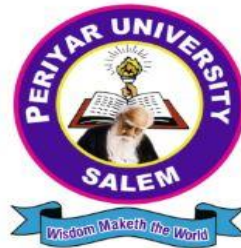


PERIYAR UNIVERSITY

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**CENTRE FOR DISTANCE AND ONLINE EDUCATION
(CDOE)**

**B.A ENGLISH
SEMESTER - IV**



**FOUNDATION ENGLISH -IV
(Candidates admitted from 2024 onwards)**

PERIYAR UNIVERSITY

CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE)

B.A ENGLISH 2024 admission onwards

FOUNDATION ENGLISH – IV

Prepared by:

K.KARTHIKA

Assistant Professor

Department of English

Bharathiyar Arts and Science College for Women,

Deviyakurichi– 636112.

LIST OF CONTENTS

UNIT	CONTENTS	PAGE
1	Life Writing I am Malala-Malala Yousafzai - Chapter 1 My Inventions - Nikola Tesla - Chapter 2	04
2	One Act Plays The Zoo Story- Edward Albee The Proposal- Anton Chekhov	37
3	Interviews Nelson Mandela's Interview with Larry King. Rakesh Sharma's Interview with Indira Gandhi from Space Lionel Messi with Sid Lowe (Print)	64
4	Language Competency Refuting, Arguing & Debating Making Suggestions & Responding to Suggestions, Asking for and Giving Advice or Help Interviews(face to face, telephone and video conferencing)	86
5	English for Workplace Job Applications: Covering letters, CV and Resume Creating a digital profile - LinkedIn Filling Forms (Online & Manual): creation of account, railway reservation, ATM, Credit/debit card Body Language -Practical Skills for Interviews	115

Unit-I LIFE WRITING

UNIT OBJECTIVES

- Life writing enables an individual to retain otherwise fleeting emotions and feelings as well as history about one's personal growth and family environment.
- An objective is a more specific statement about what the learner should or will be able to do after the training experience.
- Biography is important because it helps you understand what life was like for someone else and how they overcame challenges.
- It gives you an insight into how they lived their life and how they felt about the world around them.
- These four purposes of writing - to entertain, inform, persuade, and express feelings - are often referred to as the four core purposes.

SECTION 1.1: I AM MALALA-MALALA YOUSAFZAI -

CHAPTER 1

1.1.1 – Summary

Malala explains that she was born at dawn (traditionally a sign of luck in her community), but many people in the village still felt sorry for her family because Malala was a girl. As she puts it, women in her country are seen as second-class citizens, fit only for making food and birthing more children.

One of the only people to celebrate Malala's birth was her father's cousin, Jehan Sher Khan Yousafzai. He gave Malala a "handsome gift of money." He also brought with him a large family tree, showing the sons and fathers of Malala's family.

Malala's father, Ziauddin, had an unusual reaction when his cousin brought the family tree. Instead of accepting it as a gift, he took a pen and drew a line to indicate Malala's birth, even though she was a woman. Ziauddin insisted that Malala was special, and celebrated her birth with coins and fruit—gifts usually reserved for male children.

Malala is named after Malalai, a heroine of Afghanistan. Malala's ethnic group, the Pashtuns, are divided between two countries, Afghanistan and neighboring Pakistan. The Pashtuns obey a strict moral code of honor, which obligates them to treat all people with honor and respect. The Pashtuns are also a proud, warlike people. Malalai is a heroine to them because in the 1880s, she led the Pashtuns in a successful uprising against the British Empire. Malalai was only a teenager at the time, and she set aside married life to become a general and a warrior. British soldiers killed her, but her troops eventually defeated the British. To this day, monuments to Malalai are built in Afghanistan, and she's a symbol of the native resistance to foreign aggression.

Malala continues explaining her culture. She lives in Swat Valley, a beautiful place full of fruit trees, rivers, and forests. In the winter, the villagers ski in the nearby mountains. Swat is currently a part of the province of Khyber Pakhtunkhwa, in

Pakistan. Formerly, Swat was an independent state, but following Indian independence in 1947, it became an autonomous state of Pakistan. The people of Swat use the Pakistan currency—the rupee—but nonetheless maintain an unusually large amount of cultural and political autonomy from Pakistan. Most of the people of Swat have never left their valley, even though the capital of Pakistan, Islamabad, is only a hundred miles away.

Malala and her family live in the village of Mingora, the largest town in Swat. Swat has been an Islamic town since the 11th century. Prior to this time, however, it was a Buddhist state, and there are still ruins of Buddhist temples in Swat. Malala has grown up surrounded by birds and other animals, enjoying the beauty of the valley and the surrounding Hindu Kush mountains.

Malala's family is very poor. Despite founding the first school for girls in Mingora, Malala's father and his family live in a shack. Nevertheless, Malala's family frequently entertains visitors, cooking for them and spending time with them. Hospitality, Malala explains, is a crucial part of her culture. Malala's brother, Khushal, is named after their father's school, which he attends. Her youngest brother, Atal, is seven years younger than she. Her family is very small by Swati standards. Malala's father, unlike the majority of Swati men, never hits his wife, whose name is Tor Pekai. Malala notes that the people in her community aspire to have paler skin. Malala's father, for instance, was always ashamed of his dark skin as a child. Only after he married Tor Pekai did he overcome his shame. Tor Pekai and Ziauddin had an unusual marriage,

Malala continues describing her family. Tor Pekai is very religious, and always prays five times a day, as is the Muslim custom. Malala's father was rarely around when Malala was growing up: Ziauddin was busy writing poetry, organizing literary societies, and taking measures to preserve the environment in the valley. Although he is from an impoverished village, Ziauddin used his intelligence and hard work to become successful. Malala grew up respecting the power of language, largely as a

result of her father's influence since they married out of love, not social obligation. This is highly rare in Pakistan, Malala notes.

Malala's family is descended from the Yousafzai, a noted Pashtun tribe who celebrated combat as well as poetry. The Yousafzai feuded with one another constantly, but in 1917, one Yousafzai warrior managed to impose order on the Swati Valley. His son, Jehanzeb, brought great wealth and prosperity to the Valley. In 1969, the year Malala's father was born, the Valley firmly united with Pakistan. Malala thinks of herself as Swati first, then Pashtun, then Pakistani.

Growing up, Malala noticed that, as a woman, she was restricted from traveling where she wanted. From an early age, however, Malala decided that she wouldn't let the sexism of her society stifle her. Her father encouraged her to be "free as a bird."

ABOUT THE AUTHOR

Born: 12 July 1997 (age 26 years), Mingora, Pakistan

Spouse: Asser Malik (m. 2021)

Education: Lady Margaret Hall, University of Oxford (2017–2020), MORE

Awards: Nobel Peace Prize, Asia Game Changer Awards, MORE

Parents: Ziauddin Yousafzai, Toor Pekai Yousafzai

Siblings: Khushal Yousafzai, Atal Yousafzai



1.1.2 - Glossary

1.Devote- to dedicate one's life to someone or something

2.honorable - ethical and right-minded

3.Sacred-connected with God

4.construct-to build

5.mufti-Islamic scholar

6.mosque - an Islamic place of worship

1.1.3 - Self-Assessment Questions

CHOOSE THE BEST ANSWER (1 MARK)

1. In which year was Malala born?

A)1995 B)1987 C)2000 **D)1997**

2. In what country was Malala born?

A)Bangladesh B)India C) **Pakistan** D)Afghanistan

3. Malala's family are...

A)Kashmiri B)Kurdish C)Punjabi D)**Pashtun**

4. Who was Malalai, Malala's namesake?

A)Her grandmother B)**A pashtun heroine**

C)Her father's first schoolteacher

D)The first female leader of pakistan

5. Which ruler campaigned for the Islamisation of Pakistan in the 1970s?

A)General fazlullah B)General bhutto **C)General zia** D)General khan

6. Which event does Malala say changed her valley forever?

A)The death of general zia B)September 11, 2001

C)The iranian hostage crisis D)The cuban missile crisis

7. Malala's father constantly said "Malala is free as a..."

A)Hawk B)Butterfly C)Sparrow **D)Bird**

8. During which holidays do Malala and her family travel to the family's small village to celebrate?

A)Passover **B)Eid** C) Ramadan D)Christmas

9. Which other girl got Malala in trouble for stealing?

A)Maryam B)Safina **C)Moniba** D)Shiza

10. Malala desperately wanted her father to give free places at school to children she saw where?

A)At the rubbish heap B)In an alleyway C)On the riverbank

D)On the school's roof

ANSWER THE FOLLOWING IN 250 WORDS (5 MARKS)

1.Malala's father said he believed that lack of education was the root of all Pakistan's problems. How might this be true?

Educating a nation's children is one of the most direct ways to provide for its prosperous future. As a relatively new developing nation in a region of the world that is ripe with strife, Pakistan has not had the resources to institute widespread schooling. Ignorance breeds both hatred and intolerance, as evidenced by Taliban supporters in Pakistan. It also prevents people from having the knowledge and courage they need to stand up for the causes they believe in. As education is the only thing that can counter ignorance, education is a necessary component of any effort to build up Pakistan and eliminate many of its problems.

2.How does Malala mature over the course of her life in this memoir? Was this maturity forced, or voluntary?

The beginning of the memoir detailed Malala's life as a carefree child, happily living and learning in what she considers the most beautiful place in the world. When she was ten years old, however, the Taliban came into her valley, and this occupation marked the beginning of Malala's loss of innocence and her growth from a child into a mature, confident young woman. In many ways, this transformation was involuntary—the Taliban's presence in her valley forced her to become an adult

much earlier than most children, after all—but the way she rose to the challenges facing her and became a true advocate was certainly of her own volition.

3.How does Malala question the idea that the most effective weapons are things like guns, bombs, and knives?

Malala's enemies—the increasingly destructive Taliban and its sympathizers—fight their wars with conventional weapons like Kalashnikovs and grenades, killing in order to make their point. Malala fights as well, but instead she uses words as her weapon. Malala's words, whether written like the diary of Gul Makai or spoken in her speeches and television interviews, powerfully rally people against the Taliban and in favor of the cause she most supports: girls' education. She shows that words can be far more powerful than guns or bombs. Because of how globalized the world has become, words can spread rapidly and affect far more people, alerting the world to injustices so someone can subsequently do something to fix them.

4.How does Malala's perspective on education differ from an American (or Western) perspective on education?

Living in a nation where many young girls like her do not receive an education, Malala grows up viewing school as the ultimate privilege. She values each day spent in the classroom, and sees education as a tool she can use to empower herself and the people around her to speak out against oppression. Conversely, in much of the Western world where education is a given for the majority of children, we view schooling as more of a means to an end, a way to get a good job in order to live comfortably. It is seen as much less of an inherently remarkable experience.

5.Despite the terrible things that happened in Swat during the latter half of her childhood, Malala still loves her home. Why is this important?

Even though her last five years spent in Swat Valley were largely spent suffering under the watchful eye of the Taliban, the memories of the Swat that came before are still imprinted on Malala's mind. The most formative years of her life were spent in relative happiness in Swat, reveling in its natural beauty, running freely with

her friends, and attending a school she loved. The Taliban were unable to erase these happy memories of her

home, even after she was forced to leave. This is a reminder that no matter where someone ends up in life, the place where she spent her childhood will always be central to her identity.

6. Why does Malala believe in the power of politics to change the world?

In the face of worldwide corruption and secrecy, it can be difficult to trust politicians or believe in their power to elicit real change. This is especially true of Pakistan, a nation that suffered immense political corruption during the time when Malala Yousafzai was growing up. Despite that, though, Malala believes in the political process, because she has seen the way political activism—even at the grassroots level, like her and her father's efforts—can make a difference. A good politician has the power to rally many to his or her side, as evidenced by leaders like Benazir Bhutto. There is strength in numbers, as Malala knows very well, and with a strong leader and a strong following, change can truly happen.

7. Why might a group like the Taliban be able to attract and retain followers?

The Taliban capitalizes on fear, dissatisfaction, and ignorance. A charismatic leader like Fazlullah is able to appeal to people's dissatisfaction with the status quo, and in addition, scare them into thinking that following them is the only way that they will be able to avoid some terrible fate. An example of this can be seen in the reaction to the earthquake that struck Swat shortly before the Taliban took over. People were hurt, impoverished, and afraid, worried that something like this could happen again and they would not be able to recover. The Taliban came in and insisted that this was the wrath of God against infidels, and many frightened people heeded their message, believing that following them was the only way to avoid destruction.

ANSWER THE FOLLOWING IN 500 WORDS (10 MARKS)**1. Write about the summary of the story I AM MALALA-MALALA
YOUSAFZAI - CHAPTER 1****INTRODUCTION:**

Malala explains that she was born at dawn traditionally a sign of luck in her community, but many people in the village still felt sorry for her family because Malala was a girl. As she puts it, women in her country are seen as second-class citizens, fit only for making food and birthing more children.

PLOT SUMMARY :

The book begins on October 9, 2012, as Malala Yousafzai, a teenaged girl, makes her way to school by bus. On her ride to school, Malala thinks about how her hometown of Mingora, Pakistan has changed in the last decade, and how the Taliban (a radical Islamist group) continue to pose a threat to advocates of education and women's rights. Suddenly, the bus stops, and a man climbs onboard. He demands to know who Malala is. Malala says nothing, but her identity is obvious: she's not wearing her burqa (female veil). The man raises a gun and shoots Malala in the head.

The book then "flashes back" to Malala's birth. When she was born, few people in her community bothered to congratulate her parents, Ziauddin and Tor Pekai, because the birth of a girl is seen as a failure on the part of the parents. Malala explains more about her culture. She is a Pashtun, an ethnic group situated mostly in Afghanistan and Pakistan. She lives in the Swat Valley, a beautiful part of Northwestern Pakistan. She is also a devout Muslim, and has been all her life. From a very early age, she was conscious of the restrictions being placed on her because of her sex.

Malala's father, Ziauddin, is a charismatic, educated man. He grew up studying poetry and literature, and earned his family's respect by winning several prestigious debating competitions. In the 1980s, when Pakistan fell under the control of the brutal dictator General Zia, Ziauddin founded a series of schools that offered educations to girls as well as boys. While many of these ventures failed—since many Muslims in Pakistan refused to believe in a woman's right to an education—Ziauddin eventually found success. As an adult, he married Tor Pekai for love, rather than because of a family arrangement—this, Malala notes, is highly irregular in Pashtun culture. Ziauddin became a passionate advocate for free speech, education, and women's rights: three causes that he raised Malala to respect deeply.

As a child, Malala was clever but shy. Ziauddin encouraged her to participate in speaking and debating competitions, and she did so, gradually working her way up to become one of the most talented public speakers of her age. She excelled in the classroom, usually ranking first in her classes. Once, when Malala was about six years old, she stole a toy from her friend, and afterwards developed a habit of stealing other things. When they found out about this, Malala's parents were so ashamed of her that Malala resolved to never steal anything or do anything sinful ever again. She claims that she never has.

Growing up, Malala noticed the rampant poverty in her community. She pestered her father to allow more children to enter his school on scholarship, and Ziauddin agreed. Ziauddin and Tor Pekai raised Malala to be a pious Muslim. Despite believing in the Islamic faith, Malala noticed from an early age that Pakistanis would cite Islam when they belittled women and forbade them from learning. Malala began to develop her own interpretation of Islam, whereby women could educate themselves while also being perfectly faithful Muslims.

THE TERRORIST ATTACKS :

Following the terrorist attacks of September 11, 2001, Malala's community became violent and religiously extreme. The organization called the Taliban rose to prominence in the area, headed by Maulana Fazlullah. The Taliban offered a strict,

repressive interpretation of Islam, whereby women should remain covered by a burqa in public, and certainly not attend school. Claiming that all other religions were worthless, the Taliban blew up the enormous Buddha carved into the side of the Swat Valley. This horrified Malala and her family.

ROLE MODEL FOR MALALA:

In 2007, Pakistan's situation deteriorates still further when the Taliban assassinate Benazir Bhutto, the female prime minister, and an important role model for Malala (who is ten years old at the time). In the aftermath of the assassination, the Taliban becomes more violent, blowing up schools across Pakistan that offer education to girls as well as boys. Ziauddin uses his influence to write a series of articles for Pakistani papers, in which he condemns the Taliban for their violence and cruelty, as well as their nonsensical interpretation of the Quran (Islam's holy book).

CONTACTS WITH THE BBC :

In 2009, Ziauddin uses his contacts with the BBC to arrange for Malala to write a series of diary entries about her life under the Taliban. Malala assumes a false name for protection, and her diaries become widely read in both Pakistan and the Western world. The Taliban, meanwhile, threaten to attack all women's schools that don't close down. Reluctantly, Ziauddin shuts down his schools, and Malala is forced to stay home from school, too. Shortly afterwards, however, Fazlullah (the Taliban head) decides to allow girls to attend school, proving that Ziauddin's protests and articles have been somewhat successful. Malala, encouraged by the success of her diaries, makes a small appearance in a documentary about the Taliban directed by an American journalist, Adam Ellick.

In late 2009, the Taliban enter a long war with the Pakistani government. Malala, along with the rest of her family, is forced to leave her home in the Swat Valley. Ziauddin takes his family to Islamabad for three months, and when they return, they're relieved to find their home more or less intact. Throughout 2009, Malala continues giving interviews in which she condemns the Taliban for interfering

with her education, and in 2010, she takes a trip to Islamabad, accompanied by Shiza Shahid, a journalist and friend of her father. In the city, Malala sees women with educations and successful careers—this experience is enormously inspiring to her.

THE DEATH OF OSAMA BIN LADEN :

In 2011, following the death of Osama bin Laden, Malala learns that she's been nominated for an international award recognizing commitment to children's rights. While she does not win, she's nominated for further humanitarian awards in recognition of her broadcasts and diary, and wins several of them. She meets important heads of state, including the Prime Minister of Pakistan. As her reputation grows, she continues to oppose the Taliban. The Taliban threaten to kill Malala if she persists in her denunciations.

MALALA'S SHOOTING :

The narrative then comes full-circle to Malala's shooting. In the aftermath of the attempt on her life, Malala is rushed to a military hospital, where a skilled surgeon, Colonel Junaid, tries to save her life. He succeeds in performing a difficult brain surgery on Malala, and Malala at first seems to be making a full recovery. While her parents and friends frantically wait for news, two British doctors, Dr. Javid Kayani and Dr. Fiona Reynolds, arrive at the hospital. They insist that Malala is in danger of losing her life, since the facilities at the Pakistani hospital are sub-par. After much negotiating, General Kayani, an important government official, agrees to arrange for Malala to be transported to superior medical facilities in Birmingham, England. Malala is flown to England while her parents remain behind—the Pakistan government delays their travel for fear that they'll try to remain in England.

Malala wakes up in the hospital in England. Dr. Reynolds acts as her legal guardian while Ziauddin and Tor Pekai struggle to fly to England. After nearly a week, the government of Pakistan relents and allows them to visit their recovering

daughter. In England, they're immensely relieved to learn that Malala will make a full recovery, though she'll need to spend a long time in the hospital.

As she waits in the hospital, Malala learns that she's become globally famous following her shooting. Heads of state and celebrities send her flowers, and other humanitarians, inspired by her example, speak out against the Taliban's brutality. Malala resolves to use her fame to crusade for education and women's rights on a global scale.

RESIDENCE IN ENGLAND :

The book ends in 2013. Malala's family has taken up residence in England. Ziauddin works as a consultant for both Pakistan's educational system and the committee on education for the United Nations. Malala attends school in Birmingham, focusing on her studies in spite of her enormous fame. She feels more than a little uncomfortable in her new country, not least because her classmates think of her as a celebrity, not a classmate. Nevertheless, Malala has emerged from her shooting stronger and more determined to fight injustice than ever. As the book ends, she reminds readers that they are lucky to be alive and to be loved by God. Though the Taliban tried to kill her, she concludes, they couldn't kill the global crusade for education and equality.

THEMES :

Women's Rights

The Power of Education

Islam and Its Interpretations

Goodness

CONCLUSION :

Growing up, Malala noticed that, as a woman, she was restricted from traveling where she wanted. From an early age, however, Malala decided that she

wouldn't let the sexism of her society stifle her. Her father encouraged her to be "free as a bird."

<https://www.sparknotes.com/lit/i-am-malala/section2/>

<https://www.litcharts.com/lit/i-am-malala/chapter-1-a-daughter-is-born>

SECTION 1.2: My Inventions - Nikola Tesla - Chapter 2

1.2.1 TEXT

I shall dwell briefly on these extraordinary experiences, on account of their possible interest to students of psychology and physiology and also because this period of agony was of the greatest consequence on my mental development and subsequent labors. But it is indispensable to first relate the circumstances and conditions which preceded them and in which might be found their partial explanation. From childhood I was compelled to concentrate attention upon myself. This caused me much suffering, but to my present view, it was a blessing in disguise for it has taught me to appreciate the inestimable value of introspection in the preservation of life, as well as a means of achievement. The pressure of occupation and the incessant stream of impressions pouring into our consciousness through all the gateways of knowledge make modern existence hazardous in many ways. Most persons are so absorbed in the contemplation of the outside world that they are wholly oblivious to what is passing on within themselves. The premature death of millions is primarily traceable to this cause. Even among those who exercise care, it is a common mistake to avoid imaginary, and ignore the real dangers. And what is true of an individual also applies, more or less, to a people as a whole.

Abstinence was not always to my liking, but I find ample reward in the agreeable experiences I am now making. Just in the hope of converting some to my precepts and convictions I will recall one or two. A short time ago I was returning to my hotel. It was a bitter cold night, the ground slippery, and no taxi to be had. Half a block behind me followed another man, evidently as anxious as myself to get under cover. Suddenly my legs went up in the air. At the same instant there was a flash in my brain. The nerves responded, the muscles contracted. I swung 180 degrees and landed on my hands. I resumed my walk as though nothing had happened when the stranger caught up with me. "How old are you?" he asked, surveying me critically. "Oh, about fifty-nine," I replied, "What of it?" "Well," said he, "I have seen a cat do

this but never a man." About a month ago I wanted to order new eyeglasses and went to an oculist who put me through the usual tests. He looked at me incredulously as I read off with ease the smallest print at considerable distance. But when I told him I was past sixty he gasped in astonishment. Friends of mine often remark that my suits fit me like gloves but they do not know that all my clothing is made to measurements which were taken nearly fifteen years ago and never changed. During this same period my weight has not varied one pound. In this connection I may tell a funny story.

One evening, in the winter of 1885, Mr. Edison, Edward H. Johnson, the President of the Edison Illuminating Company, Mr. Bachelor, Manager of the works, and myself, entered a little place opposite 65 Firth Avenue, where the offices of the company were located. Someone suggested guessing weights and I was induced to step on a scale. Edison felt me all over and said: "Tesla weighs 152 lbs. to an ounce," and he guessed it exactly. Stripped I weighed 142 pounds, and that is still my weight. I whispered to Mr. Johnson; "How is it possible that Edison could guess my weight so closely?" "Well," he said, lowering his voice. "I will tell you confidentially, but you must not say anything. He was employed for a long time in a Chicago slaughter- house where he weighed thousands of hogs every day. That's why."

My friend, the Hon. Chauncey M. Dupew, tells of an Englishman on whom he sprung one of his original anecdotes and who listened with a puzzled expression, but a year later, laughed out loud. I will frankly confess it took me longer than that to appreciate Johnson's joke. Now, my well-being is simply the result of a careful and measured mode of living and perhaps the most astonishing thing is that three times in my youth I was rendered by illness a hopeless physical wreck and given up by physicians. MORE than this, through ignorance and lightheartedness, I got into all sorts of difficulties, dangers and scrapes from which I extricated myself as by enchantment. I was almost drowned, entombed, lost and frozen. I had hairbreadth escapes from mad dogs, hogs, and other wild animals. I passed through dreadful diseases and met with all kinds of odd mishaps and that I am whole and hearty today seems like a miracle. But as I recall these incidents to my mind I feel convinced that

my preservation was not altogether accidental, but was indeed the work of divine power. An inventor's endeavor is essentially life saving. Whether he harnesses forces, improves devices, or provides new comforts and conveniences, he is adding to the safety of our existence. He is also better qualified than the average individual to protect himself in peril, for he is observant and resourceful. If I had no other evidence that I was, in a measure, possessed of such qualities, I would find it in these personal experiences. The reader will be able to judge for himself if I mention one or two instances. On one occasion, when about fourteen years old, I wanted to scare some friends who were bathing with me. My plan was to dive under a long floating structure and slip out quietly at the other end. Swimming and diving came to me as naturally as to a duck and I was confident that I could perform the feat. Accordingly I plunged into the water and, when out of view, turned around and proceeded rapidly towards the opposite side. Thinking that I was safely beyond the structure, I rose to the surface but to my dismay struck a beam. Of course, I quickly dived and forged ahead with rapid strokes until my breath was beginning to give out. Rising for the second time, my head came again in contact with a beam. Now I was becoming desperate. However, summoning all my energy, I made a third frantic attempt but the result was the same. The torture of suppressed breathing was getting unendurable, my brain was reeling and I felt myself sinking. At that moment, when my situation seemed absolutely hopeless, I experienced one of those flashes of light and the structure above me appeared before my vision. I either discerned or guessed that there was a little space between the surface of the water and the boards resting on the beams and, with consciousness nearly gone, I floated up, pressed my mouth close to the planks and managed to inhale a little air, unfortunately mingled with a spray of water which nearly choked me. Several times I repeated this procedure as in a dream until my heart, which was racing at a terrible rate, quieted down, and I gained composure. After that I made a number of unsuccessful dives, having completely lost the sense of direction, but finally succeeded in getting out of the trap when my friends had already given me up and were fishing for my body. That bathing season was spoiled for me through recklessness but I soon forgot the lesson and only two years later I fell into a worse predicament.

There was a large flour mill with a dam across the river near the city where I was studying at the time. As a rule the height of the water was only two or three inches above the dam and to swim to it was a sport not very dangerous in which I often indulged. One day I went alone to the river to enjoy myself as usual. When I was a short distance from the masonry, however, I was horrified to observe that the water had risen and was carrying me along swiftly. I tried to get away but it was too late. Luckily, though, I saved myself from being swept over by taking hold of the wall with both hands. The pressure against my chest was great and I was barely able to keep my head above the surface. Not a soul was in sight and my voice was lost in the roar of the fall. Slowly and gradually I became exhausted and unable to withstand the strain longer. Just as I was about to let go, to be dashed against the rocks below, I saw in a flash of light a familiar diagram illustrating the hydraulic principle that the pressure of a fluid in motion is proportionate to the area exposed and automatically I turned on my left side. As if by magic, the pressure was reduced and I found it comparatively easy in that position to resist the force of the stream. But the danger still confronted me. I knew that sooner or later I would be carried down, as it was not possible for any help to reach me in time, even if I had attracted attention. I am ambidextrous now, but then I was left-handed and had comparatively little strength in my right arm. For this reason I did not dare to turn on the other side to rest and nothing remained but to slowly push my body along the dam. I had to get away from the mill towards which my face was turned, as the current there was much swifter and deeper. It was a long and painful ordeal and I came near to failing at its very end, for I was confronted with a depression in the masonry. I managed to get over with the last ounce of my strength and fell in a swoon when I reached the bank, where I was found. I had torn virtually all the skin from my left side and it took several weeks before the fever had subsided and I was well. These are only two of many instances, but they may be sufficient to show that had it not been for the inventor's instinct, I would not have lived to tell the tale.

Interested people have often asked me how and when I began to invent. This I can only answer from my present recollection in the light of which, the first attempt I recall was rather ambitious for it involved the invention of an apparatus and a method. In the former I was anticipated, but the later was original. It happened in this

way. One of my playmates had come into the possession of a hook and fishing tackle which created quite an excitement in the village, and the next morning all started out to catch frogs. I was left alone and deserted owing to a quarrel with this boy. I had never seen a real hook and pictured it as something wonderful, endowed with peculiar qualities, and was despairing not to be one of the party. Urged by necessity, I somehow got hold of a piece of soft iron wire, hammered the end to a sharp point between two stones, bent it into shape, and fastened it to a strong string. I then cut a rod, gathered some bait, and went down to the brook where there were frogs in abundance. But I could not catch any and was almost discouraged when it occurred to me dangle the empty hook in front of a frog sitting on a stump. At first he collapsed but by and by his eyes bulged out and became bloodshot, he swelled to twice his normal size and made a vicious snap at the hook. Immediately I pulled him up. I tried the same thing again and again and the method proved infallible. When my comrades, who in spite of their fine outfit had caught nothing, came to me, they were green with envy. For a long time I kept my secret and enjoyed the monopoly but finally yielded to the spirit of Christmas. Every boy could then do the same and the following summer brought disaster to the frogs.

In my next attempt, I seem to have acted under the first instinctive impulse which later dominated me, -- to harness the energies of nature to the service of man. I did this through the medium of May bugs, or June bugs as they are called in America, which were a veritable pest in that country and sometimes broke the branches of trees by the sheer weight of their bodies. The bushes were black with them. I would attach as many as four of them to a crosspiece, rotably arranged on a thin spindle, and transmit the motion of the same to a large disc and so derive considerable 'power.' These creatures were remarkably efficient, for once they were started, they had no sense to stop and continued whirling for hours and hours and the hotter it was, the harder they worked. All went well until a strange boy came to the place. He was the son of a retired officer in the Austrian army. That urchin ate Maybugs alive and enjoyed them as though they were the finest blue-point oysters. That disgusting sight terminated my endeavors in this promising field and I have never since been able to touch a Maybug or any other insect for that matter.

After that, I believe, I undertook to take apart and assemble the clocks of my grandfather. In the former operation I was always successful, but often failed in the latter. So it came that he brought my work to a sudden halt in a manner not too delicate and it took thirty years before I tackled another clockwork again.

Shortly thereafter, I went into the manufacture of a kind of popgun which comprised a hollow tube, a piston, and two plugs of hemp. When firing the gun, the piston was pressed against the stomach and the tube was pushed back quickly with both hands. The air between the plugs was compressed and raised to a high temperature and one of them was expelled with a loud report. The art consisted in selecting a tube of the proper taper from the hollow stalks which were found in our garden. I did very well with that gun, but my activities interfered with the window panes in our house and met with painful discouragement.

If I remember rightly, I then took to carving swords from pieces of furniture which I could conveniently obtain. At that time I was under the sway of the Serbian national poetry and full of admiration for the feats of the heroes. I used to spend hours in mowing down my enemies in the form of cornstalks which ruined the crops and netted me several spankings from my mother. Moreover, these were not of the formal kind but the genuine article. I had all this and more behind me before I was six years old and had passed through one year of elementary school in the village of Smiljan where my family lived. At this juncture we moved to the little city of Gospic nearby. This change of residence was like a calamity to me. It almost broke my heart to part from our pigeons, chickens and sheep, and our magnificent flock of geese which used to rise to the clouds in the morning and return from the feeding grounds at sundown in battle formation, so perfect that it would have put a squadron of the best aviators of the present day to shame. In our new house I was but a prisoner, watching the strange people I saw through my window blinds. My bashfulness was such that I would rather have faced a roaring lion than one of the city dudes who strolled about. But my hardest trial came on Sunday when I had to dress up and attend the service. There I met with an accident, the mere thought of which made my blood curdle like sour milk for years afterwards. It was my second adventure in a church. Not long before, I was entombed for a night in an old chapel on an

inaccessible mountain which was visited only once a year. It was an awful experience, but this one was worse.

There was a wealthy lady in town, a good but pompous woman, who used to come to the church gorgeously painted up and attired with an enormous train and attendants. One Sunday I had just finished ringing the bell in the belfry and rushed downstairs, when this grand dame was sweeping out and I jumped on her train. It tore off with a ripping noise which sounded like a salvo of musketry fired by raw recruits. My father was livid with rage. He gave me a gentle slap on the cheek, the only corporal punishment he ever administered to me, but I almost feel it now. The embarrassment and confusion that followed are indescribably. I was practically ostracized until something else happened which redeemed me in the estimation of the community.

An enterprising young merchant had organized a fire department. A new fire engine was purchased, uniforms provided and the men drilled for service and parade. The engine was beautifully painted red and black. One afternoon, the official trial was prepared for and the machine was transported to the river. The entire population turned out to witness the great spectacle. When all the speeches and ceremonies were concluded, the command was given to pump, but not a drop of water came from the nozzle. The professors and experts tried in vain to locate the trouble. The fizzle was complete when I arrived at the scene. My knowledge of the mechanism was nil and I knew next to nothing of air pressure, but instinctively I felt for the suction hose in the water and found that it had collapsed. When I waded in the river and opened it up, the water rushed forth and not a few Sunday clothes were spoiled. Archimedes running naked through the streets of Syracuse and shouting Eureka at the top of his voice did not make a greater impression than myself. I was carried on the shoulders and was hero of the day.

Upon settling in the city I began a four years course in the so-called Normal School preparatory to my studies at the College or Real-Gymnasium. During this period my boyish efforts and exploits as well as troubles, continued. Among other things, I attained the unique distinction of champion crow catcher in the country. My method

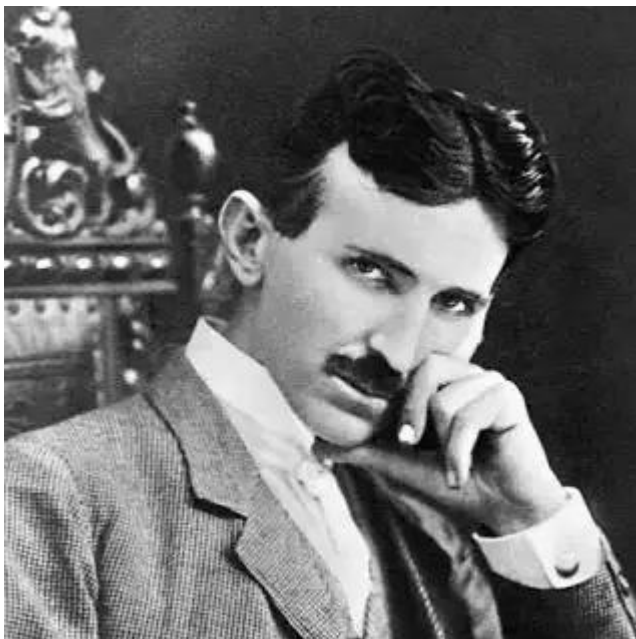
of procedure was extremely simple. I would go into the forest, hide in the bushes, and imitate the call of the birds. Usually I would get several answers and in a short while a crow would flutter down into the shrubbery near me. After that, all I needed to do was to throw a piece of cardboard to detract its attention, jump up and grab it before it could extricate itself from the undergrowth. In this way I would capture as many as I desired. But on one occasion something occurred which made me respect them. I had caught a fine pair of birds and was returning home with a friend. When we left the forest, thousands of crows had gathered making a frightful racket. In a few minutes they rose in pursuit and soon enveloped us. The fun lasted until all of a sudden I received a blow on the back of my head which knocked me down. Then they attacked me viciously. I was compelled to release the two birds and was glad to join my friend who had taken refuge in a cave.

In the school room there were a few mechanical models which interested me and turned my attention to water turbines. I constructed many of these and found great pleasure in operating them. How extraordinary was my life an incident may illustrate. My uncle had no use for this kind of pastime and more than once rebuked me. I was fascinated by a description of Niagara Falls I had perused, and pictured in my imagination a big wheel run by the falls. I told my uncle that I would go to America and carry out this scheme. Thirty years later I was my ideas carried out at Niagara and marveled at the unfathomable mystery of the mind. I made all kinds of other contrivances and contraptions but among those, the arbalests I produced were the best. My arrows, when shot, disappeared from sight and at close range traversed a plank of pine one inch thick. Through the continuous tightening of the bows I developed a skin on my stomach much like that of a crocodile and I am often wondering whether it is due to this exercise that I am able even now to digest cobblestones! Nor can I pass in silence my performances with the sling which would have enabled me to give a stunning exhibit at the Hippodrome. And now I will tell of one of my feats with this unique implement of war which will strain to the utmost the credulity of the reader.

I was practicing while walking with my uncle along the river. The sun was setting, the trout were playful and from time to time one would shoot up into the air,

its glistening body sharply defined against a projecting rock beyond. Of course any boy might have hit a fish under these propitious conditions but I undertook a much more difficult task and I foretold to my uncle, to the minutest detail, what I intended doing. I was to hurl a stone to meet the fish, press its body against the rock, and cut it in two. It was no sooner said than done. My uncle looked at me almost scared out of his wits and exclaimed "Vade retrā Satanae!" and it was a few days before he spoke to me again. Other records, however great, will be eclipsed but I feel that I could peacefully rest on my laurels for a thousand years.

ABOUT THE AUTHOR



Nikola Tesla was a Serbian-American inventor, electrical engineer, mechanical engineer, and futurist. He is known for his contributions to the design of the modern alternating current electricity supply system.

Born: 10 July 1856, Smiljan, Croatia

Died: 7 January 1943 (age 86 years), The New Yorker Hotel, New York, United States

Parents: Milutin Tesla, Đuka Tesla

Siblings: Dane Tesla, Angelina Tesla, Milka Tesla, Marica Kosanović

Nationality: American, Austrian

Education: TU Graz (1875–1878), Gimnazija Karlovac (1870–1873)

SUMMARY

Nikola Tesla's journey from a university student to an innovative inventor was both challenging and transformative. During his time at university, Tesla faced numerous obstacles that shaped his approach to science and engineering. He enrolled at the Austrian Polytechnic in Graz in 1875, where he initially excelled, immersing himself in the study of electrical engineering. Tesla was known for his remarkable ability to visualize intricate mechanisms in his mind, often without the need for physical models or drawings. This extraordinary skill set him apart but also led to misunderstandings with his professors and peers. Despite his undeniable talent, Tesla's university years were tumultuous. The rigor of his academic pursuits, coupled with his relentless drive to prove his theories, took a toll on his health and well-being. He became intensely absorbed in his work, often spending nights in the university library or his laboratory. However, personal and financial difficulties plagued him, leading to his eventual departure from the polytechnic without completing his degree. Undeterred by this setback, Tesla moved to Budapest in 1881, where he found employment as a draftsman at the Central Telegraph Office. It was here that his inventive spirit gained momentum. During a walk in a city park, Tesla experienced a moment of profound inspiration: the principle of the rotating magnetic field, which would become the cornerstone of his future work with alternating current (AC). This seminal idea marked the beginning of Tesla's journey as a visionary inventor. In 1882, Tesla moved to Paris to work for the Continental Edison Company, where he was involved in troubleshooting and improving electrical equipment designed by Thomas Edison. This period was crucial for Tesla as it provided him with practical experience and an understanding of the limitations of direct current (DC) systems. Despite his contributions, Tesla grew increasingly frustrated with Edison's approach and the inefficiencies of DC power transmission. Driven by a desire to explore his ideas further, Tesla emigrated to the United States in 1884. He arrived in New York City with little more than a letter of recommendation from a former employer. This letter would lead him to a meeting with Thomas Edison himself. Although Tesla initially worked for Edison, their differing views on electrical

power soon led to a parting of ways. Edison was firmly invested in DC, while Tesla was convinced of the superior potential of AC. Tesla's departure from Edison's company marked the beginning of his independent journey in the world of electrical innovation. Through perseverance and the cultivation of strategic partnerships, Tesla secured backing from influential investors such as George Westinghouse. These early years of his career were characterized by intense experimentation and several key breakthroughs that would lay the foundation for his later successes. In summary, Tesla's college years and early professional experiences were marked by both hardship and discovery. His time at university sharpened his analytical skills and established the relentless work ethic that would define his career. Despite the challenges he faced, these formative years were crucial in shaping Tesla's inventive processes and ultimately leading to the development of his first significant inventions.

1.1.4 - Glossary

1.viciously-violentmanner

2.glistening-to shine

3 shrubbery-Parts of gardens.

4. illustrate -explain

5.spectacle -something that is impressive

1.1.5 - Self-Assessment Questions

CHOOSE THE BEST ANSWER (1 MARK)

1. Along with George Westinghouse, Nikola Tesla contributed to the establishment of what?

A)Wireless radio transmission technology B)A national power grid C)**DC power distribution in New York** D)Fusion power

2. What was the occupation of Tesla's uncle?

- (a) Priest. (b) Driver. (c) Plumber. (d) **army officer.**

3. Where did Tesla grow up?

- (a) Poland. (b) **Croatia.** (c) Latvia. (d) Russia.

4. How many hours a day did Nikola Tesla study?

(a) **20 hours**

(b) 2 hours

(c) 22 hours

(d) 10 hours

5. How many hours did Nikola Tesla sleep?

(a) 20 hours per day (b) **2 hours per day.**

(c) 6 hours per day (d) 7 hours per day

6. How did Tesla describe his mother?

(a) Domestic genius. (b) **Creative inventor.**

(c) first-rate inventor (d) Tireless worker.

ANSWER THE FOLLOWING IN 250 WORDS (5 MARKS)

1.Explain career and Inventions of Tesla.

Nikola Tesla was born on July 10, 1856, in Smiljan, a village in the Austro-Hungarian Empire (now Croatia). He was the fourth of five children of **Milutin Tesla**, an Orthodox priest, and **Djuka Mandic**, a homemaker. Tesla showed an early interest in science and engineering, and he was fascinated by electricity. He studied at the Realschule in Karlovac, where he excelled in mathematics and physics. He then enrolled at the **Austrian Polytechnic in Graz**, where he studied electrical engineering. He later transferred to the University of Prague, but he did not complete his degree.

Tesla began his career as an engineer at the **Central Telephone Exchange** in **Budapest**, where he invented a device that improved the efficiency of telephones. He then moved to Paris, where he worked for the Continental Edison Company, designing and installing electrical equipment. In 1884, he immigrated to the United States, where he joined the **Edison Machine Works in New York City**. He worked under Thomas Edison, the famous inventor and businessman, but he soon left after a disagreement over payment.

2.write aboutTesla and Westinghouse: Pioneers of AC Power and Wireless lighting.

Westinghouse hired Tesla and bought his patents for AC technology. Together, they built the first large-scale **AC power** plant at Niagara Falls, which supplied electricity to Buffalo, New York. This marked the beginning of the “War of Currents”, a rivalry between Edison’s direct current (DC) system and Westinghouse’s AC system. Tesla’s AC system proved to be more efficient and economical than Edison’s DC system, and it eventually became the standard for electric power transmission and distribution.

After 1890, Tesla experimented with transmitting power by inductive and capacitive coupling using high AC voltages generated with his Tesla coil. He attempted to develop a wireless lighting system based on near-field inductive and capacitive coupling and conducted a series of public demonstrations where he lit Geissler tubes and even incandescent light bulbs from across a stage. He spent most of the decade working on variations of this new form of lighting with the help of various investors but none of the ventures succeeded in making a commercial product out of his findings

3.Explain Tesla Electric Light & Manufacturing.

Soon after leaving the Edison company, Tesla was working on patenting an arc lighting system, possibly the same one he had developed at Edison. In March 1885, he met with patent attorney Lemuel W. Serrell, the same attorney used by

Edison, to obtain help with submitting the patents. Serrell introduced Tesla to two businessmen, Robert Lane and Benjamin Vail, who agreed to finance an arc lighting manufacturing and utility company in Tesla's name, the Tesla Electric Light and Manufacturing Company. Tesla worked for the rest of the year obtaining the patents that included an improved DC generator, the first patents issued to Tesla in the US, and building and installing the system in Rahway, New Jersey. Tesla's new system gained notice in the technical press, which commented on its advanced features.

The investors showed little interest in Tesla's ideas for new types of alternating current motors and electrical transmission equipment. After the utility was up and running in 1886, they decided that the manufacturing side of the business was too competitive and opted to simply run an electric utility. They formed a new utility company, abandoning Tesla's company and leaving the inventor penniless. Tesla even lost control of the patents he had generated, since he had assigned them to the company in exchange for stock. He had to work at various electrical repair jobs and as a ditch digger for \$2 per day. Later in life Tesla recounted that part of 1886 as a time of hardship, writing "My high education in various branches of science, mechanics and literature seemed to me like a mockery".

4. Write about Tesla coil.

In the summer of 1889, Tesla traveled to the 1889 Exposition Universelle in Paris and learned of Heinrich Hertz's 1886–1888 experiments that proved the existence of electromagnetic radiation, including radio waves. Tesla found this new discovery "refreshing" and decided to explore it more fully. [citation needed] In repeating and then expanding on these experiments Tesla tried powering a Ruhmkorff coil with a high speed alternator he had been developing as part of an improved arc lighting system but found that the high-frequency current overheated the iron core and melted the insulation between the primary and secondary windings in the coil. To fix this problem Tesla came up with his "oscillating transformer", with an air gap instead of insulating material between the primary and secondary windings and an iron core that could be moved to different positions in or out of the coil. Later called the Tesla coil, it would be used to produce high-voltage, low-

current, high frequency alternating-current electricity. He would use this resonant transformer circuit in his later wireless power work.

ANSWER THE FOLLOWING IN 500 WORDS (10 MARKS)

1. Write on a essay about My Inventions - Nikola Tesla - Chapter 2.

Table of Contents

- Introduction of Nikola Tesla
- Nikola Tesla's Education, Awards and Achievements
- Contribution in Alternating Currents (AC)
- Tesla Coil
- The Radio
- Tesla Turbine

INTRODUCTION

Amongst many inventors throughout the history of science, one of the most prominent inventors was Nikola Tesla. Nikola Tesla was an inventor, an electrical engineer and a mechanical engineer. Nikola Tesla was also a Serbian-American Engineer who was highly regarded for his achievements in energy for the advancement and growth of Alternating Current (AC) in electrical systems. He also provided his extraordinary contributions to electromagnetism and wireless radio communications.

Introduction of Nikola Tesla

Nikola Tesla was a mastermind inventor who shaped some ground-breaking inventions. He was an engineer who was awarded about 300 patents for his innovations in history. He also collaborated with many prominent names and companies in history.

Nikola Tesla was born on 10th July in 1856 to a priest father in the Croatian town of Smiljan (Austrian Empire).

Tesla's inventions constitute significant technological breakthroughs throughout his lifetime. He invented the widely used Tesla coil and induction coil in radio technology. This math and physics genius made a substantial impact on our daily lives through his important innovations.

Nikola Tesla's Education, Awards and Achievements

Tesla studied at several places in Europe, which also included Germany, Austria, and Prague. At the Austrian Polytechnic in Graz, he pursued electrical engineering, and later, joined the Charles-Ferdinand University in Prague.

He had the opportunity to go to Budapest in the late 1870s, where he worked at the Telephone Exchange. He made enhancements to some inventions and came up with an idea for the induction motor, which produced an alternating current system, and used electromagnetic induction from the magnetic field instead of electrical connections to the rotor.

At age 28, in 1884, he decided to move to the U.S., in search of more opportunities. Tesla met **Thomas Edison** in the U.S. Tesla worked alongside him for a couple of months. When Edison declined to pay Tesla for his work, Tesla decided to quit and pursue his journey as an inventor.

Tesla's legacy holds nine decorations with certificates of honours with which the scientist was decorated between 1892 and 1939.

Contribution in Alternating Currents (AC)

Nikola Tesla's best-known invention was **Alternating Current**. AC power permits electricity to be sent over extended distances much more efficiently.

Tesla's AC patents were accepted by Westinghouse and used for the lighting of the Chicago World's Fair. Tesla's apparent essential skill for invention and profound imagination made him one of the most prolific inventors of our times. Clearly, his genius was unmatched in his time and perhaps ours.

Tesla Coil

Perhaps the most well-known symbol of Tesla's work is the Tesla coil. It is a transformer that produces high-voltage, low-current, high-frequency alternating-current electricity.

A Tesla coil comprises a primary coil and secondary coil, each coil with its own capacitor to store electrical energy. A spark gap links both the coils and capacitors. The system is powered by a high-voltage source. As the current flows out of the capacitor down the primary coil, a magnetic field is created.

This field breaks down quickly and produces an electric current in the secondary coil. The subsequent high-frequency voltage can lighten fluorescent bulbs several feet away with no wire connection.

The Radio

Tesla revealed that he could use his coils to transmit and receive powerful radio signals before his lab burned down. Tuning those radio signals to resonate at the same frequency radio signals could be sent and received. He was ready to convey a signal 50 miles from his lab to West Point, New York, by early 1895. But the fire in Tesla's lab demolished his work.

Guglielmo Marconi (inventor of the wireless telegraph system) established long-distance demonstrations in the future, and he used a Tesla oscillator to spread the signals across the English Channel.

Tesla Turbine and Induction Motor

As a way to make a change in the world, Tesla saw the growth of piston engines in the automobile industry. Therefore, Tesla developed his own turbine engine that used the combustion process to rotate the disks. With 90% of fuel efficiency, this engine was a significant achievement.

Also, Nikola Tesla and Galileo Ferraris independently invented the first AC commutator-free three-phase induction motor in 1885, and it was Tesla who filed for

a patent first. This type of motor is generally used in vacuums, blow dryers, and power tools, even today.

Conclusion

Nikola Tesla was one of the greatest inventors of all time. He revolutionized the fields of electricity, magnetism, radio, wireless communication, and robotics with his inventions. He also foresaw many technologies that are now common in our modern world. He was a pioneer who challenged the status quo and pursued his dreams with passion and perseverance. He deserves to be remembered and honored as a hero of science and humanity.

<https://www.bookey.app/book/my-inventions>

<https://www.linkedin.com/pulse/my-inventions-autobiography-nikola-tesla-chapter-2-ahmad-nassar#:~:text=Chapter%20%E2%80%94%20Extraordinary%20Experiences,mental%20development%20and%20subsequent%20labors.>

UNIT-II One Act Plays

unit objectives :

- A one-act play may have the same effect as a short story. Both should be read at a single sitting.
- Each has a climax followed quickly by a conclusion.
- Each affords an introduction of several characters, complicated situations, and interesting conversations.
- The one-act play tends to focus on a single theme or situation unfolding over the course of the play.
- The foremost function of a play is to entertain its audience. Then, depending on the type of play, each play has a different aim.

SECTION 2.1 The Zoo Story- Edward Albee

2.1.1 - TEXT

“I’ve been to the zoo. I said, I’ve been to the zoo. MISTER, I’VE BEEN TO THE ZOO!” exclaims Jerry, a man in his late thirties who is “carelessly dressed but not poorly,” to Peter, who is at this particular moment sitting alone on a bench in Central Park in New York City, reading a book. Peter is slightly older than Jerry and is described as wearing “tweeds” and “carries horn-rimmed glasses” along with a pipe.

In this opening scene of Albee’s first produced play, Jerry begins what turns out to be a long exchange with Peter, who politely acknowledges this total stranger but hopes soon to return to his book.

Jerry asks Peter personal questions about his home life, learning that along with his wife and two daughters, Peter’s household contains “two cats” and “two parakeets.”

Jerry questions Peter about where he lives before beginning his own lengthy description of the condition and the surrounding neighbors of his “four-story brownstone rooming house on the Upper West Side.”

From Jerry’s description, Peter concludes that “It doesn’t sound like a very nice place to live.”

Peter learns that Jerry has no family and his relationships do not last or mean anything, other than a fling he had at fifteen about which he describes himself as having been a “h-o-m-o-s-e-x-u-a-l” for a week and a half.

Instead of explaining the “zoo story,” Jerry begins to talk about his rooming house again, specifically about his landlady and her dog. He states that his landlady, whom he describes as “a bag of garbage,” is constantly trying to sleep with him while the dog, a “black monster of a beast,” never lets Jerry past without attempting to attack him.

This begins Jerry’s monologue, which he titles “THE STORY OF JERRY AND THE DOG.”

Jerry explains his plan to Peter: “First...kill the dog with kindness, and if that doesn’t work... just kill him.”

After a few weeks of buying hamburgers for the dog with no progress, he feeds it poisoned hamburgers. “I’m afraid I must tell you,” Jerry states, “I wanted the dog to live so that I could see what our new relationship might come to.”

Jerry interrupts his story to talk about his problem with connecting with people, ultimately stating that “if not [with] people...SOMETHING. Where better to make a beginning...to understand and just possibly be understood...a beginning of an understanding, than with... than with A DOG. Just that; a dog.”

The dog does survive the attempted poisoning and Jerry describes their first re encounter as the first moment that he was able to “make contact.” After a moment of silence, Jerry finishes his story, explaining to Peter that now he and the dog “have an understanding” and that he has “learned that neither kindness nor cruelty by themselves, independent of each other, creates any effect beyond themselves”; rather, the “two combined, together, at the same time, are the teaching emotion.”

Peter does not understand why Jerry has told him all of this and tries to leave. Jerry responds by tickling Peter’s ribs, causing him to laugh uncontrollably. Jerry explains he went to the zoo to “find out more about the way people exist with animals, and the way animals exist with each other....”

Jerry then suddenly pokes Peter in the arm and tells him to move over on the bench. Jerry continues to poke Peter again and again, harder each time, demanding that he move over. Finally, Peter exclaims that there is nowhere else to move to, so Jerry starts punching Peter in the arm. Jerry tells Peter that he wants the bench to himself and that he will only tell him “what happened at the zoo” if Peter gives up the bench or fights for it. After Peter agrees to fight Jerry for the bench, Jerry pulls out a knife and throws it at Peter’s feet, to make it a more even fight. Peter picks up the knife in a defensive position and Jerry runs towards him, impaling himself on the knife. Jerry staggers backward, the knife still embedded in him, and falls on the bench which the two men had just been fighting over. Realizing that he is dying, Jerry thanks Peter: “I came unto you and you have comforted me. Dear Peter.”

Jerry wipes the knife clean of Peter’s fingerprints and tells him to leave, concluding that Peter is “no longer a vegetable,” rather he is now “an animal, too.”

The play ends with Peter grabbing his book and rushing offstage screaming, “Oh my god!” while Jerry dies alone on the bench.

ABOUT THE AUTHOR



Edward Franklin Albee III was an American playwright known for works such as *The Zoo Story*, *The Sandbox*, *Who's Afraid of Virginia Woolf?*, *A Delicate Balance*, and *Three Tall Women*.

Born: 12 March 1928, Virginia, United States

Died: 16 September 2016 (age 88 years), Montauk, New York, United States

Books: *The Collected Plays of Edward Albee*, *Stretching my mind*, MORE

Awards: Tony Award for Best Play, Pulitzer Prize for Drama, MORE

Full name: Edward Franklin Albee III

SUMMARY

This one-act play concerns two characters, Peter and Jerry, who meet on a park bench in New York City's Central Park. Peter is a wealthy publishing executive with a wife, two daughters, two cats, and two parakeets. Jerry is an isolated and disheartened man, desperate to have a meaningful conversation with another human being. He intrudes on Peter's peaceful state by interrogating him and forcing him to listen to stories about his life and the reason behind his visit to the zoo. The action is linear, unfolding in front of the audience in "real time". The elements of ironic humor and unrelenting dramatic suspense are brought to a climax when Jerry brings his victim down to his own savage level.

Eventually, Peter has had enough of his strange companion and tries to leave. Jerry begins pushing Peter off the bench and challenges him to fight for his territory. Unexpectedly, Jerry pulls a knife on Peter, and then drops it as initiative for Peter to grab. When Peter holds the knife defensively, Jerry charges him and impales himself on the knife. Bleeding on the park bench, Jerry finishes his *zoo story* by bringing it into the immediate present: "Could I have planned all this. No... no, I couldn't have. But I think I did." Horrified, Peter runs away from Jerry, whose

dying words, "Oh...my...God", are a combination of scornful mimicry and supplication.

1.3.2 Glossary

1. Constantly- change
2. Pull-to use force to move somebody
3. Grabbing-to take something with a sudden movement.
4. Embed-to fix something firmly
5. Impaling-to push a sharp object through something

1.3.3- Self-Assessment Questions

CHOOSE THE BEST ANSWER (1 MARK)

1. What is the theme of zoo Story by Edward Albee?
A)existentialism and absurdity b) love c) romance d) all of the above
- 2.Is The Zoo Story a _____?
a)romance b)comedy **c) a tragicomedy**
- 3.What does the knife symbolize in The Zoo Story?
a)It's also about sex B)It's also about Romance c)It's also about comedy d) none of these
- 4.How many characters are there in The Zoo Story?
a) Three b) one **c) Two** d) Five
- 5.Who is the head of a zoo?
a)General Curator b) Edward Albee c) Colin Mclvor d)Amy Huberman
- 6.What is the real word for zoo?
a)zoological garden b) exhibition c)outdoor settings d)indoor settings

ANSWER THE FOLLOWING IN 250 WORDS (5 MARKS)

1. What is Jerry's motive in "The Zoo Story"?

Jerry is a psychopath who thrives on the chase, and the stimulation that "The Zoo Story" provides him. There is no closure to his actions; he simply fades away after the murder has been committed. Peter's disappearance from Jerry's life allows him to move on with his own life.

Jerry never reveals a true motive. Is it that he is envious of Peter's lifestyle? Peter reveals to Jerry that he lives in the affluent East Side and Jerry tells him he resides in the slum-ridden West Side. Peter has a family; Jerry does not.

Does he want fame? Jerry makes a strange comment about the evening's headlines that is never truly answered. Perhaps he wants notoriety and is anticipating the reaction and attention committing murder will bring to him, even if from afar.

Is he simply psychotic or a severe personality disorder? There is evidence to support this argument as well. There is no reason for the psychological cat and mouse game, but plenty of dialogue to show Jerry enjoys the pursuit of his prey.

2.What is Jerry trying to teach Peter in The Zoo Story?

Jerry is a loner, and he is trying to get Peter to understand loneliness and suffering. Not necessarily Jerry's own suffering, but the suffering of the animals in the zoo, the other tenants in his building, about the rest of the lower-class members of society of which Peter ignores, or tries not to think about.

Jerry tries to tell Peter stories that he thinks will disturb him, in order to teach him about his life, and the lives of others like him. It doesn't quite work, because although Peter is interested, but he isn't moved, he is more repelled and bewildered.

In Act 2 of Peter's life, Jerry wants him to consider these people, to engage in communication with them, to not put them out of his mind, as he did before. Jerry has changed Peter's life forever.

3.Why is Jerry in *The Zoo Story* focused on animals? What does his rooming house experience teach him?

Animals probably represent Jerry's baser nature. That is, animals act, sometimes brutally and sometimes seemingly without cause of attack. In a zoo, those animals also suffer isolation.

Jerry's life is not going well. He lives in a tenement building on the "bad" West side of town. He is also caged like an animal there; the room he stays in is not even a whole room, but a single room divided by a large piece of beaverboard.

Emotionally, Jerry wants to ask questions, evaluate and manipulate Peter's answers, but he does not want to be asked or reveal anything himself. He uses Peter's answers against him, making the slightest thing questionable. For example, when Peter reveals that he has daughters, Jerry quickly makes him feel badly for not having sons.

ANSWER THE FOLLOWING IN 500 WORDS (10 MARKS)

1. Characters Discussed BY THE The Zoo Story by Edward Albee

INTRODUCTION:

Peter, a successful upper-middle-class man who works in the publishing business, is reading on a bench in Central Park in New York City on a sunny summer afternoon. Another man, Jerry, an aimless, rootless outsider who describes himself as a "permanent transient," declares that he has come from the zoo and insists on talking to Peter. Peter does not want to be bothered. He tries to brush off Jerry and get on with his reading, but Jerry confronts him to examine his life. In the course of their conversation, the audience discovers that Peter is married; has two daughters, two parakeets, and two television sets; lives in a nice neighborhood; and has an executive position in textbook publishing. When Peter questions Jerry about his life, Jerry accuses him of trying to make sense out of things and bring order to a chaotic world. Although these two men are nearly the same age, one in his late thirties and the other in his early forties, they seem to have very little in common, at least on the surface.

Peter

Peter, an executive for a publishing house. An average-sized and nearsighted man in his early forties, Peter has Catholic tastes and dresses conservatively; he is an upper-class representative of the Eisenhower years. His family life is predictably normal: a good wife, two daughters, two cats, two parakeets, and a nice apartment in the East Seventies of Manhattan. His attitude reflects his status: He is naïve, complacent, passive, proper, and a bit bored. His intention on this afternoon was to read quietly in Central Park. A stranger, Jerry, interrupts him with talk and then aggression. Although Peter is slow to anger, Jerry's incessant prodding eventually drives him to pick up Jerry's knife. After Jerry impales himself, Peter exits the now-ending play with his previously established character destroyed by this chance and absurd encounter.

Jerry

Jerry, an emotionally disturbed man in his late thirties. Anxious and angry about his bisexuality, poverty, and alienation, Jerry tries to make sense of his pain by walking from the New York Zoo looking for another human to confront. Finding Peter, he talks in a rambling yet intelligent way about the miseries of his life. His autobiography reveals his inability to relate to others, including the fellow residents of his rooming house on the upper West Side. In a final and suicidal attempt to give his life meaning, Jerry has on this day set out intent on creating the suicidal encounter that ends the play. By impaling himself on a knife held by Peter, the paragon of the normal, Jerry at once makes contact with another human and challenges the bourgeois sense of social and moral order.

The Landlady

The Landlady, the caretaker of Jerry's rooming house. A lustful, obese, ignorant, and drunken woman, she, like her dog, makes unwanted advances toward Jerry. Presented in one of his narratives, she is the emblem of his disgust with humanity and the repulsiveness of his experiences.

The Dog

The Dog, the landlady's canine friend. This black beast with a constant erection snarls and attempts to bite Jerry every time he enters or leaves his room. In an attempt to placate the monster, Jerry feeds it hamburgers and finally poisons the dog. When the dog recovers, Jerry is strongly drawn to the now-calmer animal. For a moment, he feels empathy for the dog that he has hurt. This violent love/hate foreshadows the play's final encounter between Jerry and Peter.

The queen

The queen, a black homosexual who occupies a flat in Jerry's building. This gay man lives with his door always open, never leaving except to go to the bathroom; he does nothing but model his Japanese kimono and tweeze his eyebrows. In Jerry's eyes, he becomes the image of an indifferent and supercilious god.

2. In *The Zoo Story*, what does Jerry's interaction with the dog symbolize?

INTRODUCTION

The Zoo Story is almost humorous in the absurd lengths to which Jerry goes to deal with the dog. The dog, which is owned by Jerry's landlady, always tries to attack Jerry upon entering the house, so he decides to take some action about it. Vacillating between trying to befriend it and attempting to kill it, he fails repeatedly in affecting the dog's actions. Regardless of what he does, the dog maintains its distaste for him, continuing to attack him daily.

The meaning behind this story is about the futility of Jerry's actions and, by extension, our own. In the story, regardless of what Jerry does, the dog treats him the same. In much the same way, the author attempts to show that, regardless of our actions, we live in a cold and impersonal world that causes suffering and pain, while also doling our joy and happiness on occasion. But in the end, we can do nothing to influence these events.

The Story of Jerry and the Dog:

"The Story of Jerry and the Dog" is about Jerry's desperate attempt to connect with his landlady's dog, which tries to attack him every time he enters his building. The story is about the lengths to which Jerry will go to form some relationship with the dog, either as friend or enemy. He goes from feeding the dog to trying to poison it, but in either case, the dog remains indifferent. The suggestion is that the world is immutable and unknowable, at least to Jerry, who tries so hard to leave a mark, but who always, in the end, is alone. The best he can do with the dog is achieve an uneasy truce: the dog simply ignores Jerry. As Jerry says at the end of his speech: "I have learned that neither kindness nor cruelty by themselves, independent of each other, creates any effect beyond themselves; and I have learned that the two combined, together, at the same time, are the teaching emotion. And what is gained is loss."

In another sense, "The Story of Jerry and the Dog" is simply a recapitulation of the larger story of Jerry and Peter. Jerry is trying to make some impression on Peter, like he did with the dog; the games Jerry played with the dog are similar to the ones he plays with Peter in trying to draw him out. In this case, the meaning of the story with the dog becomes larger than a simple anecdote -- it becomes a kind of parable for modern life.

Desperate to communicate with Peter:

Desperate to communicate with Peter or at least to teach him something about the difficulties of communication, Jerry comes up with "The Story of Jerry and the Dog." It is a long, disgusting, and eventually pathetic tale of his attempt to find some kind of communication, or at least relationship, with the vile landlady's vile dog (the hound who guards the entrance to Jerry's particular hell). Jerry fails to reach the dog, though he goes from trying to kill it with kindness to just plain trying to kill it; the

two finally achieve mutual indifference, and Jerry gains free entry to the building without being attacked.

THEME:

Albee's *The Zoo Story* examines how isolated modern man is in the way he lives and the role capitalism plays in this isolation. If we compare Peter and Jerry, we can see that each man is isolated, though Jerry is far more aware of this fact than Peter.

CONCLUSION

Jerry's story about his landlady's dog could be seen as an [allegory](#) for his own inability to relate to others. In the end, Jerry says that he and the dog harbor "sadness, suspicion and indifference" for each other, which is similar to the relationships that Jerry has with other people.

https://en.wikipedia.org/wiki/The_Zoo_Story

<https://www.supersummary.com/the-zoo-story/summary/>

SECTION -2.2 The Proposal- Anton Chekhov

2.2.1– Summary

CHARACTERS

STEPAN STEPANOVITCH CHUBUKOV, a landowner

NATALYA STEPANOVNA, his daughter, twenty-five years old

IVAN VASSILEVITCH LOMOV, a neighbour of Chubukov, a large and hearty, but very suspicious landowner

SETTING

CHUBUKOV's country-house

A Nervous Visitor

The play takes place in Russia during the 1880s. All the action happens in the drawing room in the house of Stepan Stepanovitch Chubukov. Wearing dress clothes and white gloves, Ivan Vassilevitch Lomov enters and greets his friend Chubukov. Lomov seems nervous about something and Chubukov is puzzled by his friend's anxiety and formal attire. Eventually, Lomov says he wants to ask Chubukov's daughter, Natalya Stepanovna, to marry him. Chubukov is overjoyed, assures Lomov that Natalya will accept, and leaves to get her.

The Oxen Meadows

Soon Natalya enters and greets Lomov. After exchanging pleasantries, Lomov has difficulty coming to the point about why he wants to see her. Instead, he digresses, talking about their respective families and the land he owns. When he mentions that his Oxen Meadows borders her land, Natalya contradicts him, saying this land belongs to her family. Gradually, the dispute about which family owns Oxen Meadows develops from a polite disagreement to a heated argument. Lomov, who is

a hypochondriac, begins to feel all types of pains throughout his body as the discussion takes this turn.

Chubukov enters and wonders what their shouting is about. When Natalya explains, Chubukov quickly takes his daughter's side. At first, Chubukov tries to remain calm and use logic, but he also loses his temper. Lomov threatens to sue Chubukov, who counters by saying the Lomovs are all crazy. Lomov calls Chubukov's relatives various derogatory names, and Chubukov and Natalya do the same about Lomov's relatives. Lomov leaves in a huff.

Then Chubukov tells Natalya that Lomov came to propose marriage to her. She is stunned and soon becomes hysterical about missing the chance to get married. She commands her father to bring Lomov back.

Guesser or Messer: the Better Dog

Chubukov fetches Lomov and brings him back, complaining about his various ailments. Natalya apologizes to Lomov, admits that Oxen Meadows belongs to him, and encourages him to propose. However, the two of them digress into a conversation about their prize dogs. The talk quickly devolves to an argument about which dog is better, Lomov's Guesser or Chubukov's Messer. This argument also becomes more and more heated, and soon Lomov begins to feel heart palpitations again. So once again Chubukov takes his daughter's side. As before, his calm logic develops into vitriolic name-calling. Lomov hurls as many insults as he receives. However, the argument becomes too much for him and he faints into an armchair. Chubukov and Natalya both think Lomov is dead and become hysterical.

Lomov murmurs something, and Chubukov asks him to hurry and get married. Still somewhat dazed, Lomov agrees to marry Natalya, who accepts and at first seems overjoyed. But the couple soon begin to argue again about **Guesser and Messer**. Chubukov ends the play on an equally exaggerated note, saying "And they lived happily ever after!"

ABOUT THE AUTHOR

Anton Pavlovich Chekhov was a Russian playwright and short-story writer. His career as a playwright produced four classics, and his best short stories are held in high esteem by writers and critics.

Born: 29 January 1860, Taganrog, Russia

Died: 15 July 1904 (age 44 years), Badenweiler, Germany

Influenced by: Leo Tolstoy, Fyodor Dostoevsky, Nikolai Gogol, MORE

Spouse: Olga Knipper (m. 1901–1904)

Parents: Pavel Yegorovich Chekhov, Yevgeniya Chekhov



SUMMARY

The Proposal is a truthful play that was written by Anton Chekhov during the 18th century. His works are widely popular because they deal with practical issues that plague society today. The Proposal is a short, hilarious, and practical short story about two wealthy neighbors.

The summary of the Proposal is about how families with immense wealth want to enhance their earthly possessions through marriage further. The author finds it amusing that though they have already filled their coffers with plenty of gold and silver, their desire and lust for money know no bounds.

The play begins with Ivan Lomov, who is a wealthy man. Lomov seeks the hand of his wealthy neighbour, Stepan Chubukov's daughter Natalya. Stepan's immense real estate wealth in the form of Oxen Meadows is hard to resist for Ivan.

Sadly, things do not go as planned, and all three of them end up arguing about their wealth. Each of them, Stepan, Natalya, and Lomov, want to stake claim even for the dogs. The beauty of the summary of the Proposal Class 10 is that they forget the primary purpose, the Proposal.

Stepan does not want to lose out on a good deal for his 25-year-old daughter, Natalya, and accepts the marriage Proposal. Things take a turn for the worse as the new couple begins from where they started arguing about material possessions.

The story starts with Chubukov Stepanvitch Chubukov and his neighbor Ivan Vassilevitch Lomov who often gets money from Chubukov. One day Lomov came to Chubukov's house with a request to which Chubukov thought he was asking for money. Still, instead, he requested give marriage proposal for Natalya (Chubukov's Daughter), which made Chubukov happy.

Lomov was dressed well that day and entered his neighbor Chubukov's house with a request in mind. After looking at him, Chubukov asked him about the occasion. Lomov revealed his intention that he came for a desire, and Chubukov

assumed that he came for money. But Lomov seeks permission to marry his daughter Natalya and instantly, with happiness, Chubukov calls Natalya into the room.

Lomov thought he was now at the right age to get married as he was 35 years old gentleman who suffered from palpitations and got upset very easily. He was happily choosing Natalya. Instead, she was an average-looking girl and an honest caretaker. He thought Natalya was perfect for him because she did better housekeeping. During the proposal conversation, he unintentionally mentions Oxen meadows, an earlier dispute in both the families that lie between birchwood and burnt marsh.

Natalya couldn't stop himself and told him the Oxen Meadows property belonged to her family. Natalya's words gave rise to a heated conversation and got worse on Chubukov's entry. She asked him to tell Lomov that they owned the property, and in return, Lomov talked to Chubukov disrespectfully, which is not like by him as he is twice his age. Lomov said he had the land papers as proof, and Natalya concluded they had land for nearly 300 years. Lomov called Chubukov a land grabber because the land was his and threatened him that he would take him to court. Then Chubukov attacked personally on Lomov and told him that he was the grandson of a drunkard and that his younger aunt ran away with an architect. Even Natalya called him a Rascal, and Chubukov called him a villain scarecrow & a monster who dared to propose. Lomov couldn't resist all of this and felt like dying.

All of them shouted at each other that badly affect Lomov heart condition. But they don't stop both father and daughter throw Lomov out of house and continued cursing and talking wrong about Lomov. During their conversation, Chubukov incidentally revealed to Natalya that Lomov came here with a marriage proposal for her that left her surprised and guilty for her actions.

So Natalya decided to change the topic and started talking about the shooting, but their bad luck as again they somehow got into a heated argument about their favorite dogs. They fought over whose Dog was much better, Natalya had a squeezer named Dog, which was too much as her father got her Dog (squeezer) in just 85 roubles. She debated that her Dog was better than his Dog as

he was one of the pedigrees, but Lomov refused and said that her Dog's lower jaw was shorter than his upper jaw and continued fighting over the breed of Dog.

Again the entry of Chubukov added fuel to the fire conversation. Again Lomov got hyper due to an argument and fell because of vibrations. He got unconscious and couldn't able to drink water, due to which they declared him dead. Chubukov felt helpless and accused himself of the situation. He calls himself responsible for the situation and asks for the knife and pistol. He declared himself the most unhappy man as he couldn't handle anything, and Lomov was in worse condition.

But he (Lomov) moves a bit came in his senses, and they give him water to drink They also call the doctor for his treatment. Chubukov hands over Natalya's hands with his blessings to Lomov and asks them to kiss. Natalya and Chubukov both feel happy, and her father blesses them for a bright future and starts the celebration with champagne. After all settlement Natalya still try to proof that her Dog is better than Lomov's dog.

At last, Chubukov was happy as his duty and burden went off his shoulder, and her daughter was also getting married into a wealthy family despite Lomov being ten years older than her, having palpitations and other problems too. At last, beyond every dispute, the practical decision is successful where all choose to be wealthy.



Key points of summary

- Lomov reached Chubukov's house
- He went to his house with a proposal
- Chubukov gives his consent
- Lomov likes Natalya as his own life
- Lomov and Natalya had a conversation
- The conversation turned into an argument over the land dispute
- Lomov takes his stand and tries to prove ownership
- Natalya prove her ownership
- Arguments reach to shouting level
- Chubukov also interfered and cursed Lomov
- Abuses and Accusation exchanged
- Lomov got palpitation attack

- The motive for Lomov's arrival cleared in front of Natalya
- Again the conversation started with pet dogs
- Again conversation converted into an argument
- Now personal Accusations started
- Lomov become unconscious
- Finally, over disputes, Chubukov gives her daughter's hand to Lomov

1.4.2 - Glossary

1. Nervous - worried or afraid
2. Contradict - to say the opposite of what someone else has said
3. Hypochondriac -a person who is always worried about his/her health and believes he/she is ill, even when there is nothing wrong.
4. Meadows-a field of grass
5. dazed-confused.

1.4.3- Self-Assessment Questions

CHOOSE THE BEST ANSWER (1 MARK)

1- Who is the writer of the play “The Proposal”?

- A) Robert Frost **B) Anton Chekov**
C) Carolyn Wells D) Robin Klein

2- What request did Chubukov think Lomov would make?

- A) ask for her daughter’s hand in marriage
B) borrow money C) borrow land D) all of the above

3- Why was Lomov wearing his evening dress?

- A) to pay New Year Eve’s visit **B) ask for his daughter’s hand in marriage**
C) borrow money D) borrow land

4- Who does Chubukov call a “lovesick cat”?

- A) Lomov B) himself C) his maid **D) Natalya**

5- ” And it’s impossible for me not to marry”. Why does he say so?

- A) He’s 35 already B) He suffer from palpitations
C) He has troubled sleep **D) All of the above**

6- Where do Lomov and Natalya get on the wrong foot?

- A) While talking about the weather
B) While talking about their land
C) While talking about their family relations
D) While the proposal

7- Which land were they fighting about?

- A) Oxen Meadows**
B) Birchwoods
C) Burnt Marsh
D) All of the above

8- What is Lomov’s side of justification about the land?

- A) their land extended till Burnt Marsh
B) his grandmother always talked about it
C) his grandmother gave it to her great grandfather’s peasants
D) both 1 and 2

9- Why was Natalya arguing about the land?

- A) she can’t stand unfairness**
B) it was worth a lot C) she was jealous of Lomov
D) All of the above

10- What explanation did Lomov give for his shouting?

- A) his frustration B) his short temper
C) his palpitations D) he can’t stand unfairness

11- What did Chubukov had to say about the land?

- A) they were his** B) They were Lomov’s
C) they were still disputed D) they belong to none of them

12- Who threatened to take the matter to court?

A) Natalya **B) Lomov** C) Chubukov D) None

13- How did Natalya react when her father told Lomov was here to propose her?

A) she gets angry B) she sends her father to get him

C) she's amazed **D) both 2 and 3**

14- Why did Chubukov think it was a curse to be a father of a grown up daughter?

A) he had to go to call the man they had just shun out

B) he had to go to call the man who insulted them

C) he had to go call tthe man who shouted at them

D) All of the above

15- What was the topic of the second arguement?

A) the land B) the proposal **C) the dogs** D) none

ANSWER THE FOLLOWING IN 250 WORDS (5 MARKS)

1. Explain the one act play The Proposal by Anton Chekhov

The story starts with Chubukov Stepanvitch Chubukov and his neighbor Ivan Vassilevitch Lomov who often gets money from Chubukov. One day Lomov came to Chubukov's house with a request to which Chubukov thought he was asking for money. Still, instead, he requested give marriage proposal for Natalya (Chubukov's Daughter), which made Chubukov happy.

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ANSWER THE FOLLOWING IN 500 WORDS (10 MARKS)

1. Write about the **Summary of the Proposal**

About the Author

The proposal class 10 author "*Anton Chekhov*" was born on 29 January 1860 in the Russian Empire. He was the son of *Pavel Yegorovich Chekhov (father)* and *Yevgenia (mother)* and was a great playwright and story writer. His mother was a great storyteller who loved storytelling to young children and entertaining them. His father was a physically abusive man highlighted as a hypocritical model in Anton's most writings, and he professionally ran a grocery store. Anton Chekhov was a great writer and an established physician who once said: "Medicine is my lawful wife, and literature is my mistress." Anton is the writer of famous plays and stories such as *The 'About Love' Trilogy, The Boys, The Lady with the Dog, Ward No. 6, A Joke*, and many more.

INTRODUCTION

The Proposal summary is based on a Ruritanian play written by Anton Chekhov. It is a short story that speaks about the tumultuous strain between two

wealthy neighbours. The discontentment and lust within to increase their property and wealth induce them to the most straightforward way known to man, marriage.

In the Proposal Class 10 summary, Ivan Lomov is 35 years old and a wealthy bachelor who has a heart issue. He desires to marry his neighbour, daughter Natalya, who is 25 years old. However, he needs the approval of her father, Stepan Chubukov, who is a wealthy landowner.

Theme

The Proposal is a rattling good story about a young man, Ivan Lomov, who presents a marriage Proposal to his neighbour, Stepan Chubukov, for his unmarried daughter, Natalya. The story takes a nose-dive for the worse as the three of them enter into an argument about who gets to keep the property, Oxen Meadows, and the dogs.

Ivan Lomov has come dressed elegantly to ask the hand of his neighbor's daughter. Assuming that he has come for some other purpose, Chubukov asks him the reason for the visit. When he says the actual reason, he calls his daughter.

During the conversation with Natalya, Ivan mentions Oxen Meadows that happens to be a topic of dispute between both families. Natalya, assuming that Lomov has come to discuss that, is none too pleased with it.

She begins arguing about it with Ivan. Stepan enters into the argument making it worse. All the characters in the Proposal Class 10 summary, have delved into the discussion that they forget about the primary purpose of Ivan visiting Stepan's home.

The quarreling goes on until the emotions get the better of Lomov, who ends up fainting. Ivan has a heart issue, and Natalya's anger seems to have calmed down. Before Lomov could walk away, she forces her father, Chubukov, to accept his marriage Proposal.

Stepan instantly agrees and places his daughter's hands into Ivan's. Sadly, the new couple begins bickering about their wealth.

To the Proposal :

The Proposal is a truthful play that was written by Anton Chekhov during the 18th century. His works are widely popular because they deal with practical issues that plague society today. The Proposal is a short, hilarious, and practical short story about two wealthy neighbors.

The summary of the Proposal is about how families with immense wealth want to enhance their earthly possessions through marriage further. The author finds it amusing that though they have already filled their coffers with plenty of gold and silver, their desire and lust for money know no bounds.

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Stepan does not want to lose out on a good deal for his 25-year-old daughter, Natalya, and accepts the marriage Proposal. Things take a turn for the worse as the new couple begins from where they started arguing about material possessions.

Conclusion of the Proposal

The Proposal summary in English is a beautiful short story about how wealthy families seek to tie up with one another through marriages to increase their property and wealth. They do not seem to be satisfied with what life has given to them.

All three characters in the summary of the Proposal are quarrelsome and arrogant in their ways. Things become humorous to a certain extent when they call each other names and argue about whose dog is better and more expensive.

The story beautifully illustrates that at the end of the day, we are human, after all.

Story Highlights

- Lomov goes to Chubukov's house to ask for Chubukov's daughter's hand.
- Lomov explains the reason for his visit to Chubukov. Chubukov permits him to marry his daughter.
- Lomov begins to speak of his land, which Natalya believes she owns.
- Lomov informs Natalya that he is the owner of the property. As the argument continues, Chubukov comes and takes Natalya's side.
- Lomov's visit to Natalya was for a reason, according to Chubukov.
- Natalya tells Chubukov to dial Lomov's number. When Lomov comes, they dispute once again about whose pet dog is the best.
- Lomov loses consciousness. Chubukov gives Lomov her daughter's hand.

Conclusion

The proposal concludes that it shows how the greed of affluent families makes their children marry wealthy families intending to enhance their wealth despite their disputes. The life of three people revolves around disputes that get settled over wealth. The "Proposal Summary" class 10 drama is a one-act play written to tell you the reality of life.

<https://www.vedantu.com/english/the-proposal-summary#:~:text=The%20Proposal%20summary%20is%20based,way%20known%20to%20man%2C%20marriage.>

<https://www.javatpoint.com/the-proposal-summary>

UNIT-III Interviews

unit objectives

- Understanding the candidate's motivation and intention of pursuing a job.
- Enquiring about the interviewee's career goals and considering how it aligns with the role.
- Obtaining additional information about the interviewee's skills, experience and knowledge.
- Checking the candidate's suitability for the job in terms of their personality and attitude.
- Getting insight into the candidate's rational knowledge, quick thinking, communication skills and creativity.

SECTION 3.1 NELSON MANDELA'S INTERVIEW WITH LARRY KING.

3.1.1– Summary

NELSON MANDELA'S INTERVIEW WITH LARRY KING Larry King was an American television and Radio host. Larry King Live is an American talk show that was hosted by Larry King, which ran from 1985 to 2010. He interviewed Mandela in 2000 about his release from prison after 27 years. King declared that interviewing Mandela was one of the greatest moments of his life. Nelson Mandela was former South African President and civil rights advocate. He dedicated his life to fighting for equality – and ultimately helped topple (fall) South Africa's racist system of apartheid. Mandela fought against white domination in South Africa. He fought for the rights of African People with Non Violence like Mahatma Gandhi in India. He was awarded with Bharat Ratna in the year 1990 and Nobel Peace Prize in 1993.

NELSON MANDELA:



LARRY KING:



https://www.youtube.com/watch?v=CfnU_WV2tYA

GovInfo (.gov) <https://www.govinfo.gov> ›

3.1.2- Glossary

1. civil rights -the fundamental rights and freedoms granted to individuals by a government and are protected by law
2. Fought-to use physical strength, guns, weapons
- 3 advocate- to recommend or say that you support a particular plan or action.

3.1.3- Self-Assessment Questions

CHOOSE THE BEST ANSWER (1 MARK)

1. Who is Nelson Mandela?

A) **the first Black president of South Africa** B) the first Black president of America

B) C) the first Black president of England D) the first Black president of South India

2. In accordance with the custom of giving all schoolchildren _____ names.

A) **Christian** B) Hindu C) Muslim D) None of this

3. Mandela was given the name _____ at school?

A) **Nelson** B) William C) Mandela d) welson

4. According to Mandela, true freedom means _____

A) **leading a lawful life** B) lead powerful life c) lead honestly d) lead joyful life

5. What was Nelson Mandela called as a child?

A) **Rolihlahla** B) Nandha C) peter D) Nelson

ANSWER THE FOLLOWING IN 250 WORDS (5 MARKS)**1. Write about Mantela's Life after release from prison ?**

Life after release from prison The new national flag of the Republic of South Africa was unfurled on 26th April 1994, making the newly born democracy in the world. Mandela said that he did not want to become the first black president of South Africa at the age of 75. He was forced to become the president after their leader Oliver Tambo's death. Mandela was elected the President of South Africa with a thumping majority in the country's multiracial parliamentary elections held in 1994. He served as the President of South Africa from 1994 to 1999 as a great leader, statesman and philanthropist. Mandela's name is synonymous to forgiveness. He will be remembered to have lived and died, loving and forgiving. While sharing his life experience with Larry King, Mandela rightly said: "Forgiveness is a powerful weapon which liberates the soul and removes fear.

2. What is the Reason for Imprisonment of Nelson Mandela ?

Reason for Imprisonment Nelson Mandela joined African National Congress (ANC) in 1944 and worked as a lawyer from 1952. He fought for freedom, justice and equality of the black South African People and was called a terrorist. He was arrested and sentenced to death. During the trial of Mandela in the court great people like Lord Hume in London, the president of the Soviet Union, the president of Indian and many other made representation that a death sentence should not be imposed on Nelson Mandela. So, the court gave Mandela life imprisonment on June 12, 1964.

3. Why was South Africa isolated by the rest of the world?

Larry King was an American television and radio host. Over his career, he hosted over 50,000 interviews. American talk-show host whose easygoing interviewing style helped make Larry King Live one of CNN's longest –running and most popular programs. The late Larry King interviewed former South African president Nelson Mandela in 2000 about his release from prison after 27 years. In fact, King once declared that interviewing the former president in 2000 was —one of the great moments of my life. According to Nelson Mandela South Africa was completely isolated by the world as a result of the activities of their people, lead by one of the ablest leaders South Africa has produced, and people like Oliver Tambo. He added that they had completely isolated South Africa.

4. Why does Nelson Mandela say that he never got angry?

Larry King was an American television and radio host. Over his career, he hosted over 50,000 interviews. American talk-show host whose easygoing interviewing style helped make Larry King Live one of CNN's longest –running and most popular programs. The late Larry King interviewed former South African president Nelson Mandela in 2000 about his release from prison after 27 years. In fact, King once declared that interviewing the former president in 2000 was —one of the great moments of my life. Nelson Mandela was said that he was called a terrorist and was sent to prison. He was in prison for 26 years of his life. But he came out of jail; many people embraced him, including his enemies. Once he was called a terrorist but later he was admired by the very people who called him a terrorist. He repeatedly told the people who were fighting for freedom of their countries were regarded as terrorists. He said that he had to understand the thinking of the men around him in prison especially those who spent long term imprisonment. He felt that they had lost an opportunity to serve their people during those years. Therefore, they were determined to catch up. They could catch up if they were properly focused and concentrating on both things which will help out the liberation of the people. He was not the only person who did not want the revenge. Because there was no time to do anything else except to try and save their people. Mandela and other prisoners were like minded and fighting for the liberation of their country. As such they were not interested in revenge because their goal was

liberation and there was no time for them to think about anything else. Some of the wardens actually supported Nelson Mandela.

5. Why did Mandela and prisoners prefer to work near the dump yards?

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6. How were the prisoners treated initially?

Larry King was an American television and radio host. Over his career, he hosted over 50,000 interviews. American talk-show host whose easygoing interviewing style helped make Larry King Live one of CNN's longest –running and most popular programs. The late Larry King interviewed former South African president Nelson Mandela in 2000 about his release from prison after 27 years. In

fact, King once declared that interviewing the former president in 2000 was —one of the great moments of my life. Nelson Mandela said that they had to fight for better treatment. The treatment, at first, was very bad for all of them. As a result of the fight that they put up, their situation improved. At first, they staged a number of hunger strikes. According to Nelson Mandela it is one of the best weapons which the prisoners had. They also refused to carry out humiliating instructions, and they were punished for that. But they insisted. Whenever the International Red Cross would be visiting the island they would be given relaxation in work. Even they would be given permission to go for a walk or go to the washroom and freedom to do so. Then, they knew that something important was coming. They were allowed visitors at first, one visitor every six months, their close family, their wife or their children or their brothers. But nobody outside that family was allowed to visit them.

ANSWER THE FOLLOWING IN 500 WORDS (10 MARKS)

1. EXPLAIN THENELSON MANDELA’S INTERVIEW WITH LARRY KING.

Introduction

The interview majorly deals with three things about Mandela’s life - Reason for Imprisonment - Life in Imprisonment - Life after release from prison

REASON FOR IMPRISONMENT

Nelson Mandela joined African National Congress (ANC) in 1944 and worked as a lawyer from 1952. He fought for freedom, justice and equality of the black South African People and was called a terrorist. He was arrested and sentenced to death. During the trial of Mandela in the court great people like Lord Hume in London, the president of the Soviet Union, the president of India and many others made representation that a death sentence should not be imposed on Nelson Mandela. So, the court gave Mandela life imprisonment on June 12, 1964.

LIFE DURING IMPRISONMENT

During the time of his imprisonment they used to crush stones. They used to make gravel for the roads. They used to go to the quarry and dug a quarry for the roads. They used to work near the rubbish dump. They could get the newspapers from the dump and clean them. They used to read them in the evening in prison and know things outside the prison. The treatment, at first, was very bad for all of them in the prison. They had to fight for better treatment. As a result of the fight their situation improved. They staged number of hunger strikes. It was their best weapons. The International Red Cross helped the prisoners in many ways. It fought to protect the rights of prisoners like going for morning walks if they wanted, and could go to the wash rooms without restrictions.

Mandela could read the literature of Russian writer Tolstoy's "War and Peace", the biographies and history. He had time to sit down and think. He had the opportunity to examine his past. Some wardens thought they should be tough on the prisoners to save white supremacy. Some other wardens thought that they had to be very careful. They thought that if the blacks ever form government, they treat them well. They wanted to take the advantage and get benefit. Life after release from prison According to Mandela, President F.W. de Klerk has a place in history. Klerk became the South African President in 1989 and lifted the ban on African National Congress on February 11, 1990. He ordered the release of Mandela after 27 years as a political prisoner. Mandela asked them to give him three more weeks to stay back in the prison as his men could make arrangements for welcoming him properly. Before he went to jail, he was called a terrorist. When he came out of jail, many people embraced him, including his enemies. People those who are struggling for liberation in their country is called terrorists. He tells them that he was also called a terrorist, but he was admired by very people who called him terrorist.

LIFE AFTER RELEASE FROM PRISON

The new national flag of the Republic of South Africa was unfurled on 26th April 1994, making the newly born democracy in the world. Mandela said that he did

not want to become the first black president of South Africa at the age of 75. He was forced to become the president after their leader Oliver Tambo's death. Mandela was elected the President of South Africa with a thumping majority in the country's multiracial parliamentary elections held in 1994. He served as the President of South Africa from 1994 to 1999 as a great leader, statesman and philanthropist. Mandela's name is synonymous to forgiveness.

CONCLUSION:

He will be remembered to have lived and died, loving and forgiving. While sharing his life experience with Larry King, Mandela rightly said: "Forgiveness is a powerful weapon which liberates the soul and removes fear."

3.2 RAKESH SHARMA'S INTERVIEW WITH INDIRA GANDHI FROM SPACE

Summary

Rakesh Sharma, the first Indian astronaut to travel to space, had a historic conversation with then-Prime Minister Indira Gandhi while aboard the Soviet spacecraft Soyuz T-11 in 1984. The conversation, which was broadcast live on national television, was brief but significant. Sharma reported seeing India from space and expressed his famous sentiment, "Saare jahan se achha" (better than the entire world), when Gandhi asked how India looked from space. This phrase became iconic and symbolized Sharma's patriotic pride in his homeland. The interview highlighted the milestone achievement of India in space exploration and fostered national pride and enthusiasm for space endeavors.

RAKESH SHARMA:



INDIRA GANDHI :



<https://www.youtube.com/watch?v=1hfccr3KIWc>

<https://www.indiatoday.in/science/video/when-indira-gandhi-called-rakesh-sharma-in-space-how-does-india-look-from-above-2507711-2024-02-27>

Glossary

1. significant -important or large enough to be noticed.
2. spacecraft - a vehicle or device designed for travel or operation outside the earth's atmosphere.
3. milestone -a significant event in
4. enthusiasm -strong excitement and active interest.
5. endeavors - to exert oneself to do or effect something; make an effort; strive

1.5.3- Self-Assessment Questions**CHOOSE THE BEST ANSWER (1 MARK)**

1. Who was the prime minister when Rakesh Sharma went to the moon?

A) **Indira Gandhi** B) Obama C) Trump D) elizabeth

2. Who was the first man to go into space?

A) **Yuri Gagarin** b) Rakesh sharma c) Kalpana chawala D) Indira Gandhi

3. How many days has Rakesh Sharma spent in space?

A) five days and 21 hours B) Four days 21 hours **c) seven days 21 hours** d) six days 21 hours

4. How many people landed on the Moon?

A) **Twelve people** B) TEN C) NINE D) FIVE

5. Who was the backup astronaut of Rakesh Sharma?

A) Kalpana chawala **B) Ravish Malhotra** C) Yuri Gagarin D) Neil Armstrong

ANSWER THE FOLLOWING IN 250 WORDS (5 MARKS)**1. Write about the Significance of the Interview.**

The interview between Rakesh Sharma and Indira Gandhi had several significant implications. Firstly, it showcased India's growing prowess in space exploration. By sending its own astronaut into space, India demonstrated its technological capabilities and its commitment to advancing scientific research. This achievement bolstered India's reputation as a player in the global space race.

Secondly, the interview served as a source of inspiration for future generations of Indians. Rakesh Sharma's journey to space captured the imagination of young people across the country, encouraging them to pursue careers in science, technology, engineering, and mathematics (STEM). His words, "Saare jahan se achha," became a rallying cry for Indian excellence and ambition.

2. Write about Impact on Indian Society ?

The interview between Rakesh Sharma and Indira Gandhi had a profound impact on Indian society. It sparked a renewed sense of pride and patriotism among the Indian people. Seeing one of their own floating in space, proudly representing India, filled many with a sense of awe and wonder. It instilled a belief that India could achieve anything it set its mind to, inspiring a new generation of dreamers and innovators.

Furthermore, the interview fostered a sense of unity and camaraderie among Indians. Regardless of caste, creed, or religion, people across the country came together to celebrate this historic moment. It served as a reminder of the common bonds that unite all Indians and the potential that lies within each individual to contribute to the nation's progress.

ANSWER THE FOLLOWING IN 500 WORDS (10 MARKS)

1. Rakesh Sharma's Historic Interview with Indira Gandhi from Space: A Milestone in Indian Space Exploration

Introduction:

Rakesh Sharma's interview with Indira Gandhi from space stands as an iconic moment in the history of Indian space exploration. This historic event, which took place in 1984, marked the culmination of India's journey into space and showcased the nation's capabilities on the global stage. In this essay, we delve into the significance of this interview, its impact on Indian society, and its lasting legacy.

Setting the Scene:

In April 1984, Rakesh Sharma, an Indian Air Force pilot, embarked on a groundbreaking mission aboard the Soviet spacecraft Soyuz T-11. His journey made him the first Indian to travel to space, a feat that captured the imagination of the entire nation. As Sharma orbited the Earth, he had the opportunity to communicate with then-Prime Minister Indira Gandhi, who was eager to hear about his experiences from space.

The Conversation:

The conversation between Rakesh Sharma and Indira Gandhi was brief but profound. As Gandhi asked Sharma how India looked from space, he responded with the now-iconic phrase, "Saare jahan se achha" (better than the entire world). This simple yet powerful statement encapsulated Sharma's sense of pride and love for his homeland. It resonated deeply with people across India, evoking a sense of national unity and patriotism.

Significance of the Interview:

The interview between Rakesh Sharma and Indira Gandhi had several significant implications. Firstly, it showcased India's growing prowess in space exploration. By sending its own astronaut into space, India demonstrated its technological capabilities and its commitment to advancing scientific research. This achievement bolstered India's reputation as a player in the global space race.

Secondly, the interview served as a source of inspiration for future generations of Indians. Rakesh Sharma's journey to space captured the imagination of young people across the country, encouraging them to pursue careers in science, technology, engineering, and mathematics (STEM). His words, "Saare jahan se achha," became a rallying cry for Indian excellence and ambition.

Impact on Indian Society:

The interview between Rakesh Sharma and Indira Gandhi had a profound impact on Indian society. It sparked a renewed sense of pride and patriotism among the Indian people. Seeing one of their own floating in space, proudly representing

India, filled many with a sense of awe and wonder. It instilled a belief that India could achieve anything it set its mind to, inspiring a new generation of dreamers and innovators.

Furthermore, the interview fostered a sense of unity and camaraderie among Indians. Regardless of caste, creed, or religion, people across the country came together to celebrate this historic moment. It served as a reminder of the common bonds that unite all Indians and the potential that lies within each individual to contribute to the nation's progress.

Legacy of the Interview:

The interview between Rakesh Sharma and Indira Gandhi left a lasting legacy that continues to inspire and motivate people to this day. It remains a symbol of India's achievements in space exploration and a testament to the power of human ingenuity and determination. The phrase "Saare jahan se achha" has become synonymous with Indian pride and resilience, serving as a source of motivation for generations to come.

Conclusion:

Rakesh Sharma's interview with Indira Gandhi from space was a historic moment that captured the imagination of an entire nation. It showcased India's capabilities in space exploration, inspired future generations of scientists and engineers, and fostered a sense of pride and unity among the Indian people. More than three decades later, the legacy of this interview continues to shine brightly, reminding us of the endless possibilities that lie ahead for India and its people.

3.3 Lionel Messi with Sid Lowe (Print)

SUMMARY

In the interview conducted by Sid Lowe, a renowned football journalist, Lionel Messi provided insights into his career, personal life, and future aspirations. Messi discussed his journey from humble beginnings in Rosario, Argentina, to becoming one of the greatest footballers of all time. He reflected on the challenges he faced, including homesickness upon moving to Barcelona at a young age and the pressure of living up to expectations. Messi also shared his admiration for his former coach Pep Guardiola and his gratitude towards Barcelona for nurturing his talent. The interview shed light on Messi's mindset, dedication to his craft, and his desire to continue competing at the highest level. Overall, it provided a rare glimpse into the life of a footballing legend and left readers with a deeper appreciation for Messi's remarkable achievements.

Lionel Messi :



Sid Lowe :



<https://www.worldsoccer.com/world-soccer-latest/lionel-messi-interview-part-one-338553>

<https://www.quora.com/Why-is-Cristiano-Ronaldo-liked-more-than-Lionel-Messi>

Glossary

1. Rosario - Rosario as a girl's name is of Latin origin meaning "rosary."
2. homesickness - the feeling of being unhappy because of being away from home for a long period
3. Admiration - a feeling of liking and respecting somebody/something very much
4. nurturing - growing and developing
5. glimpse - a very quick and not complete view of somebody/something.

1.5.3- Self-Assessment Questions**CHOOSE THE BEST ANSWER (1 MARK)**

1.What is the Favourite number of Messi?

A) 10 B)9 C)8 D)5

2.Who is faster than Ronaldo?

A) Messi B)Salah C)Usain D)Mbappe

3.How fast is Mbappé?

A)100m in 10.9 seconds B)100m in 10 seconds C)100m in 11.9 seconds D)10m in 10seconds

6. What is Messi's top speed?

A) 32.50km/h B)31.50km/m C)29.51km/h D)25.54 km/h

ANSWER THE FOLLOWING IN 250 WORDS (5 MARKS)**1. What is the full story of Messi?**

Born in Rosario, Argentina, in 1987, Lionel Messi is widely regarded as one of the greatest football players of all time, and his illustrious career proves why. The Argentinean footballer, who holds a record eight Ballon d'Or awards, has displayed his talent early on and has always been destined for greatness.

In the world of football, Lionel Messi stands as an icon, a maestro whose artistry on the pitch has captivated fans around the globe. In a rare and revealing interview with Sid Lowe, a distinguished football journalist, Messi provides a glimpse into his extraordinary journey from a young boy in Rosario, Argentina, to the pinnacle of footballing greatness. This essay delves into the insights shared by Messi in his conversation with Lowe, exploring the trials, triumphs, and enduring legacy of one of the greatest footballers of all time.

2. Lionel Messi is an Argentine professional footballer Explain?

He plays as a forward and captain both Inter Miami C.F. and the Argentina National Football Team. Considered the best player in the world and regarded as one of the greatest players of all time, Messi has won a record eight Ballon d'Or awards and a record six European Golden Shoes. He has spent his entire professional career with FC Barcelona, where he has won a club-record 34 trophies, including ten La Liga titles, four UEFA Champions League (1992) titles and six Copas del Rey. Messi holds the records for most goals in La Liga (474), a La Liga and European league season (50), most hat-tricks in La Liga (36) and the UEFA Champions League (1992) (8). He has scored over 900 senior career goals for club and country.

An Argentine international, Messi is his country's all-time leading goalscorer. At youth level, he won the FIFA U-20 World Cup 2005 (2005), finishing the tournament with both the Golden Ball and Golden Shoe, and an Olympic gold medal at the Beijing 2008: Games of the XXIX Olympiad (2008). After his senior debut in August 2005, Messi became the youngest Argentine to play and score in a 2006 FIFA World Cup Germany (2006), and reached the final of the 2007 Copa América, where he was named young player of the tournament.

ANSWER THE FOLLOWING IN 500 WORDS (10 MARKS)

1.Lionel Messi: A Journey of Greatness - An Interview with Sid Lowe

Introduction:

In the world of football, Lionel Messi stands as an icon, a maestro whose artistry on the pitch has captivated fans around the globe. In a rare and revealing interview with Sid Lowe, a distinguished football journalist, Messi provides a glimpse into his extraordinary journey from a young boy in Rosario, Argentina, to the pinnacle of footballing greatness. This essay delves into the insights shared by Messi in his

conversation with Lowe, exploring the trials, triumphs, and enduring legacy of one of the greatest footballers of all time.

From Rosario to Barcelona:

Messi's journey to footballing stardom began in Rosario, where his talent was evident from a young age. In his conversation with Lowe, Messi reflects on the challenges he faced as a boy, including his struggle with homesickness upon moving to Barcelona to join the renowned La Masia academy. Despite the initial difficulties of being away from home, Messi's determination and unwavering commitment to his craft propelled him forward, leading to his eventual rise to prominence on the world stage.

Navigating Challenges:

Throughout his career, Messi has faced numerous challenges, both on and off the pitch. From overcoming physical limitations to dealing with the pressure of living up to lofty expectations, Messi's journey has been marked by resilience and perseverance. In his interview with Lowe, Messi opens up about the moments of doubt and uncertainty he experienced, highlighting the importance of mental strength and self-belief in overcoming adversity.

Admiration for Pep Guardiola:

One of the most intriguing aspects of Messi's interview with Lowe is his admiration for Pep Guardiola, his former coach at Barcelona. Messi credits Guardiola with playing a pivotal role in his development as a player, praising his tactical genius and innovative approach to the game. Messi's reverence for Guardiola sheds light on the profound influence that coaches can have on the careers of their players, underscoring the importance of mentorship and guidance in the world of football.

Gratitude to Barcelona:

Throughout the interview, Messi expresses his deep gratitude towards Barcelona, the club that has been his home for the entirety of his professional career. Messi acknowledges the role that Barcelona played in nurturing his talent and providing him with the platform to showcase his abilities on the world stage. His loyalty to the club and its fans is evident, serving as a testament to the strong bond forged between player and club over the years.

Looking Towards the Future:

As Messi reflects on his illustrious career, he also looks towards the future with optimism and determination. Despite his countless accolades and achievements, Messi's hunger for success remains undiminished, driving him to continue pushing the boundaries of what is possible on the football pitch. In his interview with Lowe, Messi hints at his desire to continue competing at the highest level, leaving fans eagerly anticipating the next chapter in his storied career.

Conclusion:

In his interview with Sid Lowe, Lionel Messi provides a rare glimpse into the life and mind of a footballing legend. From his humble beginnings in Rosario to his ascent to the pinnacle of footballing greatness, Messi's journey is a testament to the power of talent, hard work, and determination. As Messi continues to inspire fans around the world with his artistry on the pitch, his conversation with Lowe serves as a reminder of the indelible mark he has left on the world of football and the enduring legacy he will leave behind.

UNIT-IV LANGUAGE COMPETENCY

unit objectives:

- These objectives involve the four language skills (speaking, listening, reading, and writing).
- the language functions related to the topic of the lesson vocabulary essential to a student being able to fully participate in the lesson.
- the language functions related to the topic of the lesson (e.g., justify, hypothesize)
- vocabulary essential to a student being able to fully participate in the lesson (e.g., axis, locate, graph)
- language learning strategies to aid in comprehension (e.g, questioning, making predictions).

4.1.1 REFUTING

Refuting is the act of disproving or countering an argument, claim, or belief by presenting evidence, reasoning, or contrary viewpoints. It involves critically examining the assertions made by someone else and providing a counterargument that challenges or discredits their position.

SUMMARY :

A refutation is when someone explains why another person's argument should not be accepted or believed because it is flawed or not correct. A refutation is often part of a broader argument in which a person explains why some claim they are making is true and some opposing claim is not.

Even though the vocabulary may seem intimidating, a refutation paragraph boils down to a simple idea: responding to arguments that disagree with your thesis statement.

How to introduce refutation?

Four basic steps to refutation can be remembered with the four S's:

1. Signal: Identify the claim you are answering (“They say...”)
2. State: Make your counterargument (“But...”)
3. Support: Offer support for your claim (evidence, statistics, details, etc.) ...
4. Summarize: Explain the importance of your argument (“Therefore...”)

When engaging in refutation, several key strategies can be employed:

1. Identifying Weaknesses:

To effectively refute an argument, it's essential to identify any weaknesses or flaws in the logic, evidence, or reasoning presented by the opposing party. This may involve scrutinizing their premises, identifying any logical fallacies, or pointing out inconsistencies in their reasoning.

2. Presenting Contrary Evidence:

Refuting an argument often involves presenting evidence or information that contradicts the claims made by the other party. This evidence can come from a variety of sources, including research studies, expert opinions, statistical data, or firsthand experiences.

3. Offering Alternative Explanations:

Another approach to refutation is to offer alternative explanations or interpretations of the evidence presented. By proposing different perspectives or hypotheses, you can challenge the validity of the original argument and demonstrate that there are other plausible explanations for the phenomenon in question.

4. Addressing Counterarguments:

Effective refutation requires anticipating and addressing potential counterarguments that the opposing party may raise. By preemptively acknowledging and responding to opposing viewpoints, you can strengthen your own argument and demonstrate its superiority over competing interpretations.

5. Maintaining Rationality and Civility:

It's important to engage in refutation in a rational and civil manner, focusing on the substance of the argument rather than resorting to personal attacks or ad hominem criticism. By maintaining a respectful and constructive dialogue, you can foster a productive exchange of ideas and increase the likelihood of persuading others to reconsider their views.

Overall, refutation is a critical component of persuasive communication and critical thinking. By carefully analyzing opposing arguments, presenting compelling evidence, and offering reasoned rebuttals, individuals can effectively challenge flawed reasoning and promote more accurate understanding and informed decision-making.

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4.1.2 ARGUING & DEBATING

Arguing and debating are both forms of discourse aimed at presenting and defending a particular viewpoint or position. While they share similarities, they also have distinct characteristics.

Arguing:

Arguing typically refers to a more informal exchange of opinions or ideas between individuals or groups with differing viewpoints. It often involves expressing one's perspective passionately and persuasively, with the goal of convincing others of the validity of one's position.

Key features of arguing include:

1. Emotion and Passion:

Arguments are often characterized by emotional intensity, as individuals may feel strongly about the topic under discussion. Emotions can fuel the argument and contribute to its persuasive power, but they can also hinder rational discourse if they lead to hostility or aggression.

2. Subjectivity:

Arguments tend to be subjective, reflecting the personal beliefs, experiences, and values of the individuals involved. While evidence and reasoning may be used to support one's argument, subjective factors often play a significant role in shaping people's opinions and perspectives.

3. Informality:

Arguments may occur in various settings, ranging from casual conversations among friends to more structured debates or public forums. The

level of formality can vary widely, but arguments typically involve spontaneous exchanges of ideas rather than following a predetermined structure or format.

4. Persuasion:

The primary objective of arguing is often to persuade others to adopt or at least consider one's viewpoint. This may involve appealing to emotions, presenting compelling evidence, or using persuasive language to sway the opinions of others.

Debating:

Debating, on the other hand, is a more formalized and structured form of discourse in which individuals or teams systematically present arguments and counterarguments on a specific topic or proposition. Debates often occur in organized settings, such as academic institutions, political forums, or public events, and follow established rules and formats.

Key features of debating include:

1. Structure:

Debates typically follow a structured format, with defined roles for participants (e.g., affirmative and negative teams) and specific rules governing the order and timing of speeches. This structure helps ensure fairness and clarity and facilitates constructive engagement between opposing viewpoints.

2. Objectivity:

Unlike arguments, which can be highly subjective, debates aim to be more objective and fact-based. Participants are expected to support their arguments with evidence, logic, and reasoning rather than relying solely on personal opinions or emotions.

3. Formality:

Debates are characterized by a higher level of formality compared to arguments, with participants adhering to established protocols and etiquette. This includes respecting speaking time limits, addressing opponents respectfully, and adhering to rules of evidence and logic.

4. Critical Thinking:

Debating encourages participants to engage in critical thinking and analytical reasoning as they evaluate arguments, anticipate counterarguments, and construct persuasive cases. Debates provide opportunities for intellectual challenge and growth, fostering skills such as research, public speaking, and logical reasoning.

Conclusion:

In summary, arguing and debating are both forms of discourse used to present and defend viewpoints, but they differ in terms of their level of formality, structure, and objectives. While arguing may be more informal and subjective, focusing on persuasion and emotional appeal, debating is characterized by its formalized structure, objectivity, and emphasis on critical thinking and logical argumentation. Both forms of discourse play important roles in communication, fostering dialogue, understanding, and the exchange of ideas in various contexts.

Arguing and debating are both forms of discourse used to present and defend viewpoints, but they have distinct characteristics and objectives:

Arguing:

1. Informal:

Arguing typically occurs in informal settings, such as casual conversations, where individuals express their opinions passionately and spontaneously.

2. Subjective:

Arguments often rely on personal beliefs, experiences, and emotions, and may not always be based on objective evidence or logical reasoning.

3. **Emotional:**

Arguments may involve heightened emotions and can sometimes become heated or confrontational, as individuals may feel strongly about their opinions.

4. **Persuasion:**

The primary goal of arguing is often to persuade others to adopt or at least consider one's viewpoint, often through emotional appeal or rhetorical techniques.

Debating:

1. **Formal:**

Debates follow a structured format and occur in more formalized settings, such as academic institutions, political forums, or public events, with defined rules and protocols.

2. **Objective:**

Debates aim to be objective and fact-based, with participants expected to support their arguments with evidence, logic, and reasoning rather than personal opinions or emotions.

3. **Structured:**

Debates follow a predetermined structure, with designated roles for participants (e.g., affirmative and negative teams) and specific rules governing the order and timing of speeches.

4. **Critical Thinking:**

Debating encourages critical thinking and analytical reasoning as participants evaluate arguments, anticipate counterarguments, and construct persuasive cases based on evidence and logic.

SUMMARY

In summary, arguing tends to be more spontaneous, subjective, and emotionally charged, focusing on persuasion and personal expression, while debating is more formalized, objective, and structured, emphasizing critical thinking, logical argumentation, and the presentation of evidence.

Arguing and debating are both forms of discussion where individuals express differing viewpoints. The key distinction between the two lies in the approach and purpose. Here's a breakdown of each, followed by an example to illustrate the differences.

Arguing

Arguing typically involves a more emotional approach, where participants may prioritize winning over understanding. It often lacks structure and can become confrontational or personal. The focus is usually on proving the other person wrong rather than engaging in a constructive exchange of ideas.

Debating

Debating, on the other hand, is a structured form of argumentation. It follows specific rules and formats, aiming for logical reasoning, evidence-based arguments, and respectful discourse. The primary goal is to explore different perspectives and arrive at a deeper understanding of the issue.

Example: The Topic of Climate Change

Arguing

Person A: "Climate change is a hoax! There's no real evidence that humans are causing global warming. It's all a scam by scientists to get funding."

Person B: "You're completely wrong! The science is clear, and you're just ignoring the facts. How can you be so ignorant?"

Person A: "I'm not ignorant, you're just brainwashed by the media. Open your eyes!"

This argument is heated, emotional, and lacks any structured presentation of evidence. It quickly becomes personal and confrontational.

Debating

Moderator:

"Today's debate topic is whether human activities are the primary cause of climate change. Each side will have five minutes to present their arguments, followed by a rebuttal period."

Proponent (Person A):

"Thank you. According to the Intergovernmental Panel on Climate Change (IPCC), there is overwhelming evidence that human activities, particularly the burning of fossil fuels and deforestation, are the primary drivers of climate change. Data shows a significant increase in atmospheric CO₂ levels since the industrial revolution, correlating with rising global temperatures. Studies published in reputable scientific journals such as Nature and Science consistently support this conclusion."

Opponent (Person B):

"While it is true that CO₂ levels have risen, it is important to consider natural climate variability. Historical data shows periods of warming and cooling long before industrialization. For example, the Medieval Warm Period experienced significant temperature increases without human influence. Additionally, some scientists argue that solar activity plays a crucial role in climate patterns. We must consider these natural factors alongside human contributions."

Rebuttal - Proponent (Person A):

"While natural variability does exist, the current rate of change is unprecedented and aligns closely with industrial activities. The consensus among climate scientists is strong, with over 97% agreeing on human impact. Solar activity has been studied extensively, and its influence is accounted for in climate models, which still point to human activities as the dominant factor."

Rebuttal - Opponent (Person B):

"Acknowledging human impact is important, but we should not dismiss the complexities of climate science. Further research is needed to fully understand the interactions between natural and anthropogenic factors. Policy decisions should be informed by a comprehensive view of all possible influences on climate."

In this debate, both sides present their arguments with supporting evidence, followed by rebuttals that address the points made by the other side. The discussion remains respectful and focused on the issue rather than personal attacks.

Key Differences**1. Structure:**

Debates follow a structured format, while arguments are more free-form.

2. Tone:

Debates aim for respectful and logical discourse, whereas arguments can become emotional and confrontational.

3. Purpose:

Debates seek to explore different viewpoints and foster understanding, while arguments often aim to 'win' the discussion.

Conclusion

Understanding the differences between arguing and debating can enhance communication skills, allowing for more productive and respectful exchanges of ideas.

Your English Pal

<https://yourenglishpal.com> ›

Quora

<https://www.quora.com>

›

The Difference Between Arguing and Debating | @CyrusAusar YouTube

· Cyrus Ausar

4.1.3 MAKING SUGGESTIONS & RESPONDING TO SUGGESTIONS

Making suggestions and responding to suggestions are essential aspects of communication in various contexts, whether it's in social interactions, professional settings, or collaborative endeavors. Here's an explanation of both:

Making Suggestions:

1. Purpose:

The primary purpose of making suggestions is to offer ideas, recommendations, or proposals to others in order to influence their actions, decisions, or behavior.

2. Approach:

Suggestions can be made in a variety of ways, including directly stating the suggestion, asking questions to prompt consideration, or offering alternatives for consideration.

3. Clarity:

Effective suggestions are clear, concise, and specific, providing enough information for the recipient to understand the suggestion and its potential benefits.

4. Consideration:

When making suggestions, it's important to consider the needs, preferences, and perspectives of the other person or group. Tailoring suggestions to the recipient's interests can increase the likelihood of acceptance.

5. Openness to Feedback:

It's important to remain open to feedback and alternative viewpoints when making suggestions. Being receptive to input from others can lead to more collaborative decision-making and better outcomes.

Responding to Suggestions:

1. Acknowledgment:

When responding to suggestions, it's important to acknowledge the suggestion and show appreciation for the input provided by the other person.

2. Evaluation:

Take the time to evaluate the suggestion carefully, considering its feasibility, relevance, and potential benefits or drawbacks. Avoid dismissing suggestions outright without proper consideration.

3. Feedback:

Provide constructive feedback on the suggestion, including any concerns or reservations you may have, and offer suggestions for improvement or alternative approaches if necessary.

4. Decision-Making:

Ultimately, respond to suggestions by making a decision on whether to accept, reject, or modify the suggestion based on your evaluation and the specific circumstances.

5. Communication:

Communicate your response to the suggestion clearly and respectfully, explaining your reasoning and any actions you plan to take as a result of the suggestion.

In summary, making suggestions involves offering ideas or recommendations to influence others, while responding to suggestions involves acknowledging, evaluating, and providing feedback on those suggestions. Effective communication and collaboration rely on the ability to make and respond to suggestions in a constructive and respectful manner, ultimately leading to better decision-making and outcomes.

Making and Responding to Suggestions

1. How about..? Let's start by talking a little more about the phrase How about. .
2. What about...? The phrase What about is very similar to How about. ...
3. Why don't..? Why don't is very similar to How about and What about. ...
4. Why not..? ...
5. Shall...? ...
6. Let's... ...
7. Accepting. ...
8. Declining.

Making Suggestions:

1. Example 1 - Social Setting:

Person A: "I'm looking for a new hobby to try out."

Person B: "Have you ever considered taking up photography? You have a good eye for composition, and it could be a fun way to explore your creativity."

2. Example 2 - Professional Setting:

Employee A: "I think we could improve our customer service by implementing a live chat feature on our website."

Employee B: "That's a great suggestion. Let's discuss it further in our next team meeting and explore the feasibility and potential benefits of implementing this feature."

Responding to Suggestions:

1. Example 1 - Social Setting:

Person B: "Have you ever considered taking up photography? You have a good eye for composition, and it could be a fun way to explore your creativity."

Person A: "Thank you for the suggestion! I've never thought about photography before, but it sounds interesting. I'll look into it and see if it's something I'd like to try."

2. Example 2 - Professional Setting:

Employee A: "I think we could improve our customer service by implementing a live chat feature on our website."

Manager: "Thank you for bringing that up. I agree that it could be beneficial. Let's schedule a meeting to discuss the logistics and potential impact on our workflow and customer experience."

In both examples, the process of making suggestions involves offering ideas or recommendations based on the context or situation. The responses to these suggestions demonstrate acknowledgment, evaluation, and a willingness to consider and potentially implement the suggestions in a constructive manner. Effective communication and collaboration are essential in both making and responding to suggestions, leading to better outcomes and decision-making.

Making and Responding to Suggestions - VOA Learning English

Voice of America

<https://learningenglish.voanews.com> ›

https://www.youtube.com/watch?v=Y_eyzJkzFjY

<https://www.youtube.com/watch?v=n9srPtAqeSY>

ASKING FOR AND GIVING ADVICE OR HELP**INTERVIEWS(FACE TO FACE, TELEPHONE AND VIDEO
CONFERENCING)**

Asking for Advice or Help

When you need advice or help, it's important to be clear and concise about your needs. Here are some steps to effectively ask for advice or help:

1. Identify the Problem:

Clearly understand what you need help with.

2. Choose the Right Person:

Ask someone who has the knowledge or experience related to your issue.

3. Be Specific:

Explain your situation and what kind of advice or help you are seeking.

4. Be Polite and Respectful:

Approach the person courteously and respect their time.

5. Express Gratitude:

Thank the person for their time and assistance.

Example:

- **Situation:** You're struggling with a work project.

- **Approach:** "Hi [Name], I hope you're doing well. I'm currently working on a project that involves [specific task], and I'm having some trouble with [specific issue]. Given your experience with similar projects, could you offer some advice on how to approach this? I would greatly appreciate your insights. Thank you!"

Giving Advice or Help

When someone asks for your advice or help, it's important to be supportive and constructive. Here are some steps to provide effective advice or help:

1. Listen Carefully:

Understand the problem and the specific needs of the person.

2. Ask Clarifying Questions:

Ensure you have all the necessary details to give accurate advice.

3. Provide Thoughtful Advice:

Share your knowledge or suggestions in a clear and helpful manner.

4. Be Supportive:

Encourage the person and offer reassurance.

5. Follow Up:

Check back later to see how things are going and if further help is needed.

Example:

- **Situation:** A colleague asks for advice on a project.
- **Approach:** "Hi [Name], I'd be happy to help. Can you tell me more about the specific challenges you're facing with the project? Based on what you've

mentioned, I suggest [specific advice]. It might also help to [additional tips].
Let me know if you need any further assistance, and good luck with the
project!"

Quora <https://www.quora.com> ›

<https://www.youtube.com/watch?v=56KG2Sb-w6I>

<https://www.youtube.com/watch?v=gs59HGkZgK8>

Interviews (Face-to-Face, Telephone, and Video Conferencing)

Face-to-Face Interviews

Face-to-face interviews are traditional and often considered the most effective form of interviewing. They provide the opportunity for direct interaction and a deeper connection between the interviewer and interviewee.

- **Preparation:**

Research the company and role, prepare questions and answers, and dress appropriately.

- **Non-Verbal Communication:**

Pay attention to body language, eye contact, and facial expressions.

- **Engagement:**

Be present, listen actively, and respond thoughtfully.

Example:

- **Scenario:** An interview for a marketing position.
- **Approach:** Arrive on time, greet the interviewer with a firm handshake, maintain good posture, and make eye contact. Answer questions clearly and provide specific examples from your experience.

Telephone Interviews

Telephone interviews are often used as an initial screening step. They are less personal than face-to-face interviews but still require thorough preparation.

- **Preparation:**

Find a quiet place, have your resume and notes handy, and ensure your phone is fully charged.

- **Clarity and Tone:**

Speak clearly, use a positive tone, and avoid filler words.

- **Listening:**

Pay close attention to the interviewer's questions and respond appropriately.

Example:

- **Scenario:** A preliminary interview for a customer service role.
- **Approach:** Ensure a quiet environment, answer the call professionally, listen carefully to the questions, and respond with clear, concise answers. Express enthusiasm for the role and the company.

Video Conferencing Interviews

Video conferencing interviews have become increasingly popular, especially with remote work trends. They combine elements of both face-to-face and telephone interviews.

- **Technical Preparation:**

Test your equipment (camera, microphone, internet connection) before the interview.

- **Environment:**

Choose a quiet, well-lit space with a neutral background.

- **Professional Appearance:**

Dress appropriately, as you would for a face-to-face interview.

- **Engagement:**

Maintain eye contact by looking at the camera, not the screen. Be mindful of your body language.

Example:

- **Scenario:** A remote interview for a software development position.
- **Approach:** Set up your interview space, test your technology, and dress professionally. During the interview, look at the camera to maintain eye contact, listen carefully to the questions, and provide detailed answers. Use the chat feature if necessary to share links or documents.

By understanding the nuances of asking for and giving advice or help, and effectively preparing for different types of interviews, you can enhance your communication skills and improve your chances of success in various professional interactions.

Asking for and Giving Advice or Help

Asking for Advice or Help:

1. **Be Clear and Specific:**

Clearly state what you need help with. Specific questions or requests make it easier for the other person to provide the right advice or assistance.

- Example: "I'm struggling with time management at work. Can you suggest any strategies to help me prioritize my tasks better?"

2. **Be Respectful and Considerate:**

Acknowledge the other person's expertise or experience. Show appreciation for their time and willingness to help.

- **Example:** "I know you're very organized, and I really appreciate you taking the time to share some tips with me."

3. **Provide Context:**

Give enough background information so the other person understands the situation fully.

- **Example:** "I've been assigned several projects with tight deadlines, and I'm finding it hard to balance them all."

Giving Advice or Help:

1. **Listen Actively:**

Understand the request fully before offering advice. Ask clarifying questions if needed.

- **Example:** "Can you tell me more about the specific challenges you're facing with your current workload?"

2. **Be Empathetic:**

Show understanding and empathy for the person's situation.

- **Example:** "I can see how that would be overwhelming. I've been in a similar situation before."

3. **Offer Practical and Actionable Advice:**

Provide clear, concrete steps or suggestions that the person can follow.

- **Example:** "One method that helped me is the Eisenhower Matrix. It helps you categorize tasks based on urgency and importance. Have you tried something like that?"

Interviews

Face-to-Face Interviews:

1. Preparation:

Research the company and role, and prepare answers to common interview questions.

2. Body Language:

Maintain eye contact, offer a firm handshake, and sit up straight to convey confidence.

3. Communication:

Speak clearly and concisely, and be sure to listen carefully to the interviewer's questions.

Example:

- Interviewer: "Can you tell me about a time when you had to manage a difficult project?"
- Candidate: "Certainly. In my previous role, I was tasked with leading a project that had fallen behind schedule. I implemented a new timeline, regularly communicated with the team, and reallocated resources to ensure we met the deadline."

Telephone Interviews:

1. Clear Connection:

Ensure a good phone connection and a quiet environment free from distractions.

2. Tone of Voice:

Since body language can't be seen, use a positive and enthusiastic tone.

3. **Notes:**

Have notes or your resume in front of you for reference.

Example:

- Interviewer: "Why are you interested in this position?"
- Candidate: "I'm drawn to this role because it allows me to leverage my experience in project management while contributing to a company that values innovation and growth."

Video Conferencing Interviews:

1. **Technical Setup:**

Test your internet connection, camera, and microphone beforehand. Ensure good lighting and a professional background.

2. **Professional Appearance:**

Dress professionally as you would for a face-to-face interview.

3. **Engagement:**

Look at the camera to simulate eye contact and show engagement.

Example:

- Interviewer: "How do you handle tight deadlines?"
- Candidate: "I prioritize tasks based on urgency and impact, use project management tools to track progress, and communicate regularly with stakeholders to ensure everyone is aligned and any issues are addressed promptly."

Summary

When asking for advice or help, being clear, respectful, and providing context are key. When giving advice, active listening, empathy, and offering practical solutions are important.

In **interviews**, preparation, clear communication, and appropriate body language or tone are essential across face-to-face, telephone, and video conferencing formats. Tailor your approach to each medium while maintaining professionalism and engagement.

Examples of Asking for and Giving Advice or Help

Asking for Advice or Help

Example 1: Asking a Mentor for Career Advice

- **Person A:** "Hi, I hope you're doing well. I'm considering transitioning into a new role within the company, but I'm unsure if it's the right move for me. Could you share some advice on how to evaluate this decision?"

Example 2: Asking a Colleague for Help with a Project

- **Person B:** "Hey, I've been working on this project and I'm stuck on the data analysis part. I know you're experienced with this software. Could you spare some time to help me understand where I'm going wrong?"

Giving Advice or Help

Example 1: Giving Career Advice

- **Mentor:** "Hi, it's great to hear from you. When evaluating a transition, I recommend considering your long-term career goals, the skills required for the new role, and how it aligns with your interests. Also, speak to others in the role to get their insights."

Example 2: Helping with a Project

- **Colleague:** "Sure, I'd be happy to help. Let's schedule a time to go over your analysis. In the meantime, have you tried checking the software's user guide for troubleshooting tips? Sometimes, that can provide a quick solution."

Examples of Interviews

Face-to-Face Interview

Example 1: Interviewing for a Management Position

- **Interviewer:** "Can you describe a time when you led a team through a challenging project?"
- **Candidate:** "Certainly. Last year, I led a team of six on a project with a very tight deadline. We faced several setbacks, but I implemented weekly progress meetings and delegated tasks based on each member's strengths. This helped us stay on track and successfully complete the project on time."

Telephone Interview

Example 2: Interviewing for a Customer Service Role

- **Interviewer:** "How do you handle difficult customers?"
- **Candidate:** "I remain calm and listen carefully to their concerns. I empathize with their situation and try to find a solution that addresses their issue. If necessary, I escalate the problem to ensure it gets resolved efficiently."

Video Conferencing Interview

Example 3: Interviewing for a Marketing Position

- **Interviewer:** "Can you share an example of a successful marketing campaign you managed?"

- **Candidate:** "Absolutely. I recently managed a social media campaign for a product launch. We used targeted ads and influencer partnerships to increase visibility. The campaign resulted in a 30% increase in sales within the first month. I can share more details about the strategies we used if you're interested."

Summary

Asking for Advice or Help:

- **Career Advice:**

"I'm considering transitioning into a new role within the company, but I'm unsure if it's the right move for me. Could you share some advice on how to evaluate this decision?"

- **Project Help:**

"I've been working on this project and I'm stuck on the data analysis part. Could you spare some time to help me understand where I'm going wrong?"

Giving Advice or Help:

- **Career Advice:**

"When evaluating a transition, consider your long-term career goals, the skills required for the new role, and how it aligns with your interests."

- **Project Help:**

"Let's schedule a time to go over your analysis. Have you checked the software's user guide for troubleshooting tips?"

Interviews:

- **Face-to-Face:**

"Can you describe a time when you led a team through a challenging project?"

- **Telephone:**

- "How do you handle difficult customers?"

- **Video Conferencing:**

"Can you share an example of a successful marketing campaign you managed?"

Great Learning <https://www.mygreatlearning.com> ›

Shiksha <https://www.shiksha.com> ›

<https://www.youtube.com/watch?v=ebYjYVdjLQ8>

<https://www.youtube.com/watch?v=HM7nbwSNZpc>

UNIT-V ENGLISH FOR WORKPLACE

unit objectives:

- Evaluate their skill set and the kind of employment they would like.
- Improve English language performance in key areas of applications and interviews.
- Reflect on the factors involved in successful applications and interviews.
- Identify the elements of working together successfully.

- Evaluate their skill set and the kind of employment they would like. Improve English language performance in key areas of applications and interviews.

5.1.1 JOB APPLICATIONS:

- I. Covering letters,
- II. CV and
- III. Resume

I. COVERING LETTERS

A covering letter, also known as a cover letter, is a document sent along with your resume or CV when applying for a job. It provides additional information on your skills and experience, and explains why you are a good fit for the position. Here's a detailed explanation of covering letters, including their purpose, structure, and tips for writing an effective one.

Purpose of a Covering Letter

1. Introduction:

It serves as an introduction to your application and gives you the chance to make a positive first impression.

2. Personalization:

It allows you to tailor your application to the specific job and company, showing that you've done your research and are genuinely interested.

3. Highlighting Qualifications:

It highlights your most relevant skills and experiences, making it easier for the employer to see how you fit the role.

4. Demonstrating Communication Skills:

It showcases your ability to communicate effectively, which is a key skill in most jobs.

5. **Explaining Gaps or Changes:**

It can address any employment gaps or career changes that might raise questions.

Structure of a Covering Letter

A typical cover letter is structured into several key sections:

1. **Header:**

- Your contact information (name, address, phone number, email).
- Date.
- Employer's contact information (name, title, company, address).

2. **Salutation:**

- Address the letter to a specific person if possible (e.g., "Dear Mr. Smith," or "Dear Ms. Johnson,"). If you can't find a name, use "Dear Hiring Manager."

3. **Introduction:**

- Mention the job you are applying for and where you found the job listing.
- Briefly introduce yourself and state why you are interested in the position and the company.

4. **Body:**

- **Paragraph 1:**

Highlight your relevant experience and skills. Provide specific examples that demonstrate your qualifications.

- **Paragraph 2:**

Explain why you are a good fit for the company. Discuss your knowledge of the company and how your values and goals align with theirs.

- **Paragraph 3:**

Mention any additional information that makes you stand out (e.g., special achievements, unique skills).

5. Conclusion:

- Summarize your interest in the role and express your enthusiasm about the possibility of joining the company.
- Mention that you have enclosed your resume and any other requested documents.
- Thank the reader for their time and consideration.
- Include a call to action, such as expressing a desire to discuss your application further in an interview.

6. Closing:

- Use a professional closing (e.g., "Sincerely," "Best regards,").
- Sign your name (if submitting a hard copy) and type your name underneath.

Tips for Writing an Effective Covering Letter

1. Customize Each Letter:

Tailor your cover letter for each job application to reflect the specific requirements of the job and the company.

2. Be Concise:

Keep your cover letter to one page. Be clear and to the point.

3. Show Enthusiasm:

Express your genuine interest in the role and the company.

4. Proofread:

Check for spelling and grammar errors. A polished cover letter reflects your attention to detail.

5. Highlight Achievements:

Use specific examples and quantify your achievements where possible.

6. Use a Professional Tone:

Maintain a formal tone throughout the letter.

Example Cover Letter

John Doe

123 Main Street City,

State, ZIP

(123) 456-7890

john.doe@example.com

June 6, 2024

Ms. Jane Smith

Hiring Manager

ABC Company

456 Elm Street

City, State, ZIP

Dear Ms. Smith,

I am writing to express my interest in the Marketing Manager position at ABC Company, as advertised on your website. With over five years of experience in

digital marketing and a proven track record of driving successful campaigns, I am confident in my ability to contribute effectively to your team.

In my current role at XYZ Corporation, I have honed my skills in strategic planning, content creation, and data analysis. One of my notable achievements was leading a cross-functional team to launch a social media campaign that increased our online engagement by 40% and boosted sales by 25%. I am particularly drawn to ABC Company due to your innovative approach to marketing and your commitment to sustainability, which aligns with my professional values and personal interests.

I am excited about the opportunity to bring my expertise in digital marketing to ABC Company and to help drive your mission forward. Enclosed is my resume, which provides further details about my background and accomplishments. I look forward to the possibility of discussing this exciting opportunity with you. Thank you for your time and consideration.

Sincerely,

John Doe

This cover letter example demonstrates how to structure your letter and tailor it to a specific job and company, highlighting relevant skills and experiences.

Novorésumé <https://novoresume.com> ›

My Perfect Resume

<https://www.myperfectresume.com> ›

II. CV

A CV, or Curriculum Vitae, is a comprehensive document that outlines an individual's educational background, work experience, skills, accomplishments, and other relevant information. Unlike a resume, which is typically shorter and more concise, a CV provides a detailed overview of one's career and academic history. Here's an in-depth explanation of a CV, including its purpose, structure, and tips for creating an effective one.

Purpose of a CV

1. Application for Academic or Research Positions:

A CV is often required when applying for academic, research, scientific, or medical positions.

2. Grants, Scholarships, and Fellowships:

It is used to apply for grants, scholarships, and fellowships where a detailed account of academic and professional achievements is necessary.

3. Professional Growth:

It can be used for career advancement, such as applying for leadership roles or specialized positions that require extensive experience and qualifications.

4. Networking:

Sharing your CV with professional networks can help in building connections and exploring new opportunities.

Structure of a CV

A CV typically includes several key sections:

1. Contact Information:

- Full name, address, phone number, and email address.

2. Professional Summary or Objective (optional):

- A brief statement summarizing your career goals and what you aim to achieve in your next position.

3. Education:

- List your educational background in reverse chronological order (most recent first).
- Include degrees, institutions, locations, and dates of attendance.
- Mention any honors, awards, or distinctions.

4. Professional Experience:

- List your work experience in reverse chronological order.
- Include job titles, company names, locations, and dates of employment.
- Provide bullet points summarizing your responsibilities, achievements, and skills utilized.

5. Publications (if applicable):

- List any published works, such as books, articles, or research papers.
- Include titles, publication names, and dates.

6. Research Experience (if applicable):

- Detail any research projects, including your role, the project's focus, and key findings.

7. Teaching Experience (if applicable):

- List any teaching positions, courses taught, and institutions.

8. Certifications and Licenses:

- Include any relevant certifications or licenses you hold.

9. Skills:

- Highlight relevant skills, such as technical, language, or soft skills.

10. Professional Memberships:

- List any memberships in professional organizations.

11. Awards and Honors:

- Detail any awards, honors, or recognitions you have received.
12. **References:**
- Provide the names and contact information of professional references, or note that references are available upon request.

Tips for Creating an Effective CV

1. Tailor Your CV:

Customize your CV for each application, emphasizing the most relevant experience and skills.

2. Be Clear and Concise:

Use clear headings and bullet points to make your CV easy to read. Avoid overly complex language.

3. Quantify Achievements:

Where possible, use numbers and metrics to quantify your achievements (e.g., "Increased sales by 20%").

4. Use Professional Formatting:

Choose a clean, professional layout and font. Consistent formatting makes your CV look polished.

5. Proofread:

Check for spelling and grammar errors. A well-edited CV reflects attention to detail.

Example CV

John Doe 123 Main Street, City, State, ZIP (123) 456-7890 john.doe@example.com

Professional Summary: Dedicated marketing professional with over five years of experience in digital marketing, campaign management, and strategic planning. Proven track record of increasing engagement and driving sales through innovative marketing strategies.

Education:

- **Master of Business Administration (MBA)**, Marketing, University of ABC, City, State (2016-2018)
- **Bachelor of Science (B.S.)**, Business Administration, University of XYZ, City, State (2012-2016)

Professional Experience: Marketing Manager

XYZ Corporation, City, State (2018-Present)

- Led a team of six in developing and executing marketing campaigns, resulting in a 25% increase in sales.
- Managed social media platforms, increasing online engagement by 40%.
- Analyzed market trends and adjusted strategies to meet changing consumer demands.

Marketing Coordinator

ABC Company, City, State (2016-2018)

- Assisted in the planning and execution of marketing events and promotions.
- Conducted market research to inform product development and marketing strategies.
- Collaborated with the sales team to create marketing materials that supported sales initiatives.

Publications:

- "Innovative Marketing Strategies in the Digital Age," Journal of Marketing Research, 2020.
- "The Impact of Social Media on Consumer Behavior," Marketing Today, 2019.

Skills:

- Digital Marketing
- Social Media Management
- Market Research
- Strategic Planning
- Data Analysis
- SEO/SEM

Certifications:

- Google Analytics Certified
- HubSpot Content Marketing Certified

Professional Memberships:

- American Marketing Association (AMA)
- Digital Marketing Association (DMA)

Awards and Honors:

- Marketing Excellence Award, XYZ Corporation, 2020
- Dean's List, University of ABC, 2017

References: Available upon request.

Summary

A CV is a detailed document that provides a comprehensive overview of your academic and professional history. It includes sections such as contact information, education, professional experience, publications, and more. Tailor your CV for each

application, use clear and concise language, quantify your achievements, and proofread carefully to create an effective and professional document.

HubSpot Blog <https://blog.hubspot.com> ›

Jobseeker <https://www.jobseeker.com> › cover-letter

RESUME

A resume is a concise document that summarizes an individual's professional background, including work experience, education, skills, and achievements. It is typically one to two pages long and is tailored to a specific job application. The primary purpose of a resume is to provide potential employers with a quick overview of a candidate's qualifications and to secure an interview.

Purpose of a Resume

1. Job Application:

It is used to apply for jobs and is often the first impression a potential employer will have of a candidate.

2. Highlight Skills and Experience:

It showcases relevant skills, experiences, and accomplishments that make the candidate a good fit for the job.

3. Professional Snapshot:

It provides a snapshot of the candidate's career history, including job titles, responsibilities, and achievements.

Structure of a Resume

A typical resume includes several key sections:

1. Contact Information:

- Full name, phone number, email address, and optionally, LinkedIn profile or professional website.

2. Professional Summary or Objective (optional):

- A brief statement summarizing your career goals, skills, and what you aim to achieve in your next position.

3. **Work Experience:**

- List your work history in reverse chronological order (most recent first).
- Include job titles, company names, locations, and dates of employment.
- Provide bullet points summarizing your responsibilities and key achievements.

4. **Education:**

- List your educational background in reverse chronological order.
- Include degrees, institutions, locations, and dates of attendance.
- Mention any honors or distinctions.

5. **Skills:**

- Highlight relevant technical and soft skills.

6. **Certifications and Licenses** (if applicable):

- Include any relevant certifications or licenses.

7. **Achievements and Awards** (if applicable):

- Detail any significant achievements or awards.

8. **Optional Sections:**

- **Volunteer Experience:** Include any relevant volunteer work.
- **Projects:** Mention significant projects you have worked on.
- **Languages:** List any languages you speak and your proficiency level.
- **Professional Memberships:** Include any memberships in professional organizations.

Tips for Creating an Effective Resume

1. **Tailor Your Resume:**

Customize your resume for each job application, focusing on the most relevant experience and skills.

2. Be Concise:

Keep your resume to one or two pages. Use clear and concise language.

3. Quantify Achievements:

Use numbers and metrics to quantify your achievements (e.g., “Increased sales by 20%”).

4. Use Professional Formatting:

Choose a clean, professional layout and font. Consistent formatting makes your resume easy to read.

5. Include Keywords:

Incorporate keywords from the job description to pass applicant tracking systems (ATS).

6. Proofread:

Check for spelling and grammar errors. A polished resume reflects attention to detail.

Example Resume**John Doe**

123 Main Street, City, State, ZIP

(123) 456-7890

john.doe@example.com

LinkedIn: [linkedin.com/in/johndoe](https://www.linkedin.com/in/johndoe)

Professional Summary:

Results-driven marketing professional with over five years of experience in

digital marketing, campaign management, and strategic planning. Proven ability to increase engagement and drive sales through innovative marketing strategies.

Work Experience:

Marketing Manager

XYZ Corporation, City, State (2018-Present)

- Led a team of six in developing and executing marketing campaigns, resulting in a 25% increase in sales.
- Managed social media platforms, increasing online engagement by 40%.
- Analyzed market trends and adjusted strategies to meet changing consumer demands.

Marketing Coordinator

ABC Company, City, State (2016-2018)

- Assisted in the planning and execution of marketing events and promotions.
- Conducted market research to inform product development and marketing strategies.
- Collaborated with the sales team to create marketing materials that supported sales initiatives.

Education:

Master of Business Administration (MBA), Marketing

University of ABC, City, State (2016-2018)

Bachelor of Science (B.S.), Business Administration

University of XYZ, City, State (2012-2016)

Skills:

- Digital Marketing
 - Social Media Management
 - Market Research
 - Strategic Planning
 - Data Analysis
 - SEO/SEM
-

Certifications:

- Google Analytics Certified
 - HubSpot Content Marketing Certified
-

Achievements:

- Marketing Excellence Award, XYZ Corporation, 2020
- Dean's List, University of ABC, 2017

Summary

A resume is a brief document summarizing an individual's professional background, used primarily for job applications. It includes sections such as contact information, professional summary, work experience, education, skills, and optional sections like certifications and achievements. Tailoring your resume for each job, being concise, quantifying achievements, using professional formatting, including keywords, and proofreading are essential tips for creating an effective resume.

Adobe <https://www.adobe.com> ›

Canva <https://www.canva.com> › resumes

5.1.2 CREATING A DIGITAL PROFILE – LINKEDIN

Creating a strong digital profile on LinkedIn can significantly enhance your professional presence, network, and career opportunities. Here's a step-by-step guide to building an effective LinkedIn profile:

Step-by-Step Guide to Creating a LinkedIn Profile

1. Sign Up and Complete Basic Information

- Go to LinkedIn and sign up for an account.
- Enter your first and last name, email address, and create a password.
- Add your current job title, company, and location.

2. Upload a Professional Profile Photo

- Choose a high-quality, professional-looking headshot. Dress appropriately for your industry.
- Ensure your face is clearly visible, with good lighting and a neutral background.

3. Add a Background Photo

- Select a background photo that represents your professional brand. This could be a related industry image, your workplace, or a cityscape.
- The recommended size is 1584 x 396 pixels.

4. Write a Compelling Headline

- Your headline appears below your name and is one of the first things people see. It should be clear and concise, highlighting your role and key skills.
- Example: "Digital Marketing Manager | SEO Specialist | Content Creator"

5. Craft a Strong Summary (About Section)

- Summarize your professional background, key achievements, skills, and career goals in a few paragraphs.
- Use keywords relevant to your industry to improve searchability.
- Example:

csharp

Copy code

Experienced Digital Marketing Manager with over 5 years of experience in developing and executing data-driven marketing strategies. Proven track record in increasing online engagement and driving sales growth through innovative SEO, content marketing, and social media campaigns. Passionate about helping businesses grow and thrive in the digital landscape.

6.Detail Your Work Experience

- List your work history in reverse chronological order (most recent first).
- Include job titles, company names, locations, and dates of employment.
- Provide bullet points summarizing your responsibilities and key achievements.
- Use action verbs and quantify achievements when possible.
- Example:

markdown

Copy code

****Marketing Manager****

XYZ Corporation, City, State (2018-Present)

- Led a team of six in developing and executing marketing campaigns, resulting in a 25% increase in sales.
- Managed social media platforms, increasing online engagement by 40%.
- Analyzed market trends and adjusted strategies to meet changing consumer demands.

7. List Your Education

- Include your degrees, institutions, locations, and dates of attendance.
- Mention any honors or distinctions.
- Example:

scss

Copy code

****Master of Business Administration (MBA)****, Marketing
University of ABC, City, State (2016-2018)

****Bachelor of Science (B.S.)****, Business Administration
University of XYZ, City, State (2012-2016)

8. Highlight Your Skills

- Add skills relevant to your profession. LinkedIn allows you to list up to 50 skills.
- Endorsements from connections can strengthen your profile.

9. Request Recommendations

- Ask colleagues, supervisors, or clients to write recommendations for you. Aim for recommendations that highlight different aspects of your skills and experience.
- Example request: "Could you write a recommendation for me highlighting our work together on the XYZ project?"

10. Showcase Certifications and Licenses

- List any relevant certifications or licenses.
- Example:

css

Copy code

Google Analytics Certified

HubSpot Content Marketing Certified

11. Add Volunteer Experience and Interests

- Include volunteer work that showcases your commitment to the community and any interests that might resonate with potential employers.

12. **Publish Posts and Articles**

- Share industry-related posts and write articles to demonstrate your expertise and engage with your network.
- Example: Write a post about a recent industry trend or an article about best practices in your field.

13. **Engage with Your Network**

- Connect with colleagues, industry leaders, and professionals in your field.
- Engage with your connections by liking, commenting, and sharing their posts.

14. **Join and Participate in Groups**

- Join LinkedIn groups related to your industry and participate in discussions to increase your visibility and network.

15. **Keep Your Profile Updated**

- Regularly update your profile with new experiences, skills, and achievements.
- Share updates about your professional milestones and projects.

Example LinkedIn Profile

John Doe

Headline: Digital Marketing Manager | SEO Specialist | Content Creator

About:

Experienced Digital Marketing Manager with over 5 years of experience in developing and executing data-driven marketing strategies. Proven track record in increasing online engagement and driving sales growth through innovative SEO, content marketing, and social media campaigns. Passionate about helping businesses grow and thrive in the digital landscape.

Experience:**Marketing Manager**

XYZ Corporation, City, State (2018-Present)

- Led a team of six in developing and executing marketing campaigns, resulting in a 25% increase in sales.
- Managed social media platforms, increasing online engagement by 40%.
- Analyzed market trends and adjusted strategies to meet changing consumer demands.

Marketing Coordinator

ABC Company, City, State (2016-2018)

- Assisted in the planning and execution of marketing events and promotions.
- Conducted market research to inform product development and marketing strategies.
- Collaborated with the sales team to create marketing materials that supported sales initiatives.

Education:**Master of Business Administration (MBA), Marketing**

University of ABC, City, State (2016-2018)

Bachelor of Science (B.S.), Business Administration

University of XYZ, City, State (2012-2016)

Skills:

- Digital Marketing
- Social Media Management
- Market Research
- Strategic Planning
- Data Analysis

- SEO/SEM

Certifications:

- Google Analytics Certified
- HubSpot Content Marketing Certified

Recommendations:

[Jane Smith, Senior Marketing Director at XYZ Corporation]

"John is a highly skilled digital marketer who consistently delivers impressive results. His strategic approach and creative thinking have been instrumental in our campaign successes."

By following these steps and examples, you can create a compelling LinkedIn profile that effectively showcases your professional background and helps you connect with potential employers and industry peers.

LinkedIn <https://in.linkedin.com> › sign-up

5.1.3 FILLING FORMS (ONLINE & MANUAL)

Filling forms, whether online or manual, is a common task that requires attention to detail and accuracy. Here's a comprehensive guide on how to fill forms effectively, along with examples for both online and manual forms.

General Tips for Filling Forms

1. Read Instructions Carefully:

Always read any instructions provided before you start filling out the form. This helps ensure you understand what information is required and how it should be presented.

2. Gather Necessary Information:

Collect all the necessary documents and information you will need to complete the form, such as identification numbers, addresses, and dates.

3. Be Accurate:

Provide accurate and truthful information. Double-check entries for any errors or omissions.

4. Write Clearly:

If filling a manual form, use clear and legible handwriting. Print neatly in black or blue ink.

5. Use Correct Format:

Follow the format specified in the form (e.g., dates in MM/DD/YYYY format, capital letters for certain entries).

6. Review Before Submitting:

Carefully review the form for completeness and correctness before submitting it.

Filling Online Forms

Step-by-Step Guide:

1. Access the Form:

Navigate to the website or online portal where the form is located.

2. Create or Log in to Your Account:

If required, create an account or log in with your existing credentials.

3. Fill in Personal Information:

- **Name:** Enter your full name as it appears on official documents.
- **Address:** Provide your current address, including street, city, state, and ZIP code.
- **Contact Information:** Enter your phone number and email address.

4. Complete Specific Sections:

- **Employment Information:** Enter your current and previous job titles, employers, and dates of employment.
- **Educational Background:** List your degrees, institutions, and dates of attendance.
- **Additional Information:** Fill out any other required sections, such as skills, certifications, or references.

5. Upload Documents:

If the form requires supporting documents, use the upload function to attach files like your resume, cover letter, or identification.

6. **Agree to Terms:**

Check any boxes to agree to terms and conditions or to certify that the information provided is accurate.

7. **Submit the Form:**

Click the submit button to complete the process. Ensure you receive a confirmation of submission, either on the screen or via email.

Example: Imagine filling out an online job application form on a company's career portal:

- **Personal Information:**

makefile

Copy code

Name: John Doe

Address: 123 Main Street, City, State, ZIP

Phone: (123) 456-7890

Email: john.doe@example.com

- **Employment Information:**

yaml

Copy code

Current Job Title: Marketing Manager

Employer: XYZ Corporation

Employment Dates: January 2018 - Present

- **Educational Background:**

yaml

Copy code

Degree: Master of Business Administration (MBA)

Institution: University of ABC

Dates: 2016 - 2018

- **Upload Documents:**

Attach resume and cover letter files.

- **Agree to Terms:**

Check the box to agree to the company's terms and conditions.

- **Submit:**

Click the "Submit" button.

Filling Manual Forms

Step-by-Step Guide:

1. **Use Black or Blue Ink:**

Use a pen with black or blue ink for legibility and permanence.

2. **Print Clearly:**

Use block letters to ensure clarity. Avoid cursive writing.

3. **Fill in Personal Information:**

- **Name:** Print your full name in the designated space.
- **Address:** Write your current address, including street, city, state, and ZIP code.
- **Contact Information:** Provide your phone number and email address.

4. Complete Specific Sections:

- **Employment Information:** Write down your job titles, employers, and dates of employment.
- **Educational Background:** List your degrees, institutions, and dates of attendance.
- **Additional Information:** Fill out any other required sections, such as skills, certifications, or references.

5. Attach Documents:

If the form requires supporting documents, attach copies as specified (e.g., stapled or clipped).

6. Sign and Date:

Sign and date the form where required to certify the accuracy of the information.

7. Review Before Submission:

Check for completeness and accuracy before submitting the form.

Example: Imagine filling out a manual registration form for a conference:

- **Personal Information:**

makefile

Copy code

Name: JOHN DOE

Address: 123 MAIN STREET, CITY, STATE, ZIP

Phone: (123) 456-7890

Email: JOHN.DOE@EXAMPLE.COM

- **Professional Information:**

yaml

Copy code

Job Title: Marketing Manager

Company: XYZ Corporation

- **Session Preferences:** Check boxes or fill in preferences for conference sessions.
- **Payment Information:** If applicable, provide payment details or attach a check.
- **Sign and Date:** Sign your name and write the current date.

Summary

Filling forms, whether online or manual, involves a systematic approach to ensure accuracy and completeness. For online forms, ensure you have a stable internet connection, and for manual forms, use legible handwriting and a pen with black or blue ink. Always double-check the information before submission to avoid errors and ensure a smooth process.

Form Filler <https://form-filler.pdfFiller.com>

<https://admission.svsdbhatoli.in>

Adobe Help Center <https://helpx.adobe.com> › acrobat › filling-pdf-forms

I. CREATION OF ACCOUNT

Creating an account on a website or application generally involves a series of steps to ensure the user's identity and provide them access to the platform's features. Here's a detailed explanation of the typical process:

1. Access the Signup Page

- **Navigate to the Signup Page:** Visit the website or open the app and find the "Sign Up" or "Register" button, usually located on the homepage.

2. Provide Personal Information

- **Enter Required Information:** Fill in personal details such as:
 - **Username:** A unique identifier that the user will use to log in.
 - **Email Address:** Used for communication and account recovery.
 - **Password:** A secure password to protect the account.
- **Optional Information:** Depending on the platform, additional information may be requested, such as:
 - **Full Name**
 - **Phone Number**
 - **Date of Birth**

3. Agree to Terms and Conditions

- **Review and Accept:** Read the platform's terms of service and privacy policy. You must agree to these terms to create an account.

4. Complete a CAPTCHA

- **Verify Human Identity:** Solve a CAPTCHA or other verification method to prove you're not a bot.

5. Submit the Form

- **Click “Sign Up”:** Submit the registration form. The platform will process the information.

6. Email Verification

- **Receive a Verification Email:** A confirmation email is sent to the provided email address.
- **Click Verification Link:** Open the email and click the verification link to confirm your email address and activate the account.

7. Profile Setup (Optional)

- **Additional Setup:** Some platforms might guide you through setting up your profile by adding a profile picture, bio, and other personal details.

8. Account Confirmation

- **Account Activation:** After verification, the account is activated, and you can log in using your username and password.

Security Considerations

- **Strong Password:** Use a combination of letters, numbers, and special characters.
- **Two-Factor Authentication (2FA):** Enable 2FA for added security, if available.

- **Regular Updates:** Periodically update your password and review your account information.

Example Flowchart

Here's a simplified flowchart of the account creation process:

1. Access Signup Page → 2. Enter Personal Information → 3. Agree to Terms → 4. Complete CAPTCHA → 5. Submit Form → 6. Email Verification → 7. (Optional) Profile Setup → 8. Account Confirmation

By following these steps, users can create accounts securely and start using the platform's features.

<https://support.google.com> ›

RAILWAY RESERVATION

Creating a railway reservation account typically involves registering on the official railway booking platform of a specific country, such as IRCTC for India, Amtrak for the United States, or National Rail for the UK. Here is a detailed explanation of the process for creating a railway reservation account:

Steps to Create a Railway Reservation Account

1. Access the Railway Reservation Website

- **Navigate to the Website:** Visit the official railway reservation website of your country. For example, IRCTC (Indian Railway Catering and Tourism Corporation) for India.

2. Locate the Signup/Register Option

- **Find the Registration Link:** Look for the "Sign Up," "Register," or "Create Account" option, usually located at the top of the homepage.

3. Fill in Personal Information

- **Provide Required Details:**
 - **Username:** Choose a unique username for your account.
 - **Email Address:** Enter a valid email address.
 - **Password:** Create a strong password.

- **Mobile Number:** Enter your mobile number for verification and communication.
- **Full Name:** Provide your full name as it appears on your ID.
- **Date of Birth:** Enter your date of birth.
- **Gender:** Select your gender.
- **Address:** Provide your residential address.

4. Set Security Questions

- **Select Security Questions:** Choose security questions and provide answers. These will be used for account recovery if you forget your password.

5. Agree to Terms and Conditions

- **Review and Accept:** Carefully read the terms of service and privacy policy. You must agree to these terms to proceed with the registration.

6. Complete CAPTCHA

- **Verify Human Identity:** Solve the CAPTCHA or complete any other verification method to prove you are not a robot.

7. Submit the Registration Form

- **Click “Register”:** Submit the registration form. The platform will process the information.

8. Email and Mobile Verification

- **Receive Verification Codes:** You will receive a verification code or link via email and SMS.
- **Verify Email and Mobile:** Click the link in the email or enter the verification codes on the website to verify your email address and mobile number.

9. Profile Setup (Optional)

- **Additional Setup:** Some platforms may guide you through additional profile setup steps, such as setting preferences for notifications and updates.

10. Account Confirmation

- **Account Activation:** After verification, your account will be activated, and you can log in using your username and password.

Security Considerations

- **Strong Password:** Use a combination of letters, numbers, and special characters.
- **Two-Factor Authentication (2FA):** Enable 2FA if available for added security.
- **Regular Updates:** Periodically update your password and review your account information.

Example Flowchart

Here's a simplified flowchart of the railway reservation account creation process:

1. Access Railway Reservation Website → 2. Locate Signup/Register Option → 3. Fill in Personal Information → 4. Set Security Questions → 5. Agree to Terms and Conditions → 6. Complete CAPTCHA → 7. Submit Registration Form → 8. Email and Mobile Verification → 9. (Optional) Profile Setup → 10. Account Confirmation

By following these steps, you can create a railway reservation account securely and efficiently, allowing you to book train tickets and manage your travel plans.

<https://www.indianrail.gov.in>

Indian Railway <https://indianrailways.gov.in>

RESERVATION/CANCELLATION REQUISITION FROM

South Central Railway Com.744/FHET (Rev)

If you are a Medical Practitioner, Please Tick (✓) in Box (you could be of help in an Emergency)

If you want Sr.Citizen concession, please write Yes/No in box if Yes, Please carry a proof of age during the journey to avoid inconvenience of penal charting under extant Railway Rules)

Do you want to be upgraded without any extra charge? Write YES/No in the box (If this option is not exercise, full fare paying passengers may be upgraded automatically)

Train No. & Name: Date of Journey: Class:

No. of Berth/Seats: Station From: To:

Boarding at: Reservation Upto:

S No	Name in Block Letters (not more than 15 Characters)	Gender M/F	Age	Concession/Travel Authority No.	Berth Choice Lower/Upper*	Veg/Non-Veg. for Rajdhani Shatabi Exp Only
1.						
2.						
3.						
4.						
5.						
6.						

Children below 5 years (For whom ticket is not to be issued)

S.No	Name in block letters	Gender M/F	Age
1.			
2.			

Onward/Return Journey Details

Train No. & Name: Date of Journey: Class:

No. of Berths/Seats: Station From To:

Name of Applicant:

Full Address :

Signature of the Applicant / Representative

Tel./Mob.No. if any: Date: Time:

For Official Use Only

S.No. Requisition: PNR No. Berth /Seat No.:

Amount Collected: Signature of Reservation Clerk

- Note**
- Maximum permissible passengers are 6 per requisition.
 - One person can give one requisition form at a time.
 - Please check your ticket & balance amount before leaving the window.
 - Forms not properly filled or illegible shall not be entertained
 - Choice is subject to availability.
 - Passengers booked on single ticket may or may not get compact accommodation in the upgraded class.
 - Pregnant women travelling alone may submit certificate from a Registered Medical Practitioner to be considered for lower berth separately earmarked.

ATM

An ATM (Automated Teller Machine) account is essentially a bank account that allows you to perform various transactions using an ATM card. These transactions typically include withdrawing cash, depositing funds, checking your account balance, and transferring money between accounts.

When you open an ATM account with a bank, you are provided with an ATM card which is linked to your account. This card usually has a magnetic stripe or a chip that contains your account information. You can use this card at ATMs, which are automated machines located at banks, convenience stores, shopping malls, and other locations, to access your account and perform transactions.

With an ATM account, you can withdraw cash anytime, day or night, from ATMs. You can also deposit cash or checks into your account at certain ATMs. Additionally, you can check your account balance to see how much money you have available, and you can transfer funds between your different accounts, if applicable.

Overall, an ATM account offers convenience and accessibility for managing your finances, allowing you to access your money quickly and easily without having to visit a bank branch during their business hours.

To create an ATM account, you typically need to follow these steps:

1. Choose a Bank:

Decide which bank you want to open an account with. Research different banks to compare their services, fees, and ATM network.

2. Visit the Bank Branch or Website:

You can either go to the physical branch of the bank or visit their website to begin the account opening process.

3. Select the Type of Account:

Banks offer various types of accounts such as savings accounts, checking accounts, or a combination of both. Choose the one that suits your needs.

4. Provide Identification:

You'll need to provide valid identification documents such as a passport, driver's license, or national ID card. Some banks may require additional documents for verification purposes.

5. Fill Out Application Form:

Complete the account opening application form provided by the bank. This form will ask for personal information such as your name, address, contact details, and sometimes employment information.

6. Deposit Initial Funds:

Some banks may require an initial deposit to open the account. Make sure you have the necessary funds ready to deposit into your new account.

7. Set Up ATM Card:

Once your account is open, the bank will issue you an ATM card linked to your account. You may need to set up a PIN (Personal Identification Number) for your ATM card for security purposes.

8. Activate Your Account:

Follow the bank's instructions to activate your account. This may involve signing documents, receiving an activation code via email or SMS, or visiting the branch in person.

9. Receive Welcome Kit:

After your account is activated, you may receive a welcome kit from the bank containing important information about your account, including terms and conditions, fee schedules, and contact details.

10. **Start Using Your ATM Account:** Your ATM account is now ready to use. You can withdraw cash, check your account balance, transfer funds, and perform other banking transactions at ATMs and through online or mobile banking services provided by your bank.

Remember to keep your ATM card and PIN secure and never share your PIN or account details with anyone to protect against fraud and unauthorized access to your account.

https://en.wikipedia.org/wiki/Automated_teller_machine

<https://www.investopedia.com/terms/a/atm.asp>

APPLICATION FORM FOR ATM CARDS

Thank you for applying for the SBI ATM Card. To help us process your request quickly, please fill this form as per the instructions below. If you have any questions, please check with your Branch Manager. We are committed to making your life simpler with the SBI ATM Card.

SBI Cash
 BRANCH _____
 ADD _____
 PHONE _____ FAX _____
 E-MAIL _____

IMPORTANT INSTRUCTIONS

- Please fill the entire form in CAPITAL LETTERS only.
- Complete all sections.
- Do not write outside the provided boxes.
- Joint a/c. to be either or survivor / anyone or survivor.
- Leave one box space between each word.
- Sign the declaration.
- Joint Account holder to fill separate application forms.

Your Name Name as you would like it on the card (max. 25 letters) with title, if required - Including Spaces.

For Example

Address for Correspondence

Town / City

State Pin Code

Telephone Off. Res. Mobile Number

My designated accounts on which I require ATM services :

Primary Account Savings or Current Branch

Saving A/c No. Current A/c No.

Declaration : • I am aware of the Terms and Conditions (overleaf) governing the use of the ATM Card and agree to abide by them.
 • The bank may call me at my residence / office in connection with my ATM transactions.

X
(Applicant's Signature)

Date

FOR OFFICE USE ONLY

MODE OF OPERATION SINGLE E OR S F OR S ANYONE OR S

STANDALONE ATM OR NETWORKED ATM

ATM Branch Code		Card Issuing Branch Code	
Link Branch Code		Issue Card	YES / NO
Daily Limit	(3000 / 5000 / 9900)		
Issue Card	YES/NO		

Application Sr. No. _____
 Old ATM Card No. _____
 New ATM Card No. _____

(Br. Manager's Sign. & Stamp)

STATE BANK OF INDIA
 TERMS & CONDITIONS

The Terms and Conditions under which the ATM card has been issued are mentioned below for your guidance.

(a) Terms Used here:
 Bank means State Bank of India
 Card means ATM Card issued to customer
 Cardholder means customer who has been issued ATM Card.

(b) The Card

- The card is the property of the Bank and shall be returned unconditionally and immediately to the Bank upon request by the Bank.
- The Bank reserves the right to cancel the card and stop its operations unilaterally without assigning any reason.
- The Card is non-transferable.

(c) The PIN

- The Card Holder is initially allotted a computer generated 4 digit PIN (Personal Identification Number) which will be in a secured and sealed PIN Mailer. The Card Holder is advised in his own interest to change this PIN to any other four digit number of his/her choice. For this purpose, he may use the PIN change option available at SBI-ATMs. While selecting a PIN, the cardholder is advised to avoid a PIN which can be easily associated with him/her (eg. Telephone number, date of birth etc.) Besides, the selected PIN value should not comprise of:
 - A sequence from the associated account number
 - String of the same number
 - Historically significant dates.
 Please remember that an unauthorised person can access the ATM services on cardholder's account if he gains the card and the PIN. The Card, therefore, should remain in Card Holder's possession and should not be handed over to anyone else. The Card is issued on the condition that the Bank bears no liability for the unauthorised use of the Card. This responsibility is fully that of the Card Holder. Further the Bank will not be responsible for any loss either direct or indirect on account of ATM failure / malfunctioning.

(d) Loss of Card

- The Card Holder should immediately notify the Branch from where he/she has obtained the card, if the card is lost/stolen. The Cardholder should change the PIN immediately if it is accidentally divulged.
- Any financial loss arising out of unauthorised use of the Card till such time the Bank record the notice of loss of Card will be to the Card holder's account.
- Fresh card will be issued in replacement of lost / damaged card at charge of Rs. 250/-

(e) Debit to customer's account

- The Bank has the express authority to debit the designated account of the cardholder for all withdrawals / transfers effected using the Card as evidenced by Bank's records, which will be conclusive and binding on the Card Holder.
- The Card Holder expressly authorises the Bank to debit the designated account with service charges from time to time.

(f) Transactions

- The transaction record generated by the ATM will be conclusive and binding unless found to be otherwise on verification and corrected by the Bank. The verified and corrected amount will be binding on the Card Holder's Deposits (cash and / or cheques etc) and will be verified by two officials of the Bank and their account will be deemed to be correct. Errors will be notified to the Card Holder by mail.
- Overstated cheques, drafts, dividend warrants etc. will normally be accepted on collection basis / immediate credits subject to Bank's existing terms and conditions governing such business.

(g) Closing of Accounts

- The Card Holder wishing to close the designated account or surrender the ATM facility will give the Bank 10 working days notice in writing and surrender the Card along with the notice.

(h) Validity of Card

- The Card has no expiry date.

(i) Others

- The ATM service is for withdrawing cash against the balance that is already available in your account. It is therefore the Cardholder's obligation to maintain sufficient balance in the designated account to meet cash withdrawals and service charges.
- Where the ATM is not connected on-line to the customer's branch, the transaction in the ATM will be accounted for on the same day or next working day.
- The Bank at its absolute discretion may attend the Terms and Conditions governing ATM services. Card Holders will be notified of such changes.

(j) Range of Services:

A. SBI-ATM Cards (Networked ATMs)

- **Fast Cash :** Cash withdrawals of pre-specified amount (at present Rs. 1,000/-, Rs. 2,000/-, Rs. 3,000/- and Rs. 5,000/-) from a primary account to be designated by the Cardholder.
- **Cash Withdrawals :** Cardholders may withdraw minimum of Rs. 100/- and maximum of Rs. 15,000/- per day, subject to the daily limit fixed by the Branch. Any deviation in this regard may attract additional charges.
- **Balance Enquiry :** Cardholder can see the balance in his account linked to ATM card on the screen as well as obtained during the day mode.
- **Statement of Account :** A statement containing the last five transactions in the account can be obtained during the day mode.
- **Deposits (Cash/Cheques) (not available at present) :** Cardholders are requested to deposit cash / cheque at the ATM located at the Branch where they maintain their account only after receipt at the Customer's Branch and realization thereof.
- **Request to bank for statement / cheque book :** Statement / cheque book will be issued after receipt of the request at the customer's branch.
- **Change of PIN :** Customers can change their PIN at any Networked ATM.

B. Standalone ATM Card

- **Cash withdrawal :** Cardholder may withdraw minimum of Rs. 500/- & maximum of Rs. 9900/- per day, subject to the daily limit fixed by the Branch. Any deviation in this regard may attract additional charges.
- **Fast Cash :** Cash withdrawals of pre-specified amount (at present Rs. 500/-, Rs. 1,000/-, Rs. 2,000/- and Rs. 3,000/-) from a primary account to be designated by the Cardholder.
- **Deposits (Cash / Cheques) (not available at present) :** Cardholders are requested to deposit cash / cheque at the ATM located at the Branch where they maintain their account only after receipt at the Customer's Branch and realization thereof.
- **Request to bank for statement / cheque book :** Statement / Cheque book will be issued after receipt of the request at the customer's branch.
- **Change of PIN :** Customers can change their PIN at any Networked ATM.
- **Procedure for Notifying Lost Card :** Customer should inform the branch which has issued the card in writing.

Note : The Bank reserves the right to introduce new facilities or remove existing facilities as and when warranted without assigning any reason for the same. However cardholder will be duly advised.

CREDIT/DEBIT CARD

Credit and debit cards are two common forms of payment cards used in financial transactions. Here's a breakdown of each:

Credit Card:

1. Definition:

A credit card is a plastic card issued by a financial institution that allows the cardholder to borrow funds to make purchases.

2. Functionality:

When you use a credit card to make a purchase, you are essentially borrowing money from the card issuer up to a certain credit limit. This allows you to buy goods and services even if you don't have the cash on hand at the moment.

3. Repayment:

Cardholders are required to repay the borrowed amount, typically on a monthly basis. If the full amount isn't repaid by the due date, interest is charged on the remaining balance.

4. Credit Limit:

Each credit card comes with a credit limit, which is the maximum amount the cardholder can borrow at any given time. This limit is determined by the card issuer based on factors such as credit history, income, and other financial obligations.

5. Benefits:

Credit cards often come with rewards programs, cashback offers, and other perks. They also offer added security compared to cash transactions, as they can be canceled or frozen if lost or stolen.

Debit Card:

1. Definition:

A debit card is also a plastic card issued by a financial institution, but it is linked directly to the cardholder's bank account.

2. Functionality:

When you use a debit card to make a purchase, the funds are immediately deducted from your bank account. You're essentially using your own money rather than borrowing from a credit card issuer.

3. No Borrowing:

Unlike credit cards, debit cards do not involve borrowing money or accruing debt. You can only spend what's available in your bank account.

4. PIN or Signature:

Debit card transactions typically require a personal identification number (PIN) or a signature to authorize the transaction.

5. No Interest:

Since you're using your own money with a debit card, there's no interest charged on transactions. However, some banks may charge fees for overdrafts or insufficient funds.

In summary, credit cards allow you to borrow money up to a certain limit and repay it later with interest, while debit cards allow you to spend only the money you have in your bank account without incurring debt. Both offer convenience and security in

financial transactions, but they differ in terms of borrowing, repayment, and associated fees.

Investopedia <https://www.investopedia.com> ›

Debit Card Application Form

Please tick the variant and Card network you wish to apply

<input type="checkbox"/> New	<input type="checkbox"/> Reissurance
<input type="checkbox"/> Domestic	<input type="checkbox"/> International
<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa
<input type="checkbox"/> Contactless	

Name

First	Last
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Address

Street Address	
Street Address Line 2	
City	Region
Postal / Zip Code	Romania

Email

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Phone

#

I hereby acknowledge that I have read and understood the terms and conditions as provided overleaf and I agree to the same.*

I agree to the terms of service.

Date

MM/DD/YYYY	
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Signature

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BODY LANGUAGE -PRACTICAL SKILLS FOR INTERVIEWS

Body language plays a significant role in interviews, as it can convey confidence, professionalism, and interest in the position. Here are some practical skills related to body language that can help you during interviews:

1. Maintain Eye Contact:

Making appropriate eye contact demonstrates confidence and engagement. Aim to maintain eye contact with the interviewer(s) without staring them down. If there are multiple interviewers, make sure to establish eye contact with each of them periodically.

2. Sit Up Straight:

Slouching can convey disinterest or lack of confidence. Sit up straight with your shoulders back to appear attentive and engaged.

3. Gesture Naturally:

Use hand gestures to emphasize your points and convey enthusiasm, but avoid excessive or distracting movements. Gesturing naturally can help you appear more animated and engaged in the conversation.

4. Smile:

A genuine smile can help you appear friendly and approachable. However, be mindful of the context and avoid smiling excessively, which may come across as insincere.

5. Mind Your Posture:

Your posture can convey a lot about your confidence and attitude. Avoid crossing your arms, as it can signal defensiveness or resistance. Instead, keep your arms relaxed at your sides or use them for natural gestures.

6. Mirror the Interviewer's Body Language (Subtly):

Mirroring the interviewer's body language, such as leaning slightly forward when they do or matching their pace of speech, can create a sense of rapport. However, be subtle and avoid mimicking their movements too closely, as it can appear insincere.

7. Manage Nervous Habits:

Be aware of any nervous habits you may have, such as tapping your foot or fidgeting with your hands, and try to minimize them. Practicing mindfulness techniques, such as deep breathing, can help you stay calm and composed during the interview.

8. Use Open Body Language:

Open body language, such as facing the interviewer directly, maintaining an open posture, and keeping your hands visible, conveys confidence and approachability.

9. Pay Attention to Nonverbal Cues:

Be attentive to the interviewer's nonverbal cues, such as facial expressions and body language, to gauge their reactions and adjust your responses accordingly.

10. Practice Active Listening:

Engage in active listening by nodding occasionally, maintaining eye contact, and using verbal cues (such as "I see," "That makes sense") to demonstrate your attentiveness and understanding.

By mastering these practical skills for body language, you can enhance your communication effectiveness during interviews and make a positive impression on potential employers.

Sure, let's delve into some specific examples of practical skills related to body language for interviews:

1. **Eye Contact:**

- Good Example: During the interview, you maintain regular eye contact with the interviewer(s) as you speak, showing confidence and interest in the conversation.
- Poor Example: You avoid making eye contact and instead stare at the floor or ceiling, which can make you appear disinterested or lacking in confidence.

2. **Posture:**

- Good Example: You sit up straight with your shoulders back, conveying attentiveness and confidence in your abilities.
- Poor Example: You slouch in your chair, with your arms crossed, giving the impression of disengagement or defensiveness.

3. **Smiling:**

- Good Example: You greet the interviewer with a warm and genuine smile, creating a positive and friendly atmosphere.
- Poor Example: You maintain a stern or neutral expression throughout the interview, which can make you seem unapproachable or unfriendly.

4. **Gesturing:**

- Good Example: You use natural hand gestures to emphasize key points or illustrate your responses, adding energy and enthusiasm to your communication.
- Poor Example: You fidget nervously with your hands or make exaggerated gestures, which can be distracting or detract from your message.

5. **Mirroring:**

- Good Example: You subtly mirror the interviewer's body language, such as leaning forward when they do, to establish rapport and connection.
- Poor Example: You overtly mimic the interviewer's movements, which can come across as insincere or manipulative.

6. Open Body Language:

- Good Example: You maintain an open posture, facing the interviewer directly with your arms relaxed at your sides, signaling confidence and openness.
- Poor Example: You cross your arms or legs, creating a barrier between yourself and the interviewer, which can convey defensiveness or discomfort.

7. Active Listening:

- Good Example: You nod occasionally and provide verbal cues, such as "I understand" or "That makes sense," to show that you are actively listening and engaged in the conversation.
- Poor Example: You appear distracted or disinterested, failing to acknowledge the interviewer's cues or respond appropriately to their questions.

By incorporating these examples of body language into your interview technique, you can enhance your communication skills and make a positive impression on potential employers.

Certainly, here's an example conversation demonstrating effective interview skills:

Interviewer: "Good morning, Sarah. Thank you for coming in today. How are you?"

Sarah: "Good morning, I'm doing well, thank you. I'm excited to be here."

Interviewer: "Great to hear. Let's start by discussing your previous work experience. Can you tell me about a challenging project you worked on and how you overcame obstacles?"

Sarah: "Of course. In my previous role at XYZ Company, I was tasked with leading a team to implement a new software system within a tight deadline. One of the biggest challenges we faced was unexpected technical issues that arose during the testing phase. To overcome this, I organized daily stand-up meetings with the team to identify and prioritize solutions. Additionally, I reached out to our IT department for support and worked closely with them to resolve the issues promptly. Ultimately, through effective communication and collaboration, we were able to successfully launch the software on schedule."

Interviewer: "That sounds like a challenging situation, but you handled it well. Can you tell me about a time when you had to adapt to a change in priorities or unexpected circumstances?"

Sarah: "Certainly. At one point in my previous role, our company underwent a restructuring that resulted in changes to our project timelines and resource allocation. Despite the initial uncertainty, I remained flexible and focused on adapting to the new priorities. I proactively communicated with my team to realign our goals and adjust our project plans accordingly. By staying agile and responsive to the evolving situation, we were able to maintain productivity and meet our objectives."

Interviewer: "Impressive. How do you handle working under pressure or tight deadlines?"

Sarah: "I thrive in fast-paced environments and enjoy the challenge of meeting tight deadlines. To stay organized and focused, I prioritize tasks based on urgency and importance, and I'm not afraid to delegate responsibilities when necessary. Additionally, I make effective use of time management techniques, such as breaking down larger tasks into smaller, more manageable steps. By maintaining clear communication and keeping a positive attitude, I've found that I can successfully navigate high-pressure situations and deliver results."

Interviewer: "That's great to hear. Now, let's discuss your teamwork and communication skills. Can you give me an example of a time when you had to collaborate with a diverse team to achieve a common goal?"

Sarah: "Absolutely. In my previous role, I was part of a cross-functional team tasked with launching a new product line. The team consisted of members from various departments, including marketing, sales, and product development, each with their own expertise and priorities. To ensure effective collaboration, I facilitated regular meetings to align our strategies and identify potential roadblocks. I also encouraged open communication and feedback among team members to foster a culture of transparency and accountability. By leveraging the diverse skills and perspectives of the team, we were able to successfully launch the product and exceed our sales targets."

Interviewer: "Thank you, Sarah. That's all the questions I have for now. Do you have any questions for me or anything else you'd like to add?"

Sarah: "Thank you for the opportunity to interview with your company. I'm excited about the possibility of joining your team. I do have a couple of questions about the company culture and opportunities for professional development. Could you tell me more about that?"

Interviewer: "Of course. I'd be happy to discuss that with you. Let me provide you with some additional information..."

In this example conversation, Sarah demonstrates effective interview skills by providing specific examples from her past experiences, highlighting her ability to handle challenges, adapt to change, work under pressure, and collaborate effectively in a team environment. She also concludes the interview on a positive note by expressing her interest in the company and asking thoughtful questions about the company culture and opportunities for growth.

- your sides or lightly resting on the table.

Axelerant <https://www.axelerant.com>
<https://www.youtube.com/watch?v=Go4GVvcS02Y>