



Career Guidance

DEGREE

BA(Bachelor of Arts)-3years
BA(Hons.) (Bachelor of Arts(Hons.))-3years
BRS(Bachelor of Rural Studies)-3years

CAREER PROSPECTS

Prepare for Civil Service Exams
Start own Venture
Research and Academics
Corporate/Private Job
Join Government Organizations
Consulting
Go for Higher Studies in Humanities, Management,
Communication or Social Work

SPECIALISATIONS

Applied Psychology	History
Sociology	Economics
Political Science	Journalism
Psychology	Geography
Philosophy	Social Work
Public Administration	
Archaeology and Museology	

Indian Language

(Urdu, Bengali, Hindi, Punjabi, Sanskrit,)

Foreign Language

(Italian, Spanish, French, German)

The skills you gain through studying an English degree are marketable
in most career areas.

Jobs directly related to your degree include:

- * TV Jobs (Anchors, Editors)
- * Publishing jobs in Print Media (Newspaper, Magazine)
- * Manager in Corporate Communication
- * Teacher and lecturer in Schools and Colleges
- * Lawyer
- * Digital copywriter
- * Editorial assistant
- * English as a foreign language teacher
- * Lexicographer
- * Magazine journalist
- * Newspaper journalist
- * Publishing copy-editor/proofreader
- * Web content manager
- * Writer

Jobs where your degree would be useful include:

- * Academic librarian
- * Advertising account executive
- * Advertising copywriter
- * Arts administrator
- * Film director
- * Information officer
- * Marketing executive
- * PPC specialist
- * Primary school teacher
- * Private tutor
- * Public relations officer
- * Records manager
- * Secondary school teacher
- * Social media manager

Interview Skills

An interview is a conversation between an employer and a prospective applicant. Interviews are of different types. Now a days, interviews are also conducted through video conferencing, through skype or over telephone.

The job interview is one of the several stages in the process of selecting the potential applicants. Listening and speaking skills play a vital role. Generally questions are asked in connection with the candidate's qualification, work experience, vision, interests, personality, physical health and general background. Apart from these, there are a number of things to remember and follow before, after and during the interview.

Before the interview

- ❖ Gather information about the organisation.
- ❖ Find out why you are interested in the organisation and the job you have applied for
- ❖ Prepare answers for standard interview questions.

Do's and Don'ts on the day of the Interview

Do's

- ❖ Be punctual. Arrive in time.
- ❖ Dress appropriately
- ❖ Act appropriately. Extend social courtesies. (Greet as you enter and thank when you leave.)
- ❖ Be positive. Stay focused.
- ❖ Maintain a confident posture.
- ❖ Maintain eye contact when you speak.
- ❖ Listen attentively. Smile pleasantly.
- ❖ Talk about your strengths.
- ❖ Ask only relevant questions.

Don'ts

- ❖ Don't be fidgety.
- ❖ Avoid sharing unnecessary information.
- ❖ Don't talk when not needed.

21st century Skills

To be successful in today's competitive world, you need to acquire necessary skills and competencies based on the field where you wish to pursue a career. Core academic knowledge and technology skills are mandatory requirements. In addition to these, regardless of the career you choose, job readiness in the 21st century requires competence in the following skill area:

- ❖ Communication skills-Aural, Oral and Written
- ❖ Critical thinking and Problem solving
- ❖ Creativity
- ❖ Collaboration and teamwork
- ❖ Initiative and leadership

While learning processes in school provide ample opportunities for holistic development, the learners need to focus on upgrading and enhancing their skills and talents through conscious continuous self driven learning.

Filling up OMR(Optical Mark Recognition) sheet is an important part of objective exams like the JEE, UPSC, TNPSC. Filling up OMR sheet is also a skill. There are two important aspects to be kept in mind while filling an OMR sheet–Fill it quickly and fill it correctly. The following is the sample filled in OMR sheet for a Scholarship Exam.

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<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>INSTRUCTIONS TO THE CANDIDATE</p> <ol style="list-style-type: none"> 1. Use Blue / Black ball pen only to fill 2. Ensure your choice before shading 3. More than one choice will not be evaluated 4. Handle the sheet with care <p>SHADING METHOD</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> A B C D </div> </div> <div style="width: 65%;"> <p>SUBJECT CODE</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> 001 Maths with Biology </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> 002 Maths with Computer Science </div> </div> </div>																																																																																																																																																																																																																	
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For you to practise

MERIT SCHOLARSHIP EXAMINATION

ANSWER SHEET

Slide 1

CENTRE NAME & PLACE :

☐ Please refer to the Information Brochure for filling each item below.
☐ Write only in CAPITAL LETTERS. Ensure you enter the correct code mentioned against the apt choice and shade ● the circle accordingly.

1. NAME OF THE CANDIDATE

APPLICATION NUMBER: 19149853

See Only 10 PENCILS to fill the application card
APPLICATION INCOMPLETE IN ANY RESPECT SHALL NOT BE CONSIDERED

RIGHT METHOD

WRONG METHOD

FATHER'S / GUARDIAN'S NAME OF THE CANDIDATE

MOBILE NO. : 1

MOBILE NO. : 2

Please Turnover...

For you to practise

Slide - 2

YOUR COMPLETE POSTAL ADDRESS INCLUDING YOUR FULL NAME
(Write in Black ball point pen only. Use CAPITAL LETTERS. Do not use Pencil)

Name : _____

CO : _____

Address : _____

City : _____

State : _____ Pin Code : _____

Mobile No. 1 : 0 _____

Mobile No. 2 : 0 _____

Email : _____

2. GENDER ☐

1. MALE ☐

2. FEMALE ☐

3. TRANSGENDER ☐

SIGNATURE
(Use Black Ball Point Pen only)

PHYSICS

1	<input type="checkbox"/>	A	B	C	D
2	<input type="checkbox"/>	A	B	C	D
3	<input type="checkbox"/>	A	B	C	D
4	<input type="checkbox"/>	A	B	C	D
5	<input type="checkbox"/>	A	B	C	D
6	<input type="checkbox"/>	A	B	C	D
7	<input type="checkbox"/>	A	B	C	D
8	<input type="checkbox"/>	A	B	C	D
9	<input type="checkbox"/>	A	B	C	D
10	<input type="checkbox"/>	A	B	C	D

CHEMISTRY

11	<input type="checkbox"/>	A	B	C	D
12	<input type="checkbox"/>	A	B	C	D
13	<input type="checkbox"/>	A	B	C	D
14	<input type="checkbox"/>	A	B	C	D
15	<input type="checkbox"/>	A	B	C	D
16	<input type="checkbox"/>	A	B	C	D
17	<input type="checkbox"/>	A	B	C	D
18	<input type="checkbox"/>	A	B	C	D
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20	<input type="checkbox"/>	A	B	C	D

MATHS

21	<input type="checkbox"/>	A	B	C	D
22	<input type="checkbox"/>	A	B	C	D
23	<input type="checkbox"/>	A	B	C	D
24	<input type="checkbox"/>	A	B	C	D
25	<input type="checkbox"/>	A	B	C	D
26	<input type="checkbox"/>	A	B	C	D
27	<input type="checkbox"/>	A	B	C	D
28	<input type="checkbox"/>	A	B	C	D
29	<input type="checkbox"/>	A	B	C	D
30	<input type="checkbox"/>	A	B	C	D

BIOLOGY

31	<input type="checkbox"/>	A	B	C	D
32	<input type="checkbox"/>	A	B	C	D
33	<input type="checkbox"/>	A	B	C	D
34	<input type="checkbox"/>	A	B	C	D
35	<input type="checkbox"/>	A	B	C	D
36	<input type="checkbox"/>	A	B	C	D
37	<input type="checkbox"/>	A	B	C	D
38	<input type="checkbox"/>	A	B	C	D
39	<input type="checkbox"/>	A	B	C	D
40	<input type="checkbox"/>	A	B	C	D

OUTCOMES



LEARNING

Listening

Students will be able to

- ❖ Listen to passages, announcements and answer short questions, based on their comprehension.
- ❖ Listen to poems and identify missing words, rhyming words and other words associated with sounds or themes.
- ❖ Identify and refer the pronunciation of words.

Speaking

- ❖ Participate in activities like role-play, debates, discussions, etc.
- ❖ Describe process, express views on social issues and personal experiences
- ❖ Orate and elocute with clarity and expression.

Writing

- ❖ Learn to paraphrase poems, make notes, take notes and summarise passages comprehending the theme and topic.
- ❖ Write letters, paragraphs, essays and develop hints into stories
- ❖ Acquire the ability to interpret non-verbal representations like pie-charts, histograms, bar-diagrams etc.

Vocabulary

- ❖ Understand the meaning of words and learn to pronounce them correctly.
- ❖ Identify synonyms and antonyms.
- ❖ Use homophones and same word in different parts of speech and solve cross word puzzles.
- ❖ Use idioms in sentences of their own, words with appropriate prefixes and suffixes.

Grammar

- ❖ Identify the different kinds of sentences and use the sentences appropriately in contexts.
- ❖ Identify active and passive voice and transform the sentences from one form to another.
- ❖ Learn to use tense forms, modal verbs and question tags.
- ❖ Differentiate direct and indirect speech, report conversations, write dialogues and to frame questions.



Acknowledgement

We express our gratitude to the writers and publishers whose contributions have been included in this book. Copyright permission for use of these materials have been applied for, however information on copyright permission for some of the material could not be found. We would be grateful for information for the same.

Prose

- ❖ **Two Gentlemen of Verona** - *A.J. Cronin*
- ❖ **A Nice Cup of Tea** - *George Orwell*
- ❖ **In Celebration of Being Alive** - *Dr. Chriistian Barnard*
- ❖ **The Summit** - *Edmund Hillary*
- ❖ **The Status of Tamil as a Classical Language** - *George L. Hart*
- ❖ **On the Rule of the Road** - *A.G Gardiner*

Poem

- ❖ **The Castle** - *Edwin Muir*
- ❖ **Our Casuarina Tree** - *Toru Dutt*
- ❖ **All the World's a Stage** - *William Shakespeare*
- ❖ **Ulysses** - *Alfred Tennyson*
- ❖ **A Father to his Son** - *Carl August Sandburg*
- ❖ **Incident of the French Camp** - *Robert Browning*

Supplementary

- ❖ **God Sees the Truth but Waits** - *Leo Tolstoy*
- ❖ **Life of Pi** - *Yann Martel*
- ❖ **The Hour of Truth (Play)** - *Percival Wilde*
- ❖ **The Midnight Visitor** - *Robert Arthur*
- ❖ **All Summer in a Day** - *Ray Bradbury*
- ❖ **Remember Caesar (Play)** - *Gordon David*