

COMMUNICATIVE ENGLISH

LAB MANUAL



FOR 1ST AND 2ND SEMESTER

SESSION 2019-2020

BY

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LECT. ENGLISH

UNIT: 1

TOPIC: Listening skill

PERIOD: 2x5 =10

TOPIC TO BE COVERED: There are 4 language skills, they are listening, speaking, reading and writing skill and language lab is a platform where students can excel in all the 4 skills. But today we will deal with Listening skill and how in the language lab, students can improve their listening skill, since most of the activities done here deal with listening comprehension. However, ESL students often feel bored when they study at the language lab because they only do monotonous activities there. Thus, teacher should make a lively lab atmosphere through interactive listening; that is, by creating communicative listening tasks for the students. Through this communicative listening tasks, students will not only listen, but also interact with either the teacher or the other students so that they feel as if they do the real life listening. These communicative listening tasks will also help students to improve both their proficiency in language components (vocabulary and pronunciation) and in language skills (listening, speaking, reading and writing).

ACTIVITY UNDERTAKEN:

- Playing of comprehension passage in **AUDIO** form for 4-5 times.
- One to one interaction based on following components.
- Asking the main idea about the passage.
- Discussion on meaning of unfamiliar word.
- Supplying of suitable title for the passage.
- Fill in the blanks.
- Evaluation through question and answer.

UNIT: 2

TOPIC: SPEAKING SKILL

PERIOD: 2x10 =20

TOPIC TO BE COVERED: A communicative English Lab is a facility where a student can learn a proper speaking skill with the help and guidance of a teacher to improve his /her speaking skill. As teacher focuses on the 5 component of speaking (pronunciation, stress, rhythm, speed
Component of speaking are comprehension, grammar, vocabulary, pronunciation, and fluency.

A. Comprehension: Comprehension is an ability to perceive and process stretches of discourse, to formulate representations the meaning of sentences. Comprehension of a second language is more difficult to study since it is not; directly observable and must be inferred from overt verbal and nonverbal responses, by artificial instruments, or by the intuition of the teacher or researcher. Therefore, in speaking can be concluded that the comprehension refers to the speakers' understanding about what are they saying to the listeners in order avoid misunderstanding information; in addition, its function is to make the listeners easily to catch the information from the speaking.

B. Grammar: It is needed for students to arrange a correct sentences in conversation. It is in line with explanation suggested by Heaton that students ability to manipulate structure and to distinguish appropriate grammatical form in appropriate ones. The utility grammar is also to learn the correct way to gain expertise in a language in oral and written forms.

C. Vocabulary: One cannot communicative effectively or express their ideas both oral and written form if they do not have sufficient vocabulary. Without grammar very little can be conveyed, without vocabulary nothing can be conveyed. Based on this explanation, the writer conclude that without mastering vocabulary sufficiently the English learners will not be able to speaking English or write English properly.

D. Pronunciation: Pronunciation is the way for students to produce clearer language when they speak. It deals with the phonological process that refers to the component of a grammar made up

of the elements and principles that determine how sounds vary pattern in a language. There are two features of pronunciation; phonemes and supra-segmental features. A speaker who constantly mispronounces a range of phonemes can be extremely difficult for a speaker from another language community to understand.

E. Fluency: Fluency is defined as the ability to speak communicatively, fluently and accurately. Fluency usually refers to express oral language freely without interruption. In teaching and learning process, if the teacher wants to check students' fluency, the teacher allows students to express themselves freely without interruption. The aim is to help students speak fluently and with ease. The teacher does not correct immediately whereas the idea being that too much correction interferes with the flow of conversation (Pollard, 2008:16).

ACTIVITY UNDERTAKEN:

- **Reading aloud of Dialogues**

1. *Romeo and Juliet*

My bounty is as boundless as the sea,
My love as deep; the more I give to thee,
The more I have, for both are infinite.

2. *The Tempest*

Hear my soul speak:
The very instant that I saw you, did
My heart fly to your service.

3. *As You Like It*

If thou remember'st not the slightest folly
That ever love did make thee run into,
Thou hast not loved.

4. *Sonnet 116*

Love alters not with his brief hours and weeks,
But bears it out even to the edge of doom.
If this be error and upon me proved,

I never writ, nor no man ever loved.

5. *Hamlet*

Doubt thou the stars are fire;

Doubt that the sun doth move;

Doubt truth to be a liar;

But never doubt I love.

6. *Love's Labour's Lost*

When Love speaks, the voice of all the gods

Makes heaven drowsy with the harmony.

- **Reading aloud of text: usage of book recommended by S.C.T.E&.V.T,ODISHA INVITATION TO ENGLISH BOOK-1.**
- **Reading aloud of speech: MATERIAL INCLUDE SPEECHES BY FAMOUS PERSON**

1. SPEECH BY MOTHER TERESA

Dear Friends,

I am praying for God's blessing on all who are taking part in the Fourth World Conference on Women in Beijing. I hope that this Conference will help everyone to know, love and respect the special place of women in God's plan so that they may fulfill this plan in their lives.

I do not understand why some people are saying that women and men are exactly the same, and are denying the beautiful differences between men and women. All God's gifts are good, but they are not all the same. As I often say to people who tell me they would like to serve the poor as I do, "What I can do, you cannot. What you can do, I cannot. But together we can do something beautiful for God." It is just this way with the differences between women and men.

God has created each one of us, every human being, for greater things - to love and to be loved. But why did God make some of us men and others women? Because a woman's love is one image of the love of God, and a man's love is another image of God's love. Both are created to

love, but each in a different way. Woman and man complete each other, and together show forth God's love more fully than either can do alone.

That special power of loving that belongs to a woman is seen most clearly when she becomes a mother. Motherhood is the gift of God to women. How grateful we must be to God for this wonderful gift that brings such joy to the whole world, women and men alike! Yet we can destroy this gift of motherhood, especially by the evil of abortion, but also by thinking that other things like jobs or positions are more important than loving, than giving oneself to others. No job, no plans, no possessions, no idea of "freedom" can take the place of love. So anything that destroys God's gift of motherhood destroys His most precious gift to women - the ability to love as a woman.

2. SPEECH BY NELSON MANDELA

'Black Man In A White Man's Court'

This was Mandela's first court statement, in Pretoria, October 1962. He opened his arguments by saying he believed this was a "trial of the African people".

In its proper meaning equality before the law means the right to participate in the making of the laws by which one is governed, a constitution which guarantees democratic rights to all sections of the population, the right to approach the court for protection or relief in the case of the violation of rights guaranteed in the constitution, and the right to take part in the administration of justice as judges, magistrates, attorneys-general, law advisers and similar positions.

In the absence of these safeguards the phrase 'equality before the law', in so far as it is intended to apply to us, is meaningless and misleading. All the rights and privileges to which I have referred are monopolised by whites, and we enjoy none of them.

The white man makes all the laws, he drags us before his courts and accuses us, and he sits in judgement over us.

It is fit and proper to raise the question sharply, what is this rigid colour-bar in the administration of justice? Why is it that in this courtroom I face a white magistrate, am confronted by a white prosecutor, and escorted into the dock by a white orderly? Can anyone honestly and seriously suggest that in this type of atmosphere the scales of justice are evenly balanced?

Why is it that no African in the history of this country has ever had the honour of being tried by his own kith and kin, by his own flesh and blood?

I will tell Your Worship why: the real purpose of this rigid colour-bar is to ensure that the justice dispensed by the courts should conform to the policy of the country, however much that policy might be in conflict with the norms of justice accepted in judiciaries throughout the civilised world.

I feel oppressed by the atmosphere of white domination that lurks all around in this courtroom. Somehow this atmosphere calls to mind the inhuman injustices caused to my people outside this courtroom by this same white domination.

It reminds me that I am voteless because there is a parliament in this country that is white-controlled.

3. SPEECH BY MAHATMA GANDHI

I ask you all to bless the effort and to pray for me and with me. The fast begins from the first meal tomorrow. The period is indefinite and I may drink water with or without salts and sour limes. It will end when and if I am satisfied that there is a reunion of hearts of all the communities brought about without any outside pressure, but from an awakened sense of duty. The reward will be the regaining of India's dwindling prestige and her fast fading sovereignty over the heart of Asia and there through the world. I flatter myself with belief that the loss of the hope of the aching, storm-tossed and hungry world. Let no friend, or foe if there be one, be angry with me. There are friends who do not believe in the method of the fast for the reclamation of the human mind. They will bear with me and extend to me the same liberty of action that they claim for themselves. With God as my supreme, and sole counsellor, I felt that I must take the decision without any other adviser. If I made a mistake and discover it, I shall have no hesitation in proclaiming it from the housetop and retracing my faulty step. There is clear indication, as I claim there is, of the Inner Voice, it will not be gainsaid. I plead for all absence of argument and inevitable endorsement of the step. If the whole of India responds or at least Delhi does, the fast might be soon ended.

- **Reading aloud of poems: usage of book recommended by S.C.T.E&.V.T,ODISHA INVITATION TO ENGLISH BOOK-1 .**

- **SELF INTRODUCTION:** one by one narration of self introduction “Good morning everyone my name is Alika Sharma after completing my class 10th from ST Carmel school, now am pursuing Diploma At S.K.D.A.V Govt. polytechnic Rourkela in Electrical Engineering branch. My hobby is reading Novel and collecting coins and aim of my life is to be a successful Electrical Engineer”

- **ROLE PLAY:** dividing the class into 4 groups and giving the following theme on which they have to prepare their script, character, & dialogue
 - i. Child labor.
 - ii. Girls Education.
 - iii. Pollution.
 - iv. Evils to dowry.
 - v. Say no to drinking/alcohol.
 - vi. Save trees.

- **TELEPHONIC CONVERSATION:** class will be divided into a pair and the following topic will be given on which they have to communicate as if they are speaking in a telephone
 - i. Arrangement of a picnic.
 - ii. Arrangement of a trip.
 - iii. Talking to a friend after one year.
 - iv. Complaint to a product manager.
 - v. Discussion on recent movies.
 - vi. Sharing good news to parents.
 - vii. Order for books.
 - viii. Invitation for birthday party.

UNIT: 3

TOPIC: PERSONALITY DEVELOPMENT

PERIOD: 2x5 =10

TOPIC TO BE COVERED: In this part students have to be aware about Personality Development and tips related to grooming personality development.

Personality of a person is defined as the amalgamation of qualities and attributes which contribute to the person's character and image. It arises from within and makes us who we are. The personality of an individual is determined and judged by his/her appearance, behaviour, attitude, education, values and some more varying characteristics.

Personality Development: Personality development is the process of developing a set of characteristics and traits which contribute to the overall personality of a person. Personality development is often confused with enhancing your dressing sense or just gaining proficiency over English language. A person who dresses well and speaks fluent English isn't necessarily supposed to have a good personality. Personality development is an all round development. Personality development cannot happen in a day. It happens over time. There are multiple characteristics which need to be worked on while developing one's personality. Here are some tips for enhancing the typical characteristics and attributes which add to an individual's overall personality.

Top 10 Personality Development Tips:

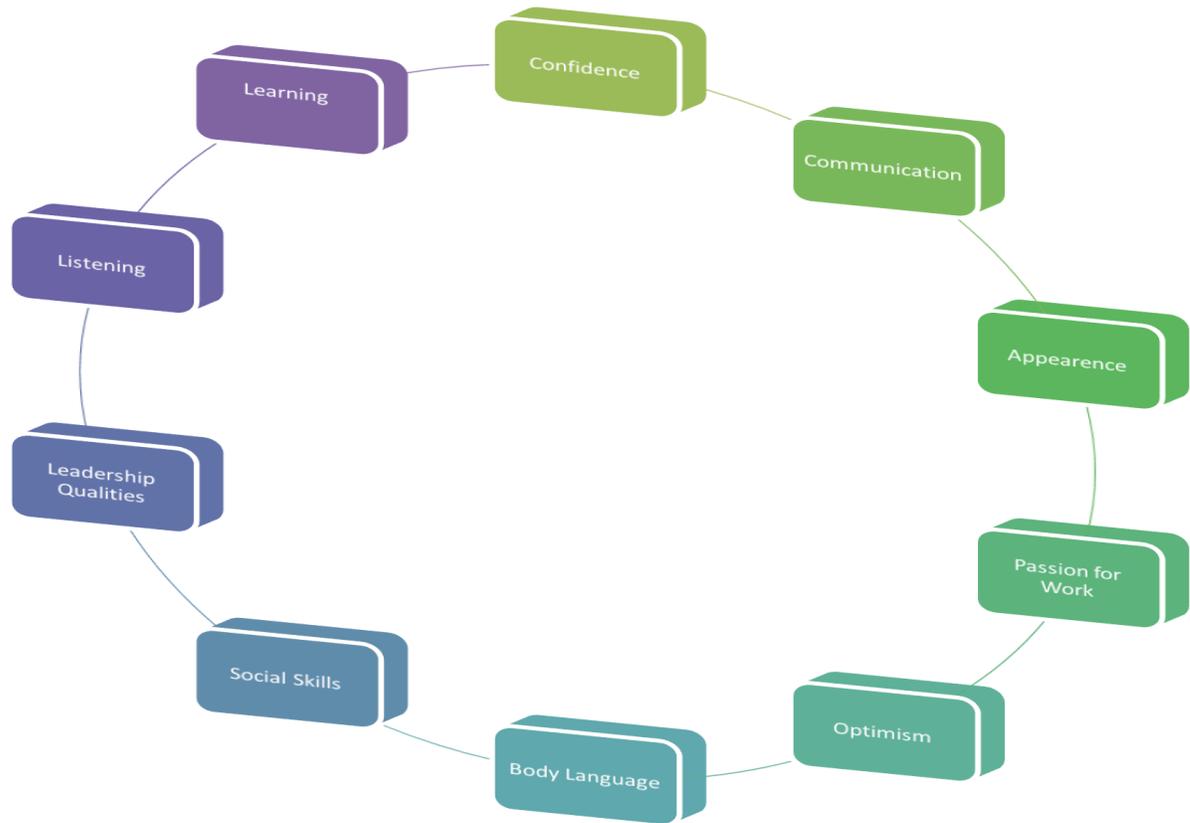


Figure shows the top 10 personality skill to be developed

1. Be Confident:

Confidence is certainly the most important factor which adds to the personality of any individual. A person's confidence might go down due to mistakes, failure, guilty or any other thing which is undesirable. Some people often develop inferiority complex due to their physical appearance, caste, financial status etc. Such people perceive confidence as their weakness, while the truth is that confidence is an individual's biggest strength.

Your confidence reflects your character, attitude and passion. You should be confident about who you are and whatever you do. Being confident will help you to express yourself and stand amongst the crowd.

2. Improve Your Communication Skills: The way you speak reflects who you are. Be polite and gentle with your words. Use decent words while interacting with everyone. Always think before you speak. English being globally accepted is preferred everywhere. So work on your

English proficiency by listening to English news, reading English newspapers and magazines. Always use simple words general interactions.

3. Dress Up Well: Dressing sense means the general sense about how you should dress up for office, party or any other occasion. A person should therefore wear according to the situation and according to how well the attire suits him/her. Good looks no doubt will add to your personality but what matters the most is how you are dressed up. Even a 5 4 guy with a dark complexion can have a good personality if he knows how to carry himself. Dressing sense thus plays a major role in personality and confidence development.

4. Do What You re Passionate About and Be Passionate About What You Do: Always follow your passion and do what interests you. This will not only help you to grow as a person but will also add to your confidence. Be passionate about your work. Make sure that you give your best in whatever you do. This will add to your growth and strengthen your self confidence. NEVER miss a chance to prove yourself.

5. Watch Your Body Language: Body language plays an important role to judge a person s confidence and personality. Try to make use of positive gestures while interacting with others. This shows that you re at ease while having a discussion. Studies reflect that 75% of our communication happens non-verbally. Your gestures thus play a vital role while interacting with others.

6. Improve Your Social Skills: Man is a social animal. Every individual has to interact with a group of people one time or the other. Being shy or introvert is the least desirable characteristics in any individual. Always stay updated with the current affairs and what is happening in your society. Try participating in group discussions and seminars. This will help you to be more open and adjust amongst a group of individuals.

7. Develop Leadership Qualities: A good leader is believed to have a good personality. Leadership skills do not mean how well you give orders to your subordinates. It means how well you can manage your subordinates to accomplish a particular task. Work harder to set an example to your subordinates. Express yourself and always do as you say.

8. Be Optimistic: Have a positive outlook towards everything. Nobody wants to be around a person who is negative and complaining all the time. Nobody wants to work or live with a pessimist. When you face a failure, let go of the assumption that you re the unluckiest person

alive. Use positive statements like I can do it , I always have a choice etc. Expect good things from the future.

9. Be a Patient Listener: Be an enthusiastic listener. Listening is a very essential part of communication. This will help you to see things from the eyes of others. Mental presence is a must to be good listener. Try to get away from any possible distraction while talking to your family members, friends and co-workers. Ask questions to let the other person know that you were listening to him/her.

10. Be a Good Learner: Good learning skills in an individual are highly desirable. You should always have the zeal to learn new things while at work. This reflects your enthusiasm. Don't let yourself repeat the same mistakes. Learn from them. Here's a famous quote by Eleanor Roosevelt: *Learn from the mistakes of others. You can't live long enough to make them all yourself* Everyone makes mistakes, but learning from them is the best one can do. Working on the above mentioned characteristics will help you to be entitled as a person with a good personality.

Besides personality development also deals with following features.

- Smart Physical Appearance (clothing, footwear, hair style, and make-up)
- Good Body posture (sitting, standing)
- Right Gesture(hand, legs, fingers)
- Right Mannerism(soft spoken, humble, professional attitude)

ACTIVITY UNDERTAKEN:

- Practice on the Etiquette that has to be followed while entering/leaving the interview room.
- Practice on the manner that has to be followed for handing over the curriculum- vitae
- Practice on the correct gestures and postures that has to be followed during interview.
- Practice on the tone that has to be regulated during interview.

UNIT: 4

TOPIC: INTERPERSONAL SKILL

PERIOD: 2x5 =10

Topic to be covered: Interpersonal skills involve the ability to communicate and build relationships with others. Often called ‘people skills’, they tend to incorporate both your innate personality traits and how you’ve learned to handle certain social situations. Effective interpersonal skills can help you during the job interview process and can have a positive impact on your career advancement.

WHAT ARE INTERPERSONAL SKILLS?

Interpersonal skills are traits you rely on when you interact and communicate with others. They cover a variety of scenarios where communication and cooperation are essential.

Interpersonal skills include:

- Active listening
- Teamwork
- Responsibility
- Dependability
- Leadership
- Motivation
- Flexibility
- Patience
- Empathy

In a work environment, strong interpersonal skills are an asset that can help you navigate complexity, change and day-to-day tasks.

WHY ARE INTERPERSONAL SKILLS IMPORTANT?

Strong interpersonal skills can help you during the job interview process as interviewers look for applicants who can work well with others. They will also help you succeed in almost any job by helping you understand other people and adjusting your approach to work together effectively. For example, while a software engineer may spend the majority of her time working on code independently, she may need to collaborate with other programmers to effectively bring a product to market.

Here is a list of interpersonal skills for you to identify the ones you may possess that are valuable to employers.

1. ACTIVE LISTENING

Active listening means listening to others with the purpose of gathering information and engaging with the speaker. Active listeners avoid distracting behaviours while in conversation with others. This can mean putting away or closing laptops or mobile devices while listening and asking and answering questions when prompted.

2. DEPENDABILITY

Dependable people can be relied on in any given situation. This can include anything from being punctual to keeping promises. Employers highly value dependable workers and trust them with important tasks and duties.

3. EMPATHY

A worker's 'emotional intelligence' is how well they understand the needs and feelings of others. Employers may hire empathetic or compassionate employees to create a positive, high-functioning workplace.

4. LEADERSHIP

Leadership is an important interpersonal skill that involves effective decision making. Effective leaders incorporate many other interpersonal skills like empathy and patience to make decisions. Leadership skills can be used by both managers and individual contributors. In any role, employers value people who take ownership to reach common goals.

5. TEAMWORK

The ability to work together as a team is extremely valuable in every workplace. Teamwork involves many other interpersonal skills like communication, active listening, flexibility and responsibility. Those who are good ‘team players’ are often given important tasks in the workplace and may be seen as good candidates for promotions.

HOW TO IMPROVE INTERPERSONAL SKILLS?

While interpersonal skills can seem easy to practice as you interact with others on a daily basis, making a deliberate plan can help you quickly improve. Consider the following ways to improve your interpersonal skills.

1. **Attend workshops or online classes.** There are several workshops, online classes and videos on ways you can practice building interpersonal skills. While many are free, some are available at a cost.
2. **Seek opportunities to build relationships.** If you work from home or do not otherwise have many opportunities to build interpersonal skills, you might consider joining a group. This could be related to your work—networking or industry-specific groups—or simply a group that shares a similar interest or hobby.
3. **Be thoughtful about ways your interactions could improve.** Take time to review the interactions you have had and consider ways you could have interacted more effectively. This might be certain words you said, ways you reacted or body language you used.
4. **Ask trusted friends or colleagues for constructive criticism.** It is helpful to get a third-party perspective about your skill level and specific ways you can improve. Ask friends or trusted colleagues to provide constructive criticism regarding your interpersonal skills.
5. **Observe other positive interpersonal interactions.** It can also be helpful to learn by observing others use their interpersonal skills. Observe positive interactions of those around you and apply the qualities you admire to your own relationships.
6. **Seek mentorship.** Asking someone you trust, admire and respect to counsel you on improving interpersonal skills and advancing in your career can be an extremely effective way to learn.

Setting goals for yourself can also provide structure, making your learning more efficient by understanding when and how you have made adequate improvements.

ACTIVITY UNDERTAKEN:

- One to one viva-voice based on the following questions
 1. Say something about yourself?
 2. Why you want this job?
 3. Why you think we should appoint you?
 4. Why you want to join this company?
 5. What are your strengths?
 6. How much do you expect as your salary?
 7. What are your weaknesses?
 8. If your senior exploit you how you will deal with it?
 9. What do you have to offer the company?
 10. How do you work in a team?
 11. Describe your career history and future goals in 30 seconds.
- Group interview based on the following questions.
 1. Briefly describe your career history and explain how you'd like to evolve professionally.
 2. What did you find attractive about the job ad? What makes you want to work with our company?
 3. Why would you be a good fit for this role? How will you contribute to the company's goals?
 4. What's your biggest professional achievement so far?
 5. What was your contribution to the team?
 6. In your opinion, what are the main reasons you reached/didn't reach your team goal?

7. How similar or different is the approach you followed (e.g. the way you delegated tasks) to other team projects you've participated in? Describe an example where you had to solve a problem on a very tight deadline.

8. Given more resources and/or time, what would you have done differently?

- Dividing the class into 4 to 5 Groups and to conduct Group discussion on following topic
 1. "Is women education the cause of divorce?"
 2. "Should India Trade with China?"
 3. "Is bio-metric attendance necessary for formal education?"
 4. "Corruption is the only cause of country's failure?"
 5. "Should Pakistani Artist be banned in India?"
 6. "Should fast food be banned in educational campuses?"
 7. "Imposing heavy fine will prevent road accident?"

UNIT: 5

Topic:PRESENTING IN GD, SEMINAR,CONFERENCE **REFLECTING LEADERSHIP QUALITY, TIME** **MANAGEMENT, ACHIEVING THE TARGET.**

PERIOD: 2x5 =10

Topic to be covered: Much like money, time is both valuable and limited: it must be protected, used wisely, and budgeted. People who practice good time management techniques often find that they:

- Are more productive,
- Have more energy for things they need to accomplish,
- Feel less stressed,
- Are able to do the things they want,
- Get more things done,
- Relate more positively to others, and
- Feel better about themselves (Dodd and Sundheim, 2005).

Finding a time management strategy that works best for you depends on your personality, ability to self-motivate and level of self-discipline. By incorporating some, or all of the ten strategies below, you can more effectively manage your time.

1. Know How You Spend Your Time

Identifying your most time-consuming tasks and determining whether you are investing your time in the most important activities can help you to determine a course of action. In addition, having a good sense of the amount of time required for routine tasks can help you be more realistic in planning and estimating how much time is available for other activities.

2. Set Priorities

While activities that are both urgent and important must be done, Covey et.al. Suggests that we spend less time on activities that are not important (regardless of their urgency) in order to gain time to focus on activities that are not urgent but important. Focusing on these important activities allows you to gain greater control over your time and possibly reduce the number of important tasks that do become urgent.

One of the easiest ways to prioritize is to make a "to do" list. Whether you need a daily, weekly or monthly list depends on your lifestyle. Just be careful not to allow the list-making to get out of control and do not keep multiple lists at the same time. Rank the items on your "to do" list in order of priority (both important and urgent). You may choose to group items in categories such as high, medium and low, number them in order, or use a color coding system.

3. Use a Planning Tool

Time management experts recommend using a personal planning tool to improve your productivity. Examples of personal planning tools include electronic planners, pocket diaries, calendars, computer programs, wall charts, index cards and notebooks. Writing down your tasks, schedules, and memory joggers can free your mind to focus on your priorities. Auditory learners may prefer to dictate their thoughts instead. The key is to find one planning tool that works for you and use that tool consistently. Some reminders when using a planning tool are:

- Always record your information on the tool itself. Jotting notes elsewhere that have to be transferred later is inefficient.
- Review your planning tool daily.
- Carry your planning tool with you.
- Remember to keep a list of your priorities in your planning tool and refer to it often.
- Synchronize electronic planners with your computer and recharge the batteries in your planner on a regular basis.
- Keep a back-up system.

4. Get Organized

Implement a system that allows you to handle information only once. Most people find that disorganization results in poor time management. Professional organizers recommend that you first get rid of the clutter. With the clutter gone, the next step is to implement a system that allows you to handle information (e.g., tasks, papers, e-mail, etc.) less, only once, when possible. Basically you have 5 options for handling information:

1. Throw it away, delete it, or otherwise get rid of it.
2. Delegate it: give it to someone else to do, file, or respond.
3. Act on it yourself. Then throw it away or file it.
4. File it temporarily until it needs action or until additional information is received. Follow-up: a "tickler" file can be useful for holding temporary information.
5. File it permanently where you can easily find it later.

5. Schedule Your Time Appropriately

Block out time for your high priority activities first and protect that time from interruptions.

Even the busiest people find time for what they want to do and feel is important. Scheduling is not just recording what you have to do (e.g., meetings and appointments), it is also making a time commitment to the things you want to do. Good scheduling requires that you know yourself. Using your time log, you should have determined those times during the day when you are most productive and alert. Plan your most challenging tasks for when you have the most energy. Block out time for your high priority activities first and protect that time from interruptions.

6. Delegate: Get Help from Others

Delegation begins by identifying tasks that others can do and selecting the appropriate person(s) to do them.

Delegation means assigning responsibility for a task to someone else, freeing up some of your time for tasks that require your expertise. Delegation begins by identifying tasks that others can

do and then selecting the appropriate person(s) to do them. You need to select someone with the appropriate skills, experience, interest, and authority needed to accomplish the task..

7. Stop Procrastinating

Perhaps the task seems overwhelming or unpleasant.

You may be putting off tasks for a variety of reasons. Perhaps the task seems overwhelming or unpleasant. Try breaking down the task into smaller segments that require less time commitment and result in specific, realistic deadlines. If you're having trouble getting started, you may need to complete a preparatory task such as collecting materials or organizing your notes. Also, try building in a reward system as you complete each small segment of the task.

8. Manage External Time Wasters

Your time may be impacted by external factors imposed by other people and things. You can decrease or eliminate time spent in such activities activities.

9. Avoid Multi-tasking

You lose time when switching from one task to another, resulting in a loss of productivity.

Recent psychological studies have shown that multi-tasking does not actually save time. In fact, the opposite is often true. You lose time when switching from one task to another, resulting in a loss of productivity (Rubinsteim, Meyer, and Evans, 2001). Routine multi-tasking may lead to difficulty in concentrating and maintaining focus when needed.

10. Stay Healthy

Scheduling time to relax can help you rejuvenate both physically and mentally.

The care and attention you give yourself is an important investment of time. Scheduling time to relax, or do nothing, can help you rejuvenate both physically and mentally, enabling you to accomplish tasks more quickly and easily. Learn to manage time according to your biological clock by scheduling priority tasks during your peak time of day, the time your energy level and concentration are at their best.

WHAT ARE LEADERSHIP SKILLS?

Leadership skills are skills you use when organizing other people to reach a shared goal. Whether you're in a management position or leading a project, leadership skills require you to motivate others to complete a series of tasks, often according to a schedule. Leadership is not just one skill but rather a combination of several different skills working together.

Some examples of skills that make a strong leader include:

- Patience
- Empathy
- Active listening
- Reliability
- Dependability
- Creativity
- Positivity
- Effective feedback
- Timely communication
- Team building
- Flexibility
- Risk-taking
- Ability to teach and mentor

WHY ARE LEADERSHIP SKILLS IMPORTANT?

Effective leaders are essential to any organization. They can help build strong teams within a business and ensure projects, initiatives or other work functions are performed successfully. Because the skills of a leader involve multiple interpersonal and communication skills, anyone can exercise and hone their leadership abilities.

Most people have seen the results of both effective and ineffective leaders on the job. Good leaders increase employee engagement, support a positive environment and help remove obstacles for their team. Good leadership is also contagious, inspiring colleagues to apply positive leadership traits in their own work.

ACHIEVING THE TARGET:

1. Planning and goal setting

One of the most practical ways to achieve multiple goals simultaneously, without being too overwhelmed, is by prioritising. Start by making a list of all your objectives and getting inputs from your peers and mentors, then sort those goals into categories by urgency. It is important to set clear and specific goals, determine a timeline for the same and lay out a detailed plan of action.

2. Public speaking

Learning to speak in public and developing communication skills are critical to your success. Clarity of thought is the first step towards developing good public speaking skills, as it allows you to be concise, deliver your message with high impact and gain credibility. A good speech or presentation can get others on board, while showing senior management that you are serious about the growth forecasts you make.

3. Problem solving and conflict resolution

One of the soft skills employers look for while recruiting is a person's ability to understand and solve complex problems. It is important to ensure that the goals set by your seniors are achieved, while getting the most out of yourself and your team. This makes it easier to rise through the ranks without stirring up resentment.

4. Mastering the art of negotiation

The art of negotiation might appear to be the most difficult skill to develop, but with practice, it can become a real talent that sets you apart. Negotiation is used across departments to get the maximum value out of every task and investment. The key is to listen to all points of view and reach an agreement that equally satisfies all the parties involved.

ACTIVITY UNDERTAKEN:

- Group discussion reflecting leadership quality, time management and achieving the target

1. "Is science the boon or curse?"

2. "should college going students have uniform?"

3."Is mobile phone be allowed for college going students ?"

4." Can technology replace teachers?"

5."Is smart phones spoiling the innocence of childhood?"

6."Should child labor be banned?"

- Reflecting of leadership quality , time management and achieving the target through the following seminar topics.

1. Non-verbal Communication.

2 .Business communication