

Appendix

Language Play

1. Let's be clear

	Meaning	Sentence
1. farther, further		
farther	to a greater distance	- He went farther down the road.
further	more or extra	- Have you anything further to add?
2. later, latter		
later	at a time in the future or after the time you have mentioned	- He will visit there in the later half of the season.
latter	concluding, second mentioned of two people or things	- He chose the latter of the two options.
3. all ready, already		
all ready (phrase)	completely prepared	- We are all ready to leave.
already	previously	- When we came in, we found that he had already arrived.
4. everyday, every day		
everyday (adjective)	commonplace	- Don't wear an everyday outfit for the wedding.
every day	each day	- I go to the park every day.
5. poisonous, venomous		
poisonous	anything that poisons you when you eat it	- Don't eat those poisonous berries.
venomous	anything that will poison you if it bites you	- Be careful, that's a venomous snake.
6. imply, infer		
imply	suggest something	- Democracy implies free elections.
infer	to figure something out that isn't stated outright	- What do you infer from her refusal?



7. award, reward

award	prize	-	Ravi certainly deserves the award.
reward	something given in return for effort, achievement, hard work, merit etc.	-	Let's reward all the participants.

8. compliment, complement

compliment	to say something nice	-	We should compliment you on your performance .
complement	added to, required to	-	The green wall paper is the perfect complement to the antique table.

12. bemused, amused

bemused	confused	-	She was bemused by the questions asked.
amused	entertained	-	The teacher read the article with an amused expression.

13. continuous, continual

continuous	never ending	-	Focus on continuous improvement.
continual	to stop and start	-	The continual disputes between my neighbours disturbs me a lot.

14. discreet, discrete

discreet	careful, cautious, showing good judgment	-	Rich people try to be discreet with their money because they do not want everyone to know they are rich.
discrete	individual, separate or distinct	-	A room is a discrete place within a house.

15. alternate, alternative

alternate	occur in turns	-	She was asked to attend the workshop on alternate days.
alternative	available as another choice	-	Is there no alternative to your method?

16. sympathy, empathy

sympathy	feelings of pity or sorrow for someone else's misfortune	-	Let us show some sympathy for the flood victims.
empathy	ability to understand and share the feelings of another	-	The boss felt no empathy for those who failed to submit their project on time.

17. waiver, waver

waiver	an act or instance of giving up a claim or right	-	We had to sign a waiver, giving up all rights to the land.
waver	move in a quivering way, flicker	-	The flame wavered in the gentle breeze.

18. historic, historical

historic	having importance in history	-	She returned safely from her historic flight into space.
historical	concerning history or past events	-	She writes historical novels set in 18th century England.

19. aisle, isle

aisle	a passage between rows of seats		Do not block the aisle with your shopping cart.
isle	an island		Sri Lanka is an island.

20. breach, breech

breach	to break through, to break a rule, a gap	-	The huge waves made a breach in the wall of the old castle.
breech	the back part of a gun barrel	-	He checked to see if the breech had bullets in it.

2. Choose the correct options:

1. Which word means 'absence of government'?

- ❖ autocracy
- ❖ aristocracy
- ❖ autonomy
- ❖ anarchy

2. When something is hilarious it is _____

- ❖ scary
- ❖ funny
- ❖ sad
- ❖ boring



3. If your friend always thinks the best will happen she is _____

- ❖ humorous
- ❖ optimistic
- ❖ creative
- ❖ frank

4. A solemn promise or undertaking

- ❖ promise
- ❖ vote
- ❖ pledge
- ❖ agreement

5. Students screaming in a hall will create a _____

- ❖ argument
- ❖ drama
- ❖ illusion
- ❖ pandemonium

6. I would leave earlier, so that I can avoid the _____

- ❖ peak hour
- ❖ traffic time
- ❖ rush hour
- ❖ peak time

3. Match the root words with their meaning

1. ocul - city
aud - eye
urb - hear

2. auto - life
bio - water
hydr - self

3. mono - sound
phon - far off
tele - one

4. pseudo - light
psycho - false
photo - soul: spirit

5. therm - measure
meter - beneath
hypo - heat

6. inter - against
trans - between
anti - across

4. Give one word for the following (the number of letters are mentioned)

1. To fall down because of illness or weakness - _____(8)
2. To hurt or cause physical harm - _____(6)
3. To have an uncomfortable feeling on the skin - _____(4)





5. Find one word for each of the following. The first letter of the word is given.

- | | | |
|--|-----|-------|
| 1. slightly salty | - b | _____ |
| 2. a hot, smoldering fragment of wood left from a fire | - e | _____ |
| 3. about to occur | - i | _____ |
| 4. technical terminology | - j | _____ |
| 5. a small rounded hill | - k | _____ |
| 6. bright or radiant | - l | _____ |
| 7. a large number | - m | _____ |
| 8. gather or bring together | - m | _____ |
| 9. pure, free from contamination | - p | _____ |
| 10. one who lives in solitude | - r | _____ |
| 11. capable of being wounded or hurt | - v | _____ |

6. Fill in the blanks by choosing the most appropriate word or phrase from those given in brackets.

1. They went for a walk in the _____, clean November air. [clear, crisp, cheerful]
2. He _____ her that she would pass. [ensured, insured, assured]
3. After the sports day, the competitors felt completely _____. [done out, run out, done in]
4. We owe a deep debt of _____ of the freedom fighters. [patriotism, remembrance, gratitude]
5. His shabby clothes and uncombed hair gave him a _____ appearance. [disreputable, disrespect, discontented]
6. One word for 'a following of one thing after another' is _____. [sequence, consequence, similar]
7. An agreement to protect another country is an _____. [treaty, assurance, alliance]
8. _____ is a speech by an actor speaking to himself. [comic relief, monologue, soliloquy]
9. A maze is also known as a _____. [paradox, legacy, labyrinth]
10. Although Veera was very critical, his family hoped that he would _____. [pull out, pull off, pull through]

7. Rearrange the following to make meaningful sentences.

- a. 1. village / thatched / with / Karma / house / lived / his / in / parents / a / house / in / small.
2. village / to / outside / his / went / school / he / a
3. meals / had / midday / and / enjoyed / studying / he / there
4. field / their / his / needed / help / parents / in / his
5. sending / so / him / school / they / stopped / to



- b. 1. here / out / there / flames / broke / and
2. board / now / was / every / fire / knew / one / on / there / a
3. Smoldering / gale / the / fire / fanned / rising / the
4. to / told / quit / were / ship / be / the / ready / passengers / to /
- c. 1. conveying / means / the / first / information / speech / of / was
2. writing / thus / was / of / as / storing / introduced / a / information / means
3. permanent / in / knowledge / printing / spreading / then / helped / in / form / a
4. are / media / however / all / passive / these
5. revolution / hailed / as / computer / therefore / is / a

8. Find words related to the given topic in each group of words and write them in the box.

a. Media

band	thoughts	cast	edition	exhibition
scene	culture	show	audience	circulation
poster	review	association	interval	channel

b. Civic Sense

ethics	zeal	integrity	definition	symbol
attention	adjutant	oilment	birthday	pride
value	heritage	mankind	national	unite

c. Adventure

rash	daredevil	melodious	hazardous
intelligent	alternative	risk	chances
fantasy	gallant	odyssey	venture
unnerved	confectionary	pessimist	heroic

d. Mystery

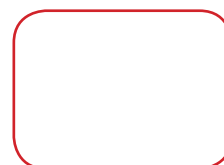
forensics	baffling	clue	horrific
division	destruction	memory	attractive
spelling	dark	vague	secretive
alibi	specific	weird	

e. Art

power	expertise	involvement	portrait
elimination	demonstration	union	complaint
masterpiece	pastoral	exhibits	imagery

f. Literature

genre	epic	additional
renovation	epistle	folklore
regeneration	classical	exclusive
blank verse	activist	allergy



9. Complete following proverbs.

1. One swallow_____.
2. Don't put off until tomorrow_____.
3. _____ begins with a single step.
4. _____ many irons _____.
5. The grass is always _____.
6. _____ is another main poison.
7. A friend's frown _____.
8. _____ by the company _____.
9. Hope _____ and prepare _____.
10. _____ today is worth two _____.

10. Different types of expressions in English

There are many different types of expressions in English but here are the main ones:

- ❖ Idioms
- ❖ Phrasal Verbs
- ❖ Cliché
- ❖ Jargon
- ❖ Proverbs

a. Idioms

- 1) An established group of words, the meaning of which is not clear or understandable from the individual words

	Idioms		Meanings
1.	Hang in there	-	don't give up
2.	Hit the sack	-	go to sleep
3.	Miss the boat	-	it's too late
4.	Under the weather	-	sick



5.	Comparing apples to oranges	-	comparing two things that cannot be compared
6.	Ignorance is bliss	-	you are better off not knowing
7.	Spill the beans	-	give away a secret
8.	The ball is in your court	-	it's your decision
9.	Throw caution to wind	-	take a risk
10.	Take a rain check	-	postpone a plan

2) Let's add colour to the English language by learning and using a few idioms associated with colours.

1. Green with envy – to be very jealous envious

Ex: Saif was green with envy when he saw my new car.

2. Take the red eye - a late night flight that arrives early in the morning

Ex: Harish took the red eye from California to New York last night and now he is exhausted.

3. Tickled pink – to be extremely pleased

Ex: My aunt was tickled pink that you called on her birthday.

4. Black as a skillet – used to describe something that is very dirty, black with dirt

Ex: Your clothes are as black as a skillet after cleaning the car.

5. Blue collar – used to describe men used as labourers or factory workers

Ex: The company got rid of a lot of the blue-collar workers during the recession.

6. Brownd off – to be bored or annoyed with someone or something

Ex: Children are always brownd off when their neighbour comes to visit.

7. White wash something – to cover up our faith or wrongdoings

Ex: The organization was accused of trying to white wash the scandal over charity pay outs.

8. A yellow streak – someone who has cowardice in their character

Ex: My neighbour has a yellow streak and he will not help me, if I have problem.

9. Grey matter – brains, intelligence

Ex: I wish my brother would use his grey matter more effectively when he is planning something.

10. In black and white – in writing, officially

Ex: Put down your complaint in black and white.



11. Black and blue – bruised

Ex: My shoulder was black and blue after I fell down.

3) Idioms associated with insects, animals

1. Open a can of worms – create a whole new set of problems

Ex: That discussion of yours will open a can of worms.

2. The world is your oyster – you have many good opportunities in front of you

Ex: Mohan has graduated from a wonderful university, so the world is his oyster!

3. Watching like a hawk – watching something very closely

Ex: The hostel warden watches the students like a hawk.

4. Mad as a hornet – very angry or furious

Ex: My sister was as mad as a hornet, when we broke the expensive vase.

5. Get your ducks in a row – organise things

Ex: The domain expert will review the project to make sure that all the ducks are in a row.

6. Hold your horses – slow down, stop

Ex: Hold your horses ! There's no need to rush.

7. Let sleeping dogs lie – leave it alone, leave something in peace

Ex: Finally, they decided to let sleeping dogs lie and not discuss the matter any further.

8. Chicken out –to decide not to do something out of fear

Ex: Don't chicken out of the programme because you have to compere.

9. Make a bee line – go straight for something

Ex: As soon as my friend got off the plane she made a bee line to the cafeteria.

10. Until the cows come home – for a very long time

Ex: Shailaja wouldn't mind listening to music till the cows come home

11. A lone wolf- someone who prefers to spend time alone and has few friends

Ex: That boy is a lone wolf and spends most of his time alone.

12. Monkey around with (someone or something) – to play with or waste time with someone or something

Ex: My maid's son spent the morning monkeying around with an old radio.

13. As meek as a lamb – quiet, docile, meek

Ex: The new secretary is as meek as a lamb.

14. A dumb bunny – a stupid or gullible person

Ex: Sam is a dumb bunny and everyone makes fun of him.

15. Have a whale of a time – to have an exciting and interesting time

Ex: We had a whale of a time at the party.

b. Phrasal Verbs

A phrasal verb is always constructed with a verb and an adverb or preposition

	Phrasal Verb	-	Meaning
1.	run into	-	meet
2.	look up to	-	respect
3.	think back on	-	recall
4.	drop by	-	visit without appointment
5.	chip in	-	help
6.	run out	-	have none left
7.	get back at	-	to get revenge on someone
8.	black out	-	to faint
9.	back down	-	to withdraw
10.	clam up	-	to refuse to speak

c. Clichés

It's a word or phrase that has become so popular that it is considered 'overused'

	Clichés	-	Meaning
1.	Every cloud has a silver lining	-	every problem has a solution or something good in it
2.	Take the bull by the horns	-	to tackle a problem head on
3.	To live happily ever after	-	they lived happily
4.	Fit as a fiddle	-	in a good state of health
5.	Avoid like the plague	-	something that should be avoided at all costs

d. Jargon

Words and phrases that are only used by a particular profession or group and are usually difficult for others to understand.

1. Examples of Medical Jargon

1. Agonal	-	Term to signify a major, negative change in a patient's condition
2. IM	-	Intramuscular
3. FX	-	bone fracture

2. Business Jargon

1. The 9 to 5	-	a standard work day
2. bang for the buck	-	to get the most for your money
3. chief cook and bottle washer	-	a person who holds many responsibilities
4. thought shower	-	to come up with several ideas
5. blue sky thinking	-	creative ideas free from practical constraints

3. Police Jargon

1. Code eight	-	officer needs help immediately
2. Code eleven	-	the individual is at the scene of crime
3. FTP	-	the failure of an individual to pay a fine
4. Assumed room temperature	-	an individual has died
5. 10 – 4	-	Radio jargon meaning okay or understand

4. Military Jargon

1. SAM	-	surface-to-air missile
2. PCS	-	a permanent change of station
3. SQDN	-	a squadron

5. Political Jargon

1. getting on a soap box	-	making a speech in public
2. flip flopper	-	a candidate or politician who changes his mind on certain important issues
3. tree hugger	-	an environmentalist
4. lame duck	-	a politician who is considered ineffective

6. Work Place

1. Get our ducks in a row	-	order and organize everything efficiently and effectively
2. The helicopter view	-	an overview of a job or a project
3. Boil the ocean	-	attempt to do something that is impossible
4. Pick the low hanging fruit	-	choose the simplest option or avenue to accomplish a task

e. Proverbs

1. A proverb is a short saying that is repeated as a piece of advice or suggestion. It usually expresses the common truth.

	Proverbs	Meaning
1.	A drowning man will clutch at a straw.	A person in a difficult situation will take any available opportunity to improve it.
2.	Call a spade a spade.	To say the truth, even if it is not pleasant
3.	Cross the stream where it is the shallowest.	To do things in the easiest possible way
4.	Discretion is the better part of valour.	It is wise to be careful and not show unnecessary bravery.
5.	Fall seven times, stand up eight.	Be resilient and try despite failures. That's how you succeed.

2. Proverbs from all around the world

Proverbs are simple and factual sayings that expresses a truth based on common sense and experience. They are a part of every language as well as every culture. Proverbs play an important part of gaining cultural knowledge, metaphorical understanding and communicative competence.



Think of a proverb as a little tidbit of wisdom. There is a proverb for just about every circumstance. In simple words, proverbs are wise sayings which offer advice on how to live your life.

1. Shared joy is a double joy; shared sorrow is half a sorrow. – Swedish proverb
2. It's better to light a candle than cause the darkness. – Chinese proverb
3. Change yourself and fortune will change. – Portuguese Proverb
4. Don't sail out farther than you can row back. – Danish proverb
5. Instruction in youth is like engraving on a stone. – Moroccan proverb
6. Character is always corrupted by prosperity. – Icelandic proverb
7. Turn your face to the sun and the shadows will fall behind you. – New Zealander proverb
8. To be willing is only half the task. - Armenian proverb
9. A beautiful thing is never perfect. – Egyptian proverb
10. A man does not seek his luck; luck seeks its man. – Turkish proverb

3. Proverbs in Indian Languages

1. Without the breeze blowing can the leaves tremble? – Manipuri Proverb
2. Knowledge is higher than power – Hindi proverb
3. The worth of the shade is only known when the sun is beating down hot. – Tamil proverb
4. For a satiated duck, fish becomes tasteless. – Bhojpuri proverb
5. The right path is steep and upwards, the wrong path is easy and horizontal. – Mizo proverb
6. There will always be a ditch in front of a person in a hurry – Punjabi proverb

11. Colours and their significance

Colours have tremendous symbolic power across cultures and countries. Artists of all ages have worked with colour schemes to depict different feelings, seasons and ceremonies depending on one's culture and origin.

Colours can be broadly classified into three categories based on their properties.





Interestingly colours are used to portray different moods, emotions and expressions.

Red	-	excitement, energy, fusion, courage, attention, danger, power
Yellow	-	enthusiasm, opportunity, happiness, positivity, youth, success, confidence
Blue	-	freedom, wisdom, joy, trust, honesty, loyalty, responsibility, integrity, tranquility
Orange	-	optimism, adventure, warmth, excitement, sacrifice, fun, creativity,
Green	-	prosperity, harmony, safety, growth, kindness
Purple	-	comparison, spirituality, mystery, royalty
Brown	-	reliability, stability, honesty, comfort, humility
Grey	-	gloom, depression, compromise
Black	-	pessimism, mourning, evil, sorcery
White	-	peace, purity, goodness

12. Abbreviations

1. SMIM - Send Me an Instant Message
2. EOD - End Of Discussion
3. EAT - Estimated Arrival Time
4. IMD - India Meteorological Department
5. INSAT - Indian National Satellite
6. SEBI - Securities Exchange Board of India
7. CSI - Crime Scene Investigation
8. CPS - Child Protective Services
9. DARE - Drug Abuse Resistance Education
10. AMA - Against Medical Advice
11. SUV - Sports Utility Vehicle
12. NHL - National Hockey League
13. PBS - Public Broadcasting Service
14. ACF - Administration for Children and Families
15. SCUBA - Self-Contained Underwater Breathing Apparatus
16. SIM - Subscriber Identification Module
17. DSS - Delayed Shock Syndrome
18. NOPE - National Optimum Population Effort
19. NORD - National Organization for Rate Disorders
20. PSA - Public Service Announcement

21. UNOS - United Network for Organ Sharing
22. WWF - World Wildlife Fund
23. ZPG - Zero Population Growth
24. WMA - World Medical Association
25. PAWS - Progressive Animal Welfare Society

13. Descriptive Writing

Physical Description

He/She has got	He/She is	He/She has got	He/She is wearing
hair long short curly scraight dark blond bald beard	body tall short fat thin strong weak pretty ugly beautiful handsome	eyes big small blue brown grey	clothes t-shirt jumper trainers shoes trousers jeans shocks dress skirt hat

Attempt a description of the following people with the help of the hints given in each box.

Father

Name : Elangovan
 Age : 41
 Job : businessman
 Height : 178cm(medium)
 Weight : 72 kg(slim)
 Hair : short, straight, black
 Eyes : small, black
 Looks : handsome
 Clothes : smart clothes for work(suit, shirt, tie), casual clothes in free time
 Personality : hard working, honest, determined,
 Sports : football, hockey
 Free time : watch movies
 Likes : vegetables, chicken
 Dislikes : junk food, sweets



Mother

Name : Thenmozhi
 Age : 38
 Job : nurse
 Height : 160cm (short)
 Weight : 50 kg (slim)
 Hair : short, wavy
 Eyes : big, green
 Looks : pleasant
 Clothes : fashionable but comfortable
 Personality : helpful
 Sports : Kho Kho,
 Free time : do cross word, read books
 Likes : vegetables, fruits
 Dislikes : meat, chocolates



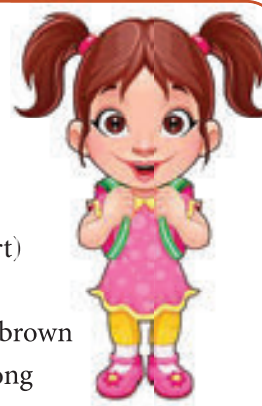
Brother

Name : Pugazhendi
 Age : 24
 Job : pupil
 Height : 161 (medium)
 Weight : 50 (slim)
 Hair : short, brown, blowy
 Eyes : big, blue
 Looks : freckled
 Clothes : T-shirt, jeans, trainers(always!)
 Personality : clever, wilful, dissatisfied
 Sports : skateboarding
 Free time : play computer games
 Likes : pizza
 Dislikes : fruit, vegetables



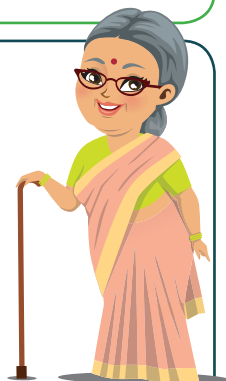
Sister

Name : Bargavi
 Age : 15
 Job : school girl
 Height : 105cm(short)
 Weight : 28 kg(thin)
 Hair : long, wavy, brown
 Eyes : big, blue, long eyelashes
 Looks : beautiful
 Clothes : dresses, skirts
 Personality : lovely, cute, cheerful, shy



Grandmother

Name : Karpagam
 Age : 68
 Relation : mother's mum
 Job : retired
 Height : 155cm(short)
 Weight : 75 kg(plump)
 Hair : short, curly, grey
 Eyes : small, brown
 Looks : wrinkled
 Clothes : sarees
 Personality : kind, friendly, devoted
 Sports : nothing
 Free time : knit, watch TV, meet friends
 Likes : chicken, salads, candies
 Dislikes : fish, carrots



Grandfather

Name : Sundar
 Age : 70
 Relation : mother's father
 Job : retired
 Height : 165cm(short)
 Weight : 68 kg(thin)
 Hair : bald
 Eyes : big, black
 Looks : weak and old
 Clothes : pant and shirt
 Personality : kind and loving



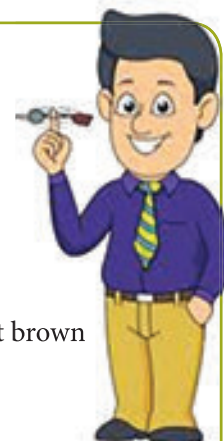
Aunt

Name : Banu
 Age : 29
 Relation : mother's sister
 Job : dentist
 Height : 172cm(tall)
 Weight : 61kg(slim)
 Hair : long, straight, black
 Eyes : big, black
 Looks : pretty, neat
 Clothes : sporty
 Personality : smart, stylish
 Sports : running, skiing
 Free time : do voluntary work
 Likes : vegetables, salads, fish
 Dislikes : onion, cake



Uncle

Name : Ashwin
 Age : 33
 Relation : father's brother
 Job : manager
 Height : 169cm(short)
 Weight : 68 kg(thin)
 Hair : short, curly, light brown
 Eyes : small, green
 Looks : tired(always)
 Clothes : casual
 Personality : funny, zany, easy-going
 Sports : nothing
 Free time : play the guitar
 Likes : junk food, cola
 Dislikes : healthy food



Me

Name : Anand
Age : 16
Job : student
Height : 170cm(tall)
Weight : 49 kg(thin)
Hair : long, wavy, black
Eyes : big, black
Looks : pretty

Clothes : trendy
Personality : cheerful, friendly,
intelligent
Sports : fitness, tennis
Free time : meet friends, shopping
Likes : salad, chicken, fish
Dislikes : cola, beans



14. Telephone Language

Answering the phone	Hello? Jothi speaking. How may I help you?
Introducing yourself	Hello, this is Viji calling
Asking to speak with someone	- May I speak to Mr. Ezhil, please? - I'm just calling to say...
Connecting someone	- One moment, please. - I'm sorry, you have dialled a wrong number
Making special requests	Could you please repeat/spell that? - I can't hear you, can you speak up a little?
Promising to call	- I'll call/phone you(back) - I'll give you a ring /call - I'll get back to you - I'm returning your call - I'll be in touch
Taking a message for someone	- I'm sorry, Lakshmi's out/busy at the moment. - Can I ask who's calling? - Can I take a message? - I'll let him/her know you called.
Leaving a message with someone	- Yes, it's Shakthi here. Could you ask him to call me when he gets in? My number is... - No, that's okay. I'll call back later.
Confirming Information	- Okay, Let me repeat that just to make sure.
Listening to an answering machine	Hello You've reached 222-6789. Please leave a message after the beep/tone. Thank you
Leaving a message on an answering machine	Hello, this is Aryan calling for Kavitha. Could you please return my call as soon as possible? My number is 334-5689 Thank you.
Finishing conversation	- Thanks for calling . Bye for now. - I need to hang up now. I'll talk to you soon. Bye!

15. Job Interview

Questions typically asked by employers:

- ❖ Could you tell me something about yourself?
- ❖ Why do you want to be a / an?
- ❖ What do you know about our company?
- ❖ Why do you want to work for our company?
- ❖ What do / did you study? Tell me about your education.
- ❖ What are your best abilities?
- ❖ Can you tell me about your work experience?
- ❖ What are your greatest strengths? What are your weaknesses?
- ❖ Why should we hire you?
- ❖ How much would you like to earn?
- ❖ How will you contribute to our company?
- ❖ What are your future plans? Where do you see yourself in 10 years?

Questions typically asked by employees

- ❖ What will be my responsibilities?
- ❖ What will be my salary?
- ❖ Will I get some training?
- ❖ Will I get a contract of employment?
- ❖ What are the working hours?
- ❖ Is this a permanent or a temporary job?

Useful work vocabulary

- | | | |
|--------------------------|--------------------------|-----------------------------|
| ❖ Full time / part time | ❖ Employer / employee | ❖ Teamwork |
| ❖ Salary / wage | ❖ Graduate | ❖ Motivation |
| ❖ Contract of employment | ❖ Strengths / weaknesses | ❖ Cost –cutting |
| ❖ Job experience | ❖ To hire / to employ | ❖ Increased sales / profits |
| ❖ Training | ❖ To fire / to dismiss | ❖ Innovative solutions |
| ❖ Placement | ❖ Offer | |
| ❖ Jobless / unemployed | ❖ CV and covering letter | |
| ❖ Promotion | ❖ Raise in salary | |

Useful job interview

- 1) Before the interview, practice your responses to the typical questions most employers ask.
- 2) Know about the company to which you have applied for a job.
- 3) Be there on time for the interview. Do not be late.
- 4) Dress smartly.
- 5) Do not use strong perfumes when you go for the interview.
- 6) Do not answer the interview questions with just a 'Yes' or a 'No', but at the same time do not give very lengthy answers.
- 7) Stress your achievements but undermine your weaknesses.
- 8) Do not complain about your present employer.
- 9) Be enthusiastic in your replies.
- 10) Be professional.

Most Asked Job Interview Questions and How to Answer Them

1. Tell me about yourself

Confine your answer to work related stuff. Never go much into the personal details unless the panel asks you.

2. Tell me about your dream job

If your response is a specific designation along with the responsibilities that you expect, you may be put under the scanner to confirm whether you suit that particular role. So better make use of stereotyped phrases like amicable environment etc.

3. Why did you leave your last job?

Give out a positive response of the sort "I am in pursuit of greener pastures". Just confine your words to better opportunities, However factual that may be, never ever speak out things like "It is the Ill tempered boss at the workplace that made me think of this change"

4. What is your weakness?

Don't start listing out all your personality disorders straight away. Stay composed and quote silly weaknesses that are strengths in disguise. Things like "I take time in getting ready to the office and so, I set my alarm two hours in advance" sound good.



5. What are your strengths?

The more you market, the more will be the demand. Just list out all your strengths, Be prepared with apt instances that reflect them.

6. What do you know about the type of work we do?

Do necessary homework by browsing every nook and corner of the company's website so that is the most authentic source of information to answer questions like these. Talk to people working at the company for specific information in case you know someone personally.

7. Why should we hire you?

Speak in a balanced tone to send them a message that you need the job as the company needs you. Never compare yourself with other participants.

8. Do you consider yourself successful?

Invariably say "Yes". Success does not mean getting control over the whole world. Discuss all your major achievements till that point in time.

9. Why have you been unemployed for such a long time?

Talk about the productive activity you have done during that time right from attending any course to improving the knowledge by any means such as freelancing or else working for no compensation.

10. What do co-workers say about you?

Just come out with the regular compliments you used to receive from your colleagues and take care you do not sound too exaggerating.

11. How long would you expect to work for us if hired?

Don't be too specific by giving away a word for a particular period of time. Answers like "as long as both the parties feel satisfactory", sound good.

12. Do you think you are overqualified for this position?

Try to convince that you are apt for the job. Never express any sort of doubt about your credentials by speaking a bit uncertain; assure them that you are the right person.

13. Describe your management style.

It is very important that you make the listener understand the that you try a lot of emphasis on communication of any sorts with the subordinates and colleagues. Say how you guide them or share with them so as to make them comfortable with what they do.



14. Are you a team player?

Once again a firm "Yes" is necessary for this! Exemplify with various scenarios you succeeded in meeting the project deadlines as a team.

15. What position do you prefer on a team working on a project?

Be imperative and create a sense of a feeling that you are flexible and don't mind whether you have to follow lead.

Complete the job interview given below:

Employer : Good morning Mr.Siddu. Please take a seat.

Candidate : Good morning. It's a pleasure to meet you.

Employer : Can you tell me

Candidate : I'm a customer of your company and I think you provide excellent service. I want to be a part of such a company. I'm looking for a part-time job to help me through college.

Employer : Could you

Candidate : I'm 19 years old and need to pay for my college fees..

Employer : What is

Candidate : I've always helped my parents in their shop. I assisted customers, ordered goods and arranged them too. Last year I worked in a restaurant as a waiter. So, I believe I have much experience in serving the customers.

Employer : Very well

Candidate : I don't mind. I can work in the morning and in the evening.

Employer :

Candidate : Unfortunately I am not very good at computers.

Employer : That's ok. Now do you have any questions you would like to ask me about the job?

Candidate : Yes. Could you tell me what hours I'd have to work?

Employer : Well, we work in 2 shifts. There is a morning shift from 6 to 10 and an evening shift from 6 to 10. Is that ok?

Candidate : Yes that sounds very good. Does this mean I get the job?

Employer : I will have to discuss it with my Manager. We will call you on Monday. Thank you very much.

Candidate : Thank you.

16. Tips to write a Book Review

1. Start with a couple of sentences describing what the book is about

- ❖ Don't reveal the plot twists
- ❖ Don't write anything in detail

2. Discuss what you particularly like about the book.

Ask yourself these questions

- ❖ Your favourite character – why?
- ❖ Did the characters seem real?
- ❖ The favourite part of the book and why?
- ❖ Do the incidents follow logically?
- ❖ Is the style suitable to the plot and theme?
- ❖ What was the author's goal in writing the book?
- ❖ Did the author accomplish his or her objective?

3. Is there anything you dislike about the book?

4. Summarise the plot briefly, never go into lengthy details.

5. Take into consideration the exact nature of the book – whether historical, scientific or literary.

6. The title of the book may need an explanation.

7. Begin with the most factual part and end with your own personal impression.

8. Does it give sufficient information for the reader to form a valid opinion of the book? Make note of your answers to these questions, giving specific details to justify your reason. Criticize where criticism is justified but do not feel you must be critical to sound smart.

9. Give the book a rating. (Out of 10)

Model Letters

1. Letters of Cancellation

a. Letter Cancelling an Appointment

From

K. Sumathy,
34, Gayathri street
Kanchipuram – 2

8 July 2019



To

Dr. Chari,
Flawless Dental Clinic,
12, Rama Street,
Kanchipuram - 18.

Dear Dr. Chari,

Sub : Cancellation of Appointment – Reg.

I would like to cancel my dental examination and cleaning appointment, which is scheduled this Thursday, July 15 at 4 p.m. due to unavoidable circumstances. I would appreciate if you could re-schedule this appointment at least two weeks from now. I apologize for any inconvenience caused by this cancellation.

Thanking you,
Yours sincerely,
K. Sumathy

b. Letter – Cancelling an order and requesting for a refund

From

C. Akilan,
Sports Secretary,
DE Public School,
S.S Nagar,
Kodaikanal – 4.

10th Sep 2019

To

Subash Sports Shop,
14, Mada Street,
Ramnagar,
Madurai – 9.

Sirs,

Sub: Cancellation of Order No : 427 refund of advance paid–reg.

On 26th August, 2019, we had placed a bulk order of 1000 sports caps. The samples sent by you are not up to our expectation. We are not satisfied with the quality of the texture of the caps. Under these circumstances, our order may please be treated as cancelled. Kindly refund the advance amount by cheque to the above address.

Thanking you,
Yours sincerely,
C. Akilan



PROJECTS – UNIT WISE

1. Unit 1 – Poster Making- Create informational posters (on Human Values)
2. Unit 2 – Collect maximum number of slogans associated with banking , law and education and illustrate it with suitable pictures.
3. Unit 3
 - A - awareness (Road rules)
 - B - behavior (things you should do to stay safe)
 - C - choice (how to make safer choices and campaigning to help others make these choices too)
4. Unit – 4
Select any poem and give it an artistic form either line by line or the central idea of the poem (use colours, crayons, paint, or any art material)
5. Unit – 5
Collect articles from the newspaper and magazines on civic sense (on creating awareness, promoting awareness, implementation of programmes on govt, schemes).
6. Unit – 6
Select a short story – (mystery or adventure) and write a short review on it.

Career Options

1. Public Health Entomology

These are professionals who study insects and arthropods that impact human health. Their work involves research on the behaviour and ecology of the numerous such species, with the aim of contributing to preventive and therapeutic healthcare. Many Universities, government agencies and chemical industries look for trained people to hire. The most reputed programmes in this field are the two year post graduate degree courses in public health entomology offered by different universities.

2. Museology

India is leading the world in the University training of museology students. Corporate conservation and private run museum and global museum consultancies are creating considerable demand for professionals in Archeology and curation. MA in museology and conservation is offered by many universities.

3. Pet grooming

Pet grooming now is a legit career, and, it pays too. A number of grooming centres dot the metropolitan map of India, taking into account the demand for pets, more are expected to come up in the future. This is an interesting career meant for those who are passionate about animals.



4. Carpet Technology

Carpet history has completed an interesting full circle recently, with Iran calling India its new rival in the international market for hand woven carpets. A degree in carpet technology and professional education in textiles is getting more specialised. Full fledged bachelor of technology course in carpet and textile designing are available in most of the Universities these days.

5. Cartography

Map making has come a long way since the days of those beautiful medieval pieces where the cartographers' imagination was let loose. Now a days, "It's a blend of art, science and technology." This field is growing and offers attractive career possibilities. You will have to combine formal instruction with auto didacticism and hands on experience. Making professional quality maps requires strong education in geography with a focus in cartography and remote sensing, mathematics through basic calculus and statistics including computer science programming. Relevant qualifications include M.Sc. in geography, PG in Cartography, Spatial Information Technology, Geographic Information Technology, Geographic Information Systems, Remote Sensing and Geo-Informatics. Salaries are quite high for a well qualified cartographer.

6. Tea tasting

Tea Tasting is a career that demands sensitive taste buds as well as nurture in the form of courses and actual experience. An undergraduate background in a subject like botany, horticulture or food sciences will be required. Three months Certificate courses to one year diplomas are offered by several institutions. A Master in Tea Estate Management will also stand in good stead with recruiters.

7. Puppetry

Institutions are offering formal courses to cater to aspiring puppeteers. Courses are conducted on history of puppetry as well as practical matters such as voice modulation, scripting and staging issues. Puppetry is useful in televised entertainment and advertisements, for conventional educational purposes such as language teaching as well as to convey social messages.

8. Art Restoration

Restoring works of art, involves touching up, cleaning and repairing damage can overtime, in order to make paintings, sculptures and manuscripts took less worn out without losing their original essence. A bachelor's degree in Archeology or history and some knowledge of art and artists are indispensable for making a career in art restoration.

9. Food Flavourist

All you need to get into this unusual way of making a living is a penchant for taste and an interest in equations. A science background in school, a B.Sc. in food chemistry and a number of allied courses can help you get there. M.Sc. in Food Chemistry and food processing is offered by many universities.