



DEPARTMENT OF ENGLISH



ENGLISH BRIDGE -III GLOBAL FUTURE

***SEMESTER III
DEGREE HONOURS
(B.A., B.COM., B.sc.& B.B.A)***

**ENGLISH STUDY MATERIAL
2026-27 A.Y**

PITHAPUR RAJAH'S GOVERNMENT COLLEGE (A), KAKINADA
Department of English
GENERAL ENGLISH FOR B.A., B. Com.,B.Sc & B.B.A : 2026-2027
SEMESTER -III SYLLABUS
ENGLISH BRIDGE III : GLOBAL FUTURE

Unit – I :

- a. Poem : “Where I Live ? -Arundhati Subramaniam
- b. Barriers to Listening & Strategies for effective listening
- c. E-mail writing

Unit – II :

- a. Short Story : The First Day -Edward P.Jones
- b. Greetings and Introduction
- c. Resume and Cover Letter

Unit – III :

- a. Prose : The Best Investment I Ever Made -A.J.Cronin
- b. Asking and Giving Information
- c. Interview Skills (Types of Interviews,do's and do not's of interviews and stages of interviews)

Unit – IV :

- a. Prose : Principles of Good Writing -L.A.Hills
- b. Paragraph writing (Guided Writing)
- c. Principles of Translation (Translation from English to Telugu 150 words)

Unit – V :

- a.Time Management
- b.Attitude
- c.Social Consciousness
- d.Emotional Intelligence

PITHAPUR RAJAH'S GOVERNMENT COLLEGE (A), KAKINADA

Department of English

General English for B.A., B.Com and B.Sc, &B.B.A

SEMESTER : III

ENGLISH BRIDGE III : GLOBAL FUTURE

MODEL QUESTION PAPER

Time : 2 Hours

Max.Marks : 50 M

SECTION - I

Answer any THREE of the following questions. Student must attempt at least one question from each part.

Each Question carries 10 Marks. 3 X10 =30 M

Part – A

1. **Explain** the central idea of the poem "**Where I Live.**" By **Arundhati Subramaniam**

2. **Analyze** the different types of barriers to listening and their impact on communication.

3. **Analyze** how Edward P. Jones presents the importance of a first school experience in "**The First Day.**"

Part - B

4. **Justify** why the narrator considers his action as the best investment in "**The Best Investment I Ever Made**" by **A. J. Cronin.**

5. **Evaluate** the significance of good writing principles presented in "**Principles of Good Writing**" by **L. A. Hill.**

6. **Describe** the significance of "**Time Management**" in achieving personal and professional goals.

Section II

Answer any FOUR of the following questions. Each question carries 5 marks. 4 X 5 = 20M

7. **Explain** the do's and don'ts of effective email writing.

8. Fill in the blanks with suitable words related to greetings and introductions using the clues given in brackets.

Context: A participant attends a professional meeting and interacts with new members.

Participant: _____, everyone. I am happy to join this meeting. (*Hello / Goodbye*)

Chairperson: Please _____ yourself to the members. (*introduce / remove*)

Participant: I am Kiran, and I work as a _____. (*teacher / farewell*)

Member: It is a pleasure to _____ you. (*meet / avoid*)

Participant: I look forward to _____ with the team. (*working / leaving*)

1. You are a fresh graduate applying for the position of **Marketing Executive** in a company. Prepare your Resume with relevant details to present your qualifications and skills.
2. **Explain** the important do's and don'ts to be followed during an interview.
3. Translate the following Paragraph into Telugu

Education plays an important role in the development of an individual and society. It provides knowledge, improves skills, and helps people make better decisions in life. A good education system encourages creativity, critical thinking, and confidence among students. Teachers guide students and help them discover their talents and abilities. Education also promotes values such as honesty, discipline, and responsibility. In the modern world, education is essential for achieving personal and professional success. Every person should have access to quality education to build a better future. Therefore, education is considered one of the most powerful tools for social and economic progress. It helps individuals contribute positively to their communities and creates opportunities for growth and development.

4. **Discuss** the importance of developing a positive **attitude**.
5. **Evaluate** the impact of **Emotional Intelligence** on interpersonal relationships.

UNIT -1

Poem: *Where I Live* – Arundhathi Subramaniam

Where I Live is a contemporary poem in which Arundhathi Subramaniam presents a vivid and complex picture of **Mumbai**. The poet describes the city as a place of contrasts—beautiful yet polluted, glamorous yet poor, crowded yet lonely, and full of dreams as well as difficulties. She uses striking images of sunsets, concrete buildings, traffic, television, local trains, street food, beggars, dark alleys and neglected spaces to portray everyday urban life.

The poem does not merely describe a physical city; it explores the **emotional and psychological experience of living in a metropolis**. Mumbai becomes a place that affects the body and memory of its inhabitants. Despite its chaos, mistrust and suffering, the city also contains hope, human connection and a possibility of spiritual searching. The poem finally moves from the physical city towards a deeper question of existence, as the speaker looks towards the sea while searching for God.

OR

Arundhathi Subramaniam's "Where I Live?" is a thoughtful poem about the meaning of home and human identity. The poet does not treat home simply as a physical building or geographical location. Instead, she presents home as an emotional and psychological space.

The question in the title, "Where I Live?", immediately makes the reader think about the meaning of belonging. A person may live in a particular town or city, but physical residence does not always determine where the person feels truly at home. Memories, relationships, experiences and emotions contribute greatly to a person's sense of belonging.

The poem also deals with identity. Human identity is not fixed to one place. People change their surroundings, meet different people and experience different situations. Yet they carry their memories and inner experiences wherever they go.

The poem therefore invites the reader to look inward. Home can be understood as a state of mind or a place of emotional security. In this sense, the poem becomes a meditation on modern human existence.

The poem is significant because it connects an ordinary question about residence with a deeper philosophical question about identity and belonging. Thus, “Where I Live?” suggests that our true home may be found not only in a physical place but also within our memories, relationships and inner selves.

2. Types of Listening and Barriers to Listening

Meaning of Listening

Listening is the active process of receiving, understanding, interpreting and responding to spoken communication.

Listening is different from hearing. **Hearing is simply receiving sounds**, whereas listening requires attention and understanding.

BARRIERS TO LISTENING AND STRATEGIES FOR EFFECTIVE LISTENING

Barriers to Listening

1. Physical Barriers - Noise, poor seating arrangements, distance from the speaker and uncomfortable surroundings can affect listening.
2. Psychological Barriers - Stress, anxiety, anger, fear and emotional disturbance can prevent effective listening.
3. Lack of Attention - A listener may be physically present but mentally distracted.
4. Language Barriers - Difficult vocabulary, unfamiliar accents or lack of knowledge of the language can create problems.
5. Prejudice and Bias - A listener may judge the speaker based on appearance, status, age or personal opinions.
6. Distractions- Mobile phones, conversations, traffic and other activities may reduce concentration.

7. Information Overload- Too much information at one time can make it difficult to understand and remember important points.

Strategies for Effective Listening

- * Maintain eye contact.
- * Concentrate on the speaker.
- * Avoid unnecessary interruptions.
- * Keep an open mind.
- * Identify the main ideas.
- * Take brief notes.
- * Ask relevant questions.
- * Avoid premature judgement.
- * Observe the speaker's tone and body language.
- * Summarize what you have understood.

OR

Barriers to Listening

1. **Noise** – External sounds disturb concentration.
2. **Lack of concentration** – The listener may not pay attention.
3. **Prejudice** – Personal opinions may affect understanding.
4. **Language problems** – Difficult vocabulary or unfamiliar accents can create problems.
5. **Emotional barriers** – Anger, fear or anxiety can affect listening.
6. **Distractions** – Mobile phones and other activities reduce attention.
7. **Lack of interest** – A listener may ignore information that seems boring.
8. **Physical problems** – Tiredness, illness or hearing difficulties may affect listening.
9. **Information overload** – Too much information can confuse the listener.
10. **Premature judgement** – Judging the speaker before hearing the complete message creates misunderstanding.

How to Improve Listening

- Maintain eye contact.
- Concentrate on the speaker.

- Avoid unnecessary distractions.
- Take notes when required.
- Ask questions.
- Do not interrupt unnecessarily.
- Keep an open mind.
- Try to understand the speaker's feelings.

3. E-mail Writing

Meaning

An **e-mail** is an electronic message sent through the internet. It is one of the fastest and most convenient forms of communication.

Parts of an E-mail

1. **To** – Receiver's e-mail address.
2. **Cc** – Carbon copy to other recipients.
3. **Subject** – Briefly states the purpose.
4. **Salutation** – Greeting.
5. **Body** – Main message.
6. **Closing** – Words such as “Regards” or “Yours sincerely”.
7. **Sender's name** – Name of the writer.

Format

To: receiver@example.com

Subject: Request for Permission

Dear Sir/Madam,

I am writing this e-mail to request permission to participate in the programme organised by our college. I kindly request you to grant me permission.

Thank you for your consideration.

Yours sincerely,
Name

Tips

- Write a clear subject.
- Use polite and simple language.

- Keep the message brief.
- Avoid spelling and grammatical mistakes.
- Use proper paragraphs.
- Check the receiver's address before sending.

Q. Explain the format and essential features of an effective e-mail.

Answer: An e-mail is a fast and convenient form of electronic communication. It is commonly used in educational institutions, offices, businesses and personal communication.

A formal e-mail generally begins with the recipient's address and a clear subject line. The subject should briefly indicate the purpose of the message. The message begins with an appropriate salutation such as "Dear Sir/Madam" or "Dear Professor."

The body of the e-mail should clearly state the purpose of writing. Important information should be presented in a logical order. The language should be polite, precise and formal. Unnecessary details should be avoided.

The e-mail ends with an appropriate closing such as "Yours sincerely" or "Regards," followed by the sender's name.

A good e-mail should be concise, accurate and easy to understand. Proper grammar, punctuation and spelling are also important.

UNIT – II

Topic: *The First Day* – Edward P. Jones

The First Day by **Edward P. Jones** is a touching short story narrated from the perspective of a young girl who is beginning her first day of school. Her mother carefully prepares her for this important occasion and accompanies her to school. The story initially presents the excitement and innocence associated with starting school.

The mother first takes her daughter to a school near their church, believing that it is the appropriate school for her. However, they are directed to another school because of the school-zone arrangements. At the new school, the mother faces an embarrassing situation when she has to admit that she **cannot read or write** and needs assistance in completing the required form.

Through the child's observations, the story reveals the mother's **love, sacrifice, determination and concern for her daughter's education**. At the same time, the daughter's awareness of her mother's limitations introduces feelings of embarrassment and marks an important stage in her growing understanding of the world. The story ultimately presents education as a means of opportunity and a hope for a better future.

OR

Q. Discuss the major themes of Edward P. Jones's "The First Day."

Answer: Edward P. Jones's "The First Day" is a meaningful story about education, family and social inequality. The story presents the experience of a young girl beginning her school life and shows how an apparently simple event can reveal deeper social realities.

The mother considers education extremely important for her daughter. Her efforts demonstrate her concern for the child's future. The first day therefore represents hope and the possibility of a better life.

The story also highlights social and institutional barriers. The child and her mother encounter situations that reveal differences in social position and educational opportunities. These experiences make the reader aware that education is not always equally accessible or equally experienced by everyone.

The mother-daughter relationship is another important aspect of the story. The mother's actions are motivated by love, concern and a desire to secure a better future for her daughter.

The story also deals with identity and dignity. The child gradually becomes aware of the world around her and the social structures that influence people's lives.

Thus, "The First Day" is not simply about starting school. It is a story about hope, family, education, inequality and the challenges faced by people seeking opportunities for a better life.

2. Greetings and Introduction

Greetings

Greetings are expressions used when we meet or communicate with people.

Formal Greetings

- Good morning, Sir/Madam.
- Good afternoon.
- Good evening.
- How do you do?
- It is a pleasure to meet you.

Informal Greetings

- Hi!
- Hello!
- How are you?
- Nice to meet you.
- How are things?

Introducing Oneself

Example:

Good morning, everyone.

My name is _____. I am a student of _____. I am interested in reading books and learning new things. My goal is to develop my knowledge and communication skills.

Thank you for giving me this opportunity to introduce myself.

Introducing Others

Example:

Good morning, everyone.

I am pleased to introduce my friend, Ravi. He is a student of our college. He is interested in sports and reading. He is a hardworking and friendly person.

Thank you.

Q. Explain the importance of greetings and self-introduction in communication.

Answer: Greetings and introductions are important elements of effective communication. A greeting is generally the first step when two people meet. It creates a positive impression and establishes a friendly or professional atmosphere.

Greetings may be formal or informal depending on the situation. In professional situations, expressions such as “Good morning” and “It is a pleasure to meet you” are appropriate. Among friends, informal expressions such as “Hi” and “Hello” may be used.

Self-introduction is equally important. A good introduction should provide relevant information about a person in a clear and organized manner. It may include the person’s name, educational background, interests, skills and goals. Good greetings and introductions demonstrate confidence, politeness and social awareness. They help people establish relationships and communicate effectively.

3. Resume and Cover Letter

Resume

A **resume** is a brief document that presents a person's education, skills, qualifications, achievements and experience.

Main Parts of a Resume

1. Name and contact details
2. Career objective
3. Educational qualifications
4. Skills
5. Work experience
6. Achievements
7. Hobbies/interests
8. Personal details
9. Declaration

Simple Resume Format

RESUME

Name: _____
Address: _____
Phone: _____
E-mail: _____

CAREER OBJECTIVE

To obtain an opportunity where I can use my knowledge and skills and develop my professional abilities.

EDUCATIONAL QUALIFICATIONS

- _____
- _____
- _____

SKILLS

- Communication skills
- Computer skills
- Teamwork
- Time management

ACHIEVEMENTS

- _____
- _____

HOBBIES

- Reading
- Listening to music
- Sports

PERSONAL DETAILS

Date of Birth: _____
Languages Known: _____
Nationality: _____

DECLARATION

I hereby declare that the information given above is true to the best of my knowledge.

Place: _____

Date: _____

Signature

Cover Letter

A **cover letter** is a formal letter sent along with a resume while applying for a job.

Structure

1. Sender's address
2. Date
3. Receiver's designation/address
4. Subject
5. Salutation
6. Introduction
7. Qualifications and skills
8. Request for an interview
9. Closing

Important Difference

Resume: Gives details about qualifications and skills.

Cover Letter: Explains why the candidate is applying for a particular position.

UNIT – III

THE BEST INVESTMENT I EVER MADE” – A. J. CRONIN

Q. Why is the title “The Best Investment I Ever Made” appropriate?

Answer: A. J. Cronin was a Scottish physician and novelist. His works often combine storytelling with moral and social themes. “The Best Investment I Ever Made” is a story about kindness, transformation, gratitude and the power of helping another person.

The story shows that a small act of kindness can have a profound effect on another person's life. The investment referred to in the title is not simply a financial investment. It represents an investment in a human life.

The title "The Best Investment I Ever Made" is highly appropriate because the story demonstrates that helping a person can be more valuable than any financial investment. The central incident involves a person whose life is changed because someone shows compassion and provides timely help. What appears initially to be a small act eventually produces a lasting positive result.

The story emphasizes that human beings can change when they receive support and encouragement. Instead of judging a person by a difficult period in life, society should provide opportunities for improvement. The title therefore has both literal and symbolic significance. The investment is an investment in a human being, and the return is measured not in money but in a transformed and meaningful life.

The story teaches that compassion, kindness and faith in another person can produce extraordinary results. Thus, helping someone become a better person is perhaps one of the greatest investments a human being can make.

2. Asking and Giving Information

Asking for Information

Useful expressions:

- Could you please tell me...?
- Can you tell me...?
- Where is...?
- How can I reach...?
- What time does it start?
- Could you give me some information about...?
- Would you mind telling me...?

Giving Information

Useful expressions:

- Certainly.
- Yes, of course.
- The programme starts at 10 a.m.
- It is located near the main gate.
- You can reach it by bus.
- The office is on the first floor.

Example Dialogue

Student: Excuse me, could you tell me where the library is?

Staff: Certainly. It is on the first floor.

Student: What time does it open?

Staff: It opens at 9 a.m.

Student: Thank you.

Staff: You're welcome.

3. Interview Skills

Meaning

An **interview** is a formal conversation between an interviewer and a candidate to assess the candidate's suitability for a job, course or position.

Types of Interviews

1. Personal Interview

One interviewer interacts directly with one candidate.

2. Panel Interview

A group of interviewers interviews one candidate.

3. Telephonic Interview

The interview is conducted over the telephone.

4. Online/Video Interview

The interview is conducted through a video-conferencing platform.

5. Group Interview

Several candidates are interviewed together.

6. Technical Interview

The candidate's technical knowledge and professional skills are tested.

7. Stress Interview

The interviewer deliberately creates pressure to observe how the candidate responds.

Stages of an Interview

1. Preparation
2. Arrival
3. Introduction
4. Question and answer session
5. Candidate's questions
6. Closing
7. Follow-up

Do's of an Interview

- Dress neatly.
- Be punctual.
- Carry necessary documents.
- Maintain good posture.
- Listen carefully.
- Speak clearly.
- Be confident.
- Maintain appropriate eye contact.
- Be honest.
- Thank the interviewer.

Don'ts of an Interview

- Do not be late.
- Do not interrupt.
- Do not speak too quickly.
- Do not give false information.
- Do not use slang.
- Do not criticise previous employers or institutions.
- Do not use your mobile phone during the interview.
- Do not appear overconfident.

Q. Explain the types, stages, do's and don'ts of an interview.

Answer: An interview is an important method of evaluating a candidate's knowledge, skills, personality and suitability for a position. Good interview skills are therefore essential for academic and professional success.

There are different types of interviews. Face-to-face interviews are conducted directly between the interviewer and candidate. Telephone and online interviews are conducted through communication technology. Panel interviews involve several interviewers, while group interviews involve several candidates. Technical interviews assess subject-specific knowledge and skills.

An interview generally has several stages. The candidate prepares for the interview, arrives on time, introduces themselves, answers questions and may ask questions at the end. The interview concludes with a formal closing.

Candidates should be punctual, properly prepared and confident. They should listen carefully, maintain appropriate body language and answer honestly. At the same time, candidates should avoid being late, interrupting the interviewer, providing false information or using inappropriate language.

Thus, successful interviewing requires preparation, confidence, communication skills and professional behavior.

UNIT – IV

1. Principles of Good Writing – L. A. Hills

Introduction

Good writing is clear, correct, meaningful and effective. **L. A. Hills** explains important principles that help writers communicate their ideas successfully.

Good writing is not about using difficult words. It is about **expressing ideas clearly, correctly, simply and effectively.**

Principles of Good Writing

1. Clarity

Ideas should be expressed clearly and easily understood.

2. Simplicity

Use simple and familiar words whenever possible.

3. Correctness

Grammar, spelling, punctuation and sentence structure should be correct.

4. Brevity

Avoid unnecessary words and repetition.

5. Unity

All parts of a paragraph should focus on one main idea.

6. Coherence

Ideas should be logically connected.

7. Precision

Choose words that express the exact meaning.

8. Relevance

Include only information related to the topic.

9. Appropriate Vocabulary

Words should suit the subject, purpose and audience.

10. Good Organisation

Ideas should be arranged in a logical order.

Q. Explain the principles of good writing.*

Answer: Good writing is an effective means of communicating thoughts and information. According to the principles of good writing, a writer should aim to communicate ideas clearly, accurately and effectively.

Clarity is one of the most important qualities. The reader should understand the writer's meaning without difficulty. Simplicity is also important because unnecessarily complicated language can confuse readers.

Good writing should be concise. Unnecessary words, repetition and irrelevant information should be avoided. Correct grammar, spelling and punctuation are essential for accuracy.

Coherence means that ideas should be logically connected. Unity means that a paragraph should generally develop one main idea. Appropriate vocabulary should be selected according to the subject and audience.

Good organization is also necessary. A piece of writing should have a clear beginning, development and conclusion. Thus, good writing combines clarity, simplicity, correctness, conciseness, coherence, unity and logical organization.

2. Paragraph Writing – Guided Writing
Meaning

A **paragraph** is a group of related sentences dealing with one main idea.

Structure of a Paragraph

1. Topic Sentence

Introduces the main idea.

2. Supporting Sentences

Explain, develop or support the main idea.

3. Concluding Sentence

Brings the paragraph to a suitable end.

Example: Importance of Time

Time is one of the most valuable resources in our life. Once time is lost, it cannot be brought back. Proper use of time helps us complete our work successfully and achieve our goals. Students should prepare a timetable and divide their time between studies, recreation and rest. Punctuality and regularity also help us make good use of time. Therefore, everyone should learn to respect time and use it wisely.

Tips for Paragraph Writing

- Understand the given topic.
- Identify the main idea.
- Arrange ideas logically.
- Use simple sentences.
- Maintain unity and coherence.
- Avoid repetition.
- Check grammar and spelling.

Q. Explain the structure and characteristics of a good paragraph.*

Answer: A paragraph is a group of related sentences dealing with one central idea. Effective paragraph writing is important because it helps organize information clearly.

A good paragraph usually begins with a topic sentence. The topic sentence introduces the main idea. It is followed by supporting sentences that explain, illustrate or develop the central idea.

The paragraph generally ends with a concluding sentence. The conclusion may summarize the main point or provide a final observation.

A good paragraph should have unity, which means that all sentences should relate to the main idea. It should also have coherence, meaning that the sentences should be logically connected. The ideas should be sufficiently developed and expressed in clear language.

Thus, a well-written paragraph has a clear structure and presents one complete idea effectively.

3. Principles of Translation

Meaning of Translation

Translation is the process of transferring the meaning of a text from one language to another.

For example:

English → Telugu

“Education is the key to success.”

విద్య విజయానికి కీలకం.

Principles of Good Translation

1. **Accuracy** – The original meaning must be preserved.
2. **Clarity** – The translated text should be easy to understand.
3. **Naturalness** – Translation should sound natural in the target language.
4. **Faithfulness** – The translator should remain faithful to the original message.
5. **Proper Grammar** – Correct grammar should be used.
6. **Context** – Words should be translated according to their context.
7. **Cultural Sensitivity** – Cultural meanings should be considered.
8. **Appropriate Vocabulary** – Suitable words should be selected.

English to Telugu Translation – Example

English:

Education plays an important role in the development of an individual and society. It gives us knowledge, develops our skills and helps us become responsible citizens. A good education enables people to face challenges confidently. It also promotes equality, understanding and social progress. Therefore, every child should have access to quality education.

Telugu:

విద్య వ్యక్తి మరియు సమాజ అభివృద్ధిలో ముఖ్యమైన పాత్ర పోషిస్తుంది. ఇది మనకు జ్ఞానాన్ని అందించి, మన నైపుణ్యాలను అభివృద్ధి చేసి, బాధ్యతాయుతమైన పౌరులుగా ఎదగడానికి సహాయపడుతుంది. మంచి విద్య ప్రజలు సవాళ్లను ఆత్మవిశ్వాసంతో ఎదుర్కొనేలా చేస్తుంది. ఇది సమానత్వం, అవగాహన మరియు సామాజిక ప్రగతిని కూడా ప్రోత్సహిస్తుంది. అందువల్ల ప్రతి బిడ్డకు నాణ్యమైన విద్య అందుబాటులో ఉండాలి.

Q. Explain the important principles of translation.

Answer: Translation is the process of transferring the meaning of a message from one language to another. A good translation should communicate the original meaning accurately and naturally.

Accuracy is the most important principle. The translator should preserve the meaning of the original text without unnecessary additions or omissions. At the same time, literal translation should not result in unnatural language.

Clarity is also essential. The translated text should be easily understood by readers. The translator must consider the context because a word may have different meanings in different situations.

Grammar and vocabulary should be appropriate to the target language. Cultural expressions should also be translated carefully so that their intended meaning is preserved.

In English-to-Telugu translation, the translator should understand the English passage completely before translating it. The final Telugu version should be grammatically correct and natural.

Thus, successful translation requires accuracy, clarity, faithfulness, contextual understanding and natural expression.

UNIT – V

1. Time Management

Introduction

Time management means planning and organising our time effectively to complete tasks and achieve goals. Time is limited and valuable. Proper time management helps students and professionals use their time efficiently and achieve success.

Importance of Time Management

1. Helps achieve goals.
2. Reduces stress.
3. Improves productivity.
4. Prevents delay.
5. Creates discipline.

6. Provides time for rest and recreation.
7. Improves academic performance.
8. Helps maintain a balanced life.

Techniques of Time Management

- Prepare a timetable.
- Set clear goals.
- Prioritise important tasks.
- Avoid procrastination.
- Reduce distractions.
- Divide large tasks into smaller tasks.
- Take short breaks.
- Review your progress.

Q. Explain the importance of time management and discuss effective techniques for managing time.*

Answer: Time is one of the most valuable resources in human life. Unlike money or material possessions, lost time cannot be recovered. Time management means planning and organizing available time effectively to achieve desired goals.

Effective time management helps students complete academic work on time and prepare systematically for examinations. It reduces stress and prevents last-minute pressure. It also develops discipline and responsibility.

Several techniques can improve time management. A person should set clear goals and prepare a realistic timetable. Important tasks should be given priority. Large tasks can be divided into smaller and manageable activities.

Procrastination should be avoided. Distractions such as unnecessary use of mobile phones and social media can consume valuable time. Regular short breaks can help maintain concentration.

Good time management does not mean working continuously. It means using time wisely and maintaining a healthy balance between work, study and rest.

Therefore, time management is an essential life skill that contributes to academic, professional and personal success.

2. Attitude

Meaning

Attitude is the way a person thinks, feels and responds towards people, situations and life.

Types of Attitude

Positive Attitude

A positive attitude means approaching situations with hope, confidence and willingness to learn.

Negative Attitude

A negative attitude involves pessimism, lack of confidence and unwillingness to accept change.

Importance of Positive Attitude

- Builds confidence.
- Helps solve problems.
- Improves relationships.
- Encourages learning.
- Helps overcome difficulties.
- Increases motivation.
- Promotes success.

How to Develop a Positive Attitude

1. Think positively.
2. Learn from mistakes.
3. Avoid unnecessary negativity.
4. Be grateful.
5. Accept challenges.
6. Stay with supportive people.
7. Set realistic goals.
8. Believe in continuous improvement.

A positive attitude helps us face challenges confidently and develop a successful and balanced personality.

What is attitude? Explain the importance of a positive attitude in life.

Answer: Attitude refers to a person's way of thinking, feeling and responding towards people, situations and experiences. It strongly influences behaviour and decision-making.

A positive attitude enables a person to approach difficulties with confidence and hope. It does not mean ignoring problems; rather, it means facing problems constructively and looking for possible solutions.

Positive attitude is important for students because it encourages learning and perseverance. When students face failure, a positive attitude helps them learn from their mistakes instead of giving up.

A positive attitude also improves interpersonal relationships. People who communicate respectfully and appreciate others are more likely to develop healthy relationships.

Attitude can be developed through constructive thinking, goal-setting, self-confidence and willingness to learn from mistakes. Thus, a positive attitude is an important quality for academic achievement, professional success and personal development

3. Social Consciousness

Meaning

Social consciousness means awareness of the problems, needs, rights and responsibilities of people in society.

A socially conscious person understands that individual actions can affect other people and the environment.

Importance

1. Promotes responsible citizenship.
2. Encourages equality.
3. Develops empathy.
4. Protects the environment.
5. Promotes social harmony.
6. Helps address social problems.
7. Encourages community participation.

Examples

- Keeping public places clean.
- Saving water and electricity.
- Respecting others.
- Helping people in need.
- Promoting education.
- Protecting the environment.
- Following rules and laws.
- Speaking against discrimination.

Role of Students

Students can develop social consciousness through:

- NSS and community service.
- Environmental activities.
- Awareness campaigns.
- Volunteering.
- Blood donation awareness.
- Cleanliness drives.
- Helping disadvantaged people.

Social consciousness helps create responsible individuals and a better society. Every citizen has a role in creating a peaceful, equal and sustainable society.

Q. What is social consciousness? Explain its importance in developing responsible citizens.

Answer: Social consciousness is the awareness of social issues, human rights, responsibilities and the needs of other people. It is an important quality for responsible citizenship.

A socially conscious person understands that individual actions can influence society. Such a person respects others, follows laws, protects public property and contributes to the welfare of the community.

Social consciousness is particularly important in addressing issues such as poverty, environmental degradation, discrimination, illiteracy and lack of sanitation. Awareness encourages people to participate in constructive activities and seek solutions to social problems.

Students can develop social consciousness through education, community service, environmental activities, awareness programmes and participation in social initiatives. Social consciousness also promotes values such as equality, empathy, cooperation and respect for diversity.

Therefore, social consciousness helps create responsible individuals and contributes to the development of a peaceful, equitable and sustainable society.

4. Emotional Intelligence

Meaning

Emotional Intelligence (EI) is the ability to understand and manage our own emotions and understand the emotions of others.

The concept is widely associated with psychologist **Daniel Goleman**.

Components of Emotional Intelligence

1. Self-Awareness

Understanding our own emotions, strengths and weaknesses.

2. Self-Regulation

Controlling our emotions and responding appropriately.

3. Motivation

Having the inner desire to achieve goals and overcome difficulties.

4. Empathy

Understanding and respecting the feelings of others.

5. Social Skills

Building healthy relationships and communicating effectively with others.

Importance of Emotional Intelligence

- Improves communication.
- Builds healthy relationships.

- Helps manage stress.
- Improves decision-making.
- Develops leadership qualities.
- Helps resolve conflicts.
- Increases self-confidence.
- Promotes teamwork.

How to Develop Emotional Intelligence

1. Understand your emotions.
2. Think before reacting.
3. Listen to others.
4. Practise empathy.
5. Accept constructive feedback.
6. Manage anger and frustration.
7. Communicate clearly.
8. Respect different opinions.

Emotional intelligence is an important life skill. A person with good emotional intelligence can understand emotions, manage relationships and deal with difficult situations effectively.

