taking place within a single educational institution
- holistic** - dealing with or treating the whole of something or someone and not just a part

1. He was known for his wit, _____ and teaching.
2. The school has many _____ clubs.
3. With the development of modern _____, teaching strategy is increasingly attracting people's attention.
4. I assume that she has a normal child's capacity of _____ and imitation.
5. He needed a _____ to teach him about the world of politics.
6. The purpose of _____ education is to prepare students to meet the challenges of living as well as academics.
7. The trainers have a programme to teach them _____ skills.
8. This year my favourite _____ is my English teacher.

f. Solve the cross word puzzle with the help of the clues given.



Across

2. School Education for children after age 11 (9)
3. School Education for children aged 5-11 (7)
5. The work of an engineer (11)
8. To go to a place, school or university (6)
11. Someone who teaches (5)
14. The study of natural world like Biology, Physics, and Chemistry(7)
15. The study of treatment for illness (8)
16. To complete a first university degree (8)
17. To study a subject before a test (6)
18. A meeting of a group of people to discuss or study a subject (7)

Down

1. A qualification given after completing a university course (6)
4. group of subjects studied in a school or college or university (10)
6. The land that surrounds a college or university (6)
7. Related to subjects which involve thinking and studying skills (8)
- 9 The study of trade, money and industry (9)
10. A teacher in a university (9)
12. A formal talk to a group of students (7)
- 13 The person in charge of a school or college (9)

g. Match the following words with their meanings.

- | | |
|-------------------|---|
| 1. Soliloquy | (a) talking indirectly in a roundabout manner |
| 2. Ventriloquism | (b) informal expression used in everyday conversation |
| 3. Colloquialism | (c) art of speaking without moving your lips |
| 4. Circumlocution | (d) talking or a speech 'to one self' |



TENSES

We have learnt about tenses in detail in the earlier classes. Let us do some exercises.

a. Fill in the blanks with the correct tense form of the verb given in brackets.

I (be) in London sometime ago on a short visit and (happen) to witness an incident. A very trivial one, but it (set) me thinking. I (take) a walk in one of the suburbs and there (be) this teenage girl ahead of me (take) her pup for a walk. The pup (decide) to use that moment to relieve itself. The girl (take) a paper bag from her pocket, (clean) up the mess and then (walk) onto the nearest bin to dispose of it! What (impress) me (be), this (be) a teenager. This (be) an age when there (be) a natural

tendency to rebel, but this civic sense (be) so deeply (ingrain) in her that she never (give) a second thought to it.

b. Complete the passage by choosing the correct form of the verb from the options given.

We Indians.....(took/take/taken) pride in our rich civilisation, history and culture. But sad to say, we find that most people (lack/lacking/ lacked) in civic sense when it comes to public cleanliness, (form/ forming/ formed) queues or even when (driven/drove/driving) vehicles. Cleanliness and discipline must be (inculcate/inculcating/ inculcated) in children in their formative years. We (were/ are/ have) used to throwing garbage in public places. We (have encouraged/ are encouraged/ will encourage) to be more disciplined and (followed/ follow/ following) rules but in trashy places we (became/ become/ will become) trashy ourselves. No city in our country(had managed/ has managed/ is managing) to fight the garbage menace. Civic sense (are/ is/ has) the need of the hour.

c. Hari is attending an interview. Given below is an excerpt of his interview. It is incomplete. Complete it with verbs in the proper tense with the help of the words in brackets.

Interviewer : Good Morning, Hari.

Hari : Good Morning, Sir.

Interviewer : I (be) Ramamurthy, the General Manager.



- I(see) that currently you (work) at ABC International as a Senior Sales Manager. What responsibilities (do) you (have) there?
- Hari** : Well, on a day to day basis, I(deal) with customers and(handle) all cash transactions. However in the last six months, I.....(give) other responsibilities like (take) customer complaints and (supervise) stock levels.
- Interviewer** : I see. So you (have) experience with(purchase) stock as well.
- Hari** : Yes, Sir. I(be) always on the move. I(keep)..... (travel)to all the main cities.
- Interviewer** : Great. We(get) back to you in a week, Hari.
- Hari** : Thank you, Sir.

d. Rewrite the following paragraph correcting the underlined errors.

While several destinations is coming up with measures to counter the effects of over-tourism, New Zealand was gently urging travellers to be much responsible. The country's tourism industry have

launched a initiative 'Tiaki-Care for New Zealand', who invites visitors to care for its unique land and environment. The Tiaki Promise encourage visitors to experience the country in a way that protects the nature environment, respect all cultures and preserves the country on future generations. Tiaki means to care for and protect in New Zealand native language, Te Reo Maori. In Maori culture, them believe all things were interconnected; peoples and land are ones.

e. Complete the following by filling in the correct form of the word in brackets.

My father (1).....(like) fishing very much. Every Sunday morning, he (2).....(go) fishing by the river. There (3).....(be) many different kinds of fishes in the river. If my father (4)..... (catch) a small fish, he will release it in the river. Sometimes when he (5)..... (be)lucky enough to get a big fish, he (6).....(bring) it home for dinner.

This morning, my father and my brother(7).....(go) fishing together by the river. They (8).....(promise) Mom to bring home a big fish. In the morning, they (9).....(buy)some bait from the market. As soon as they reached the river, they (10).....(start) fishing. They (11).....(wait) for two hours patiently, but they (12).....(not catch) any fish. There (13).....(be) grey clouds in the sky and it looked like it was going to rain. Therefore, they (14).....(leave) empty-handed.



Then, they (15).....(be) at the market again. However, this time they (16)..... (not get)any bait. Instead they (17)..... (buy) a big fish.

At the moment, Mom (18)..... (prepare) dinner in the kitchen. She (19).....(cook) the fish. Dad and my brother(20).....(watch) a football match on TV now.

f. Put the verb in brackets in the correct form.

Moving house

I come from a very large family and recently my parents (decide) that they (spend) long enough living in an overcrowded house in Chennai. "We (move) to the country", my father (announce) one evening. "I (sell) this house and we (live) on a farm".

So last week we (load) all our belongings into two hired vans, and for the last few days we (try) to organise ourselves in our new home. Yesterday, for example, my two brothers and I (start) painting the upstairs rooms. Unfortunately, while I (mix) the paint, one of my brothers (open) the door.

Nobody (tell) him that we (be) in the room. So instead of painting the walls, we (spend) all morning cleaning paint off the floor.

But worse things (happen) since then. This morning, when I

..... (wake) up, water (drip) through the ceiling next to my bed. We(spent) the last five hours repairing the roof. It is not all bad news though. The school in the village nearby (close) down two years ago, and my parents (not find) another school for us yet.



Listening

COMMENTARIES

a. Listen to your teacher reading a commentary on the Republic Day Parade of our country at New Delhi and answer the questions given below.

b. Based on your listening, fill in the blanks with correct words.

1. There are commentators and they are speaking from, New Delhi.
2. Rajpath is a path which means and runs through the heart of
3. India's capability,and social heritage are in this grand parade.
4. This year's Republic Day Celebration is on account of theof ten ASEAN leaders as of
5. Forty four drawn from different army centres played the, the cavalry brigade and the Army star '.....'.



c. Choose the right answer.

1. The President hoists the
 - (a) army flag.
 - (b) services flag.
 - (c) national flag.
2. Children are awarded on 26th January for
 - (a) art and literature.
 - (b) bravery and courage.
 - (c) academic achievement.
3. Seven hundred students performed from the
 - (a) host country.
 - (b) guest countries.
 - (c) SAARC countries.
4. The parade traditionally ends with
 - (a) a fly past.
 - (b) a floral formation.
 - (c) an army tableau.

d) Match the following.

A

- 1 Reversed rifle topped by a helmet
- 2 Presenting the arms
- 3 Sounding the rouse
- 4 Reversal of the arms
- 5 Prime Minister lays the wreath at

B

- Completion of two minutes silence
- Amar Jawan Jyothi
- 'Shok Shastra'
- Symbolises the courage of the soldiers
- 'Salami Shastra'

e) Complete the following sentences.

1. The President's body guard personnel are trained _____, _____, and _____.
2. Eminent personalities from various fields are awarded Padma_____, _____, _____, by the President on this day at New Delhi.
3. The BSF women Dare Devils squad 'Seema Bhavani' are showcasing their_____ and_____ on their _____ _____ motorcycles.
4. The culmination of the grand parade is marked by the _____ _____ the _____ _____ and _____ _____ by the Air force.



Speaking

ROLE PLAY - INTERVIEW

An imaginary interview with a famous author Anil Sharma

Interviewer : Welcome sir, How are you?

Anil Sharma : Fine, thank you. How are you do?

Interviewer : Well, nice to meet you.



Anil Sharma : Glad to meet you, too.

Interviewer : What is your first piece of writing that got published?

Anil Sharma : I was 16, when Illustrated Weekly of Media published my first story soon after I left school. It was a funny story about a child.

Interviewer : please tell me something about your parents.

Anil Sharma : My parents are from Himachal Pradesh and there was a great deal of differences in their interests. While one was interested in books, the other was fond of travelling.

Interviewer : Who introduced you to books?

Anil Sharma : During my early childhood, we were in Delhi. My father was very attached to me and spent a lot of time with me. He introduced me to books and films. I was only ten years old when he died. It was a traumatic experience and for two or three years I became a recluse and books were my only companions.

Interviewer : How did you do in your studies?

Anil Sharma : I loved to study English and History but hated Maths. I used to read a lot of books in the school library. You could say I was self-taught.

Interviewer : Did it take long for your first novel, “The Flying Frog” to get published?

Anil Sharma : Yes ! A couple of years. On my mother’s suggestion I went to England when I was 17 and took up various jobs there. I would write when I came home in the evenings.

Interviewer : What made you return to India?

Anil Sharma : I missed my friends. I came back purely for emotional reasons.

Interviewer : Did it affect your writing career?

Anil Sharma : I would write four or five short stories and articles every month and send them to magazines and newspapers in the country.

Interviewer : You were making a modest living out of freelancing, weren’t you?

Anil Sharma : Well, I did briefly take up jobs. But I wanted to concentrate on my writing.

Interviewer : Why did you settle down in Ooty?

Anil Sharma : I needed peace so that I could write without interruption. I have written many of my best stories there.





Interviewer : You have written a lot for children. What fascinates you about childhood?

Anil Sharma : I had a lonely childhood. It helped me to understand children who had problems.

Interviewer : What do you prefer – short stories or novels?

Anil Sharma : A short story is a slice of life. But in a novel you are covering a period of time.

Interviewer : How will you describe your style of writing?

Anil Sharma : Easy and conversational style. I use the first person quite a lot. It makes it more personal in a way.

Interviewer : Three of your stories were adapted for films. Am I right?

Anil Sharma : Yes, you are right. That happened by chance.

Interviewer : Do you think reading is declining in this digital age?

Anil Sharma : No, there are a lot of people who still enjoy reading books.

Interviewer : What are the benefits of reading?

Anil Sharma : It makes one understand life better, face the ups and downs of life more easily. It helps you to be more sensitive to others.

Interviewer : It has been very interesting talking to you. Thank you very much for sparing your valuable time and talking to us.

Anil Sharma : Thank you too.

Task – 1

You are a reporter from the magazine 'First Line'. Interview Colonel Ratna Deep, from the Indian Army, who was awarded Shourya Chakra for gallantry this year.

Use the following hints:

Colonel's early childhood – education, interest in armed forces – career – exposure, experiences – awards and achievements – message to the youth.

Task – 2

You are the captain of your school's cricket team. Interview Kumara Singam, a famous cricket commentator for your school magazine. Use the hints given below:

Kumara Singam's passion – when it started – his role models – how many live commentaries – his commentaries abroad – nuances learnt – tips for budding commentators – his knowledge about the game – best moments

Task – 3

You are a music critic who writes music reviews, which are published in the dailies. Mrs. Gayathri is a veena exponent. Meet and interview her on her childhood

– her gurus – first recital – achievements
– awards – her hobbies – her family –
support – her travels – favourite ragas –
her role model – her ambitions



Writing

JOB APPLICATION

A job application is a formal letter, sent along with a resume to give details about an applicant's personal information, qualifications, skills and experience for the post applied.

An application for a job has two components:

- i) A covering letter
- ii) A Resume / Bio – data / Curriculum Vitae

The covering letter has the same format as an official letter.

While writing the content

- ◆ Be brief.
- ◆ Mention the source from where you got the information about the vacancy you are applying for.
- ◆ Give a brief summary of your qualifications – academic and professional, along with the additional skills relevant to the post applied for.
- ◆ Conclude with a promising and positive note and express your wish to attend an interview.
- ◆ After the signature, list the documents enclosed under the title – ‘Encl.’

The Bio-data should include

- ◆ Name
- ◆ Date of Birth
- ◆ Address
- ◆ Contact Ph. No
- ◆ Mail ID
- ◆ Educational qualification – course of study, year of passing, institution
- ◆ Work Experience – Latest to the previous places of work with designation and years of service
- ◆ Professional skills



- ◆ Hobbies and Interests.
- ◆ References (at least 2)

Name:

Designation:

Contact:

Sample Application for a job

.....
(Sender's address)

.....
(Date)

.....
(Receiver's designation and address)

.....
(Salutation)

Sub.: Application for the post of

(Opening statement)

With reference to your advertisement in "The Bharat " dated dd/mm/yyyy for the post of an accountant, I would like to offer my candidature for the same.

(Suitability)

As regards my qualifications and experience, I'm enclosing my bio-data to enable you to make an assessment of my suitability for the given post.

I have 5 years of experience and can assure you of my best services if given a chance.

(Conclusion)

In case my application is considered, I'm available for the interview at any time suitable to you.

Awaiting your favourable response,

Thank you,
Yours sincerely,

(Signature)

Bio Data

Name : _____

Date of Birth : _____

Address : _____

Contact details : _____

Phone : _____

Mail id : _____

Educational
Qualification : _____

Exam / Degree	Institution / University	Year of Passing
X		
XII		
UG		
PG		

Work Experience : Working as an Accountant in ABC Firm.
Worked as a Business Executive in a Finance Company for 2 years.

Professional Skills : Excellent communication skills, Proficient in Tally 9.

Hobbies : Teaching the under privileged, playing cricket.

References : 1. Mrs. S. Senthil Kumar,
General Manager,
Mobile : 9874802011.
2. Mrs. Lakshmi,
Principal, Govt. Arts College,
Mobile : 8976124587.

Signature :

Place :

Date :



1. You came across a vacancy for the post of an Editor in a private publishing house. You feel you are eligible and decide to apply. Forward your application to the Human Resources Manager of the publishing house along with your bio-data.

2. You see a job advertisement in the Employment Opportunities for the post of a Maths teacher in a private school and you decide to apply for the said post. Write a letter to the Principal of the school along with your bio-data.

FILLING IN FORMS

We learnt to fill in forms in Class XI. Let us look at some more forms.

OPTICAL MARK RECOGNITION (OMR) FORMS

Every college or university has to deal with lots of admission forms every year. Checking each admission form manually is a big task and hence most institutes issue OMR admission forms to the students. The advantage of this type of admission form is that it becomes a soft copy automatically when it is scanned. With a good OMR software and a normal scanner, it is possible to evaluate huge numbers of admission forms easily.

Instructions to Fill OMR Admission Form

The admission form asks for more detailed information. Along with the name, date of birth and other such basic information, it also requires information like names of the students' parents, marks acquired by the student, etc. As this information would be recorded with the

institute, it is important that mistakes are not made while filling the form. Therefore, it is essential to know about the rules of filling the OMR admission form.

- ◆ The students should take several photocopies of the admission form before filling up the actual form. It would be best to practise on these photocopies first. This would prevent the occurrence of unnecessary errors on the original form.
- ◆ Remember that a tampered OMR admission form cannot be scanned properly. Ensure that it is not folded.
- ◆ Always use a black or blue ballpoint pen for filling the form. Most institutes specify the colour of the pen to be used on the form.
- ◆ Never use a stapler on the form. If you have to attach your photograph on the form, always do it with glue.
- ◆ The circles that you have to fill should be completely shaded. Light or half-filled circles would not be read by the scanner software.

The OMR admission form is a document that would help you to secure admission in a college or university. Hence, make sure that you fill the form carefully without making any errors.





Once you complete your school education you have to fill in application forms to gain admission in colleges/ universities. So let's take a look at one such form.

There are many forms that you need to learn to fill, and one such form is Self Awareness form, which will help you analyse your strengths and weaknesses and improve yourself.

Self-awareness

- One thing that I like about myself
- One thing others like about me
- One thing I do very well
- I'm glad that
- One thing that I have overcome
- One goal I'm presently working on
- I think I have the guts to
- One way I successfully control my emotion is
- A compliment that has been paid to me recently was
- A value that I try hard to practice
- My biggest problem is
- I'm quite concerned about
- I don't have the skills to

- The person I have the most trouble with is
- The most frequent negative feeling
- I feel that way when
- Life would be better if
- I'm afraid to
- I wish I
- If I could change just one thing in myself it would be

Extensive Reading

Vanity Fair - William Makepeace Thackeray

Professional Ethics and Human Values - Govindarajan .M.

Pygmalion - George Bernard Shaw

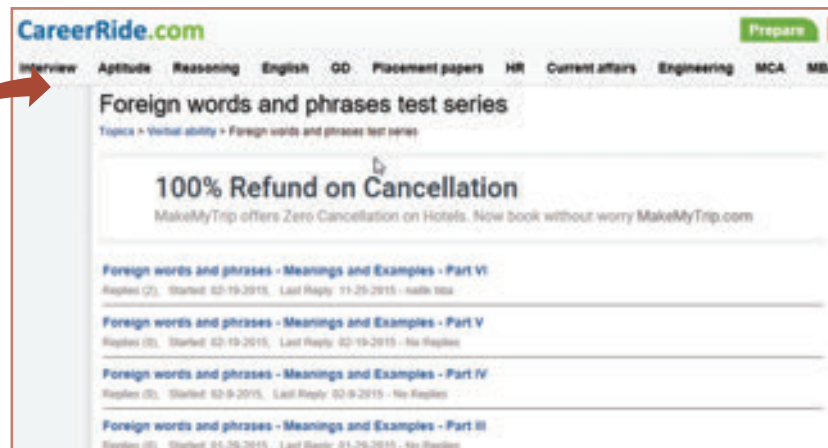
Malgudi Days - R.K.Narayan



ICT CORNER

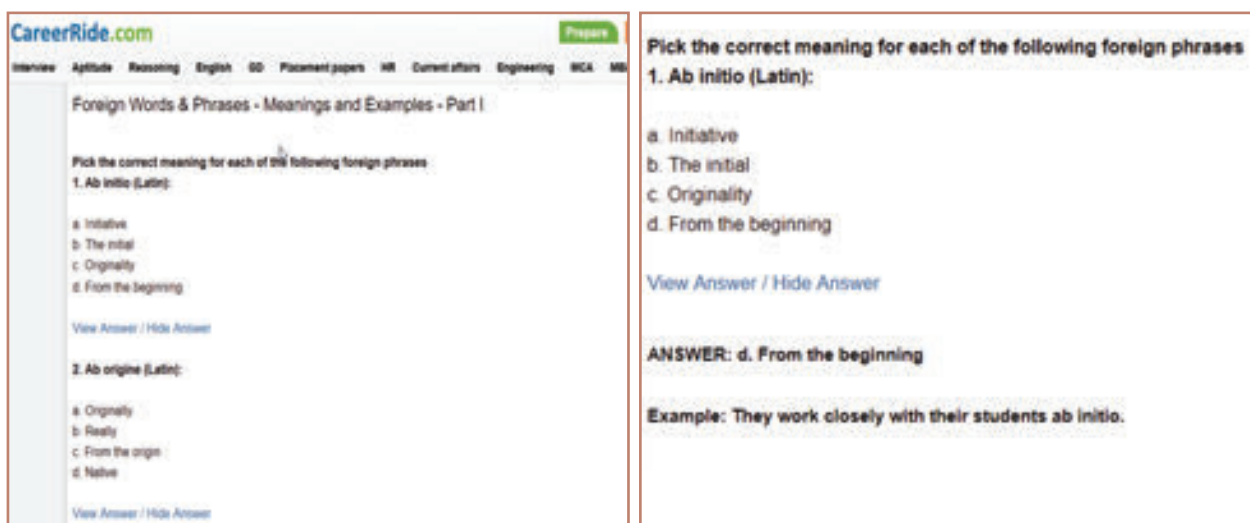
FOREIGN WORDS & PHRASES

To enable the students to know more about the foreign words & phrases and also to check their knowledge in it.



STEPS:

1. Type the URL link given below in the browser or scan the QR code to access the website.
2. You can see the link of Exercises on Foreign words & phrases under six parts.
3. Click Part – I to view the questions. Read the question and try to answer by yourselves.
4. Click **VIEW ANSWER/ HIDE ANSWER** to reveal the answer.
5. Continue the same with other set of questions to strengthen the knowledge.



WEBSITE LINK:

Click the following link or scan the QR code to access the website.

<https://www.careerride.com/post/foreign-words-and-phrases-test-series-659.aspx>

** Images are Indicatives only

