



Sri Y N College

(Autonomous)

Accredited by NAAC with "A" Grade
College with Potential for Excellence

II Degree- III Semester ENGLISH STUDY MATERIAL





SRI Y. N COLLEGE (Autonomous)
(Affiliated to Adikavi Nannaya University)
Thrice Accredited by NAAC with 'A' Grade with a CGPA of 3.41
Recognized by UGC as 'College with Potential for Excellence'
CBCS New Revised Syllabus (w.e.f 2020-2021 Batch)
II B.A., B.Sc., B.Com., & BBA., Degree
(2020-2024)
SEMESTER – III
ENGLISH PAPER
A COURSE IN CONVERSATIONAL SKILLS

SYLLABUS

I. UNIT

Speech : 1. Tryst with Destiny Jawaharlal Nehru

Skills : 2. Greetings
3. Introductions

II. UNIT

Speech : 1. Yes, We Can Barack Obama

Interview: 2. A Leader Should Know How to Manage Failure Dr.A.P.J. Abdul Kalam/ India knowledge at Wharton

Skills : 3. Request (**For Internals Only**)

Addl. Input: Presentation Skills

III. UNIT

Interview : 1. Nelson Mandela's Interview With Larry King

Skills : 2. Asking and Giving Information
3. Agreeing and Disagreeing

IV. UNIT

Interview : 1. JRD Tata's Interview With T.N.Ninan

Skills : 2. Dialogue Building (**For Internals Only**)
3. Giving Instructions/Directions

Addl. Input: Interview Skills

V. UNIT

Speech : 1. You've Got to Find What You Love Steve Jobs

Skills : 2. Debates
3. Description (**For Internals Only**)
4. Role Play

Addl. Input: Group Discussion

K. Bhavani



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Time: 3 Hrs

Max. Marks: 75

MODEL PAPER PATTREN

SECTION – A

I. Speech, Interview

Essay Questions (Five out of Eight)

5x10=50M

SECTION – B

II. Speaking Skills (Five out of Eight)

5x5=25M

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MODEL PAPER

Time: 3 Hrs

Max. Marks: 75

SECTION –A

Answer any FIVE questions. Each Question carries 10 marks. 5x10=50M

1. What according to Pandit Nehru was the tryst with destiny that Indian made?
2. How can you say that Pandit Nehru was an internationalist?
3. Give a brief account on the speech given by Barack Obama in 'Yes We Can'.
4. How to manage failures according to A.P.J Abdul Kalam?
5. What do we learn from Nelson Mandela's Interview with Larry King?
6. What are some interesting facts about Ratan Tata?
7. What is the main message of Steve Jobs?
8. What values you got from Steve Jobs?

SECTION – B

Answer any FIVE of the following

5X5=25M

1. Write suitable greetings for the occasion in the space provided.

- a. When your friend gets the first rank -
- b. Your sister's birthday -
- c. When your teacher retires -
- d. When your friend is preparing for an examination -
- e. When your brother is leaving abroad -

2. Introduce about yourself.

3. Frame any five sentences on “Asking for/giving information”.

4. Write five tips for pre-interview stage.

5. Match the following words with the given instructions.

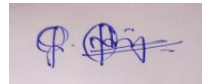
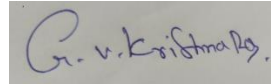
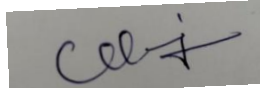
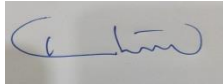
- | | | |
|------------|-----|---|
| a. Helmet | [] | 1. Be careful while walking on the road. |
| b. Library | [] | 2. Don't use mobile while driving. |
| c. Road | [] | 3. Use helmet when you drive a two wheeler. |
| d. Mobile | [] | 4. Leave your foot ware outside the shop. |
| e. Shop | [] | 5. Please keep silence in the library. |

6. How does a Debate help students?

7. Write five important skills needed in a group discussion.

8. Write Do's and Don'ts in a Role Play.

B. Bhavani



TRYST WITH DESTINY

Jawaharlal Nehru

Jawaharlal Nehru was the first prime minister of India. As the prime minister of India, Nehru shaped the foreign policy of the country and gave full support for the development of science and technology. The people of India respected his vast knowledge and called him 'Pundit Nehru'.

India won Independence from England on the 15th August, 1947. On the happiest moment Nehru delivered a historic speech which is known as "Tryst with Destiny". Nehru began his speech by referring to the pledge made by Indians long years ago to win the freedom for the homeland. Freedom has finally come and the long suppressed soul of the nation is liberated. Nehru asks the people of India to dedicate themselves to the service of India and to the service of the whole mankind.

India emerged as a new nation in the early hours of 15th August, 1947. Behind this success lies the long and great sacrifice done by the freedom fighters of many generations. According to Nehru, the people in India will collect their courage from the principles of the past. Nehru reminds the people of India that freedom and power bring responsibility. Before 1947, India used to depend upon England for leadership and guidance. After 1947, India is her own master. The country has to take its own decisions, learn from mistakes and move forward. India has to grow into a mature and wise nation and be a model to other nations.

Nehru feels that all Indians should work hard for the development of their nation. Doing service to India means doing service to millions of poor people who suffer all over the country. He feels that the past is over and it is the future that has to be taken care of. It is for the future generations that we have to dedicate ourselves. He urges the people to labor and to work hard to give reality to the dreams of the nation. Peace, freedom and prosperity are the common property of all humanity. He warns the people that disaster in one part of the world can affect everyone else, because the world cannot be divided into small isolated pieces.

YES, WE CAN

Barack Obama

"Yes, we can" is one of the most influential phrases in the speeches of Barack Obama. But this 10-min speech blew the audience away. This was a scripted speech and one of the best written and delivered. This short speech had it all: simple but eloquent and powerful language and a strong yet upbeat and friendly delivery. Barack Obama's victory speech was extremely inspiring, motivating and most of all comforting to a rehabilitating nation in their need.

From the introduction of the speech one can clearly see that the tone of the speech is inspirational. The speech is about change, reaching for a higher purpose and uniting to solve the problems in America. Obama sums up his introduction when he states: "We are hungry for

change and we are ready to believe again”. The listener is curious to find out what exactly needs to be changed? Barack Obama uses a variety of techniques to address and unify his audience.

He uses the unity word “we” and “you” repeatedly throughout the speech. He includes the people and make them a sense of being participants. Obama’s use of second person, directly making reference of his audience, “tonight is your answer.... It belongs to you...it is not happen without you” is cleverly employed to demonstrate the importance of the individual and how his victory and future effort to change America will rely on the efforts of the collective.

In the mind of his audience, it is used to make people feel a sense of belonging, having their presence acknowledged. The message of the speech is “Yes, We Can change, if you elect me.” Obama continually repeats this message as he wanted to drive it home to the audience. It is a classic technique in Obama’s victory speech making and in design as well. If there was one thing that they would remember from the speech it is that catch phrase or sound bite. Obama uses this catch phrase six times in the last three paragraphs! This repetition is used to inspire the people and create hope in them to have equal justice, opportunity and prosperity along with white people in coming days.

A LEADER SHOULD KNOW HOW TO MANAGE FAILURE

-APJ Abdul Kalam

Avul Pakir Jainulabdeen Abdul Kalam was born on 15th October, 1931. He was the former President of India (2002 to 2007) and world-renowned space scientist. He studied at IIT Madras, worked in DRDO and ISRO. He is known as ‘Missile Man’ and People’s President. He received ‘Bharat Ratna’ in 1997, ‘Padma Bhushan’ in 1981, ‘Padma Vibhushan’ in 1990. In 2010 the United Nations declared A.P.J Abdul Kalam’s birthday as “World Students’ Day”. He died on 27 July, 2015.

During the Wharton India Economic Forum in Philadelphia, Kalam spoke with India Knowledge@Wharton about his career as a scientist, his vision for India’s future, and the most important traits for leaders, among other issues. The present lesson is an extract from that interview. Kalam witnessed India’s biggest differences then and now. He saw the effects of the Second World War and India’s independence. He saw the India’s growth in economy, agriculture, ICT, telecom, space and weaponry.

The lessons he learned in the space and missile programme were i) how to handle success as well as how to deal with failure, ii) Problems should not become the captain of the project chief, iii) Country need strength to keep the nation peaceful, peaceful nation can focus on the necessary developmental missions. Kalam said a leader requires six leadership traits. First, the leader must have vision. Second, the leader must be able to go into an unfamiliar way. Third, a leader should know how to manage success, and even more importantly, failure. The fourth, the leader should have the courage to make decisions. Fifth, the leader should have nobility in management. And sixth and final, the leader should work with integrity and succeed with integrity.

He gave one example, from his experience, of how leaders should manage failure. When a mission was failed under Kalam's direction, Prof. Satish Dhawan, ISRO Chairman took the responsibility, Next year a mission was succeeded, and then Prof. Dhawan gave the credit to Kalam. Kalam learnt a very important lesson that day. When failure occurs, the leader takes the responsibility. When success comes, he gives it to his team. The President of a country must have the traits of a leader. The President must be in touch with the people. The Rashtrapati Bhavan (i.e., the presidential residence) must become the people's residence.

Kalam's visions towards Future India are PURA: "Providing Urban amenities in Rural Areas", Energy such as solar power, nuclear energy and bio-fuels and Social Grids such as the knowledge grid, the health grid and e-governance grid. All these grids lead to economic growth and social transformation.

NELSON MANDELA'S INTERVIEW WITH LARRY KING

Nelson Mandela was born on 18th July, 1918 in South Africa. Mandela was a South African anti-apartheid revolutionary, political leader and philanthropist who served as the first president of South Africa from 1994 to 1999. He was the recipient of Bharat Ratna, Nobel Peace Prize, Nishan-e-Pakistan...etc. some of his works are: Long Walk to Freedom, Conversation with Myself...etc. He was died on 5th December, 2013, South Africa.

Nelson Mandela revealed various issues in the interview with Larry King for CNN. Mandela was a member of a revolutionary organisation of highly qualified men and women who struggle for South Africa's freedom and against to apartheid. When they were caught, they could have got a death sentence for treason but because of requests made by many countries and people death sentence changed prisoned for life.

Mandela and his men did different works like crushing stones, making gravel, read ragged newspapers near the dump and dug a quarry. They fought for better treatment by staging number of hunger strikes. It was a pleasure and inspiration to Mandela to sit down and get talk to highly capable men around him in the jail and read very good literature, especially biographies and history. His prison time wasn't a waste because he had the time to sit down and think his good and bad. This introspection helped him to change his way of thinking.

When Mandela knew that he was being released, he asked three weeks' time instead of being released in very few days. Because he wanted his people to prepare for his release and he wanted to thank the people who served him. But thousands of people came, he couldn't even walk towards the gate.

Many White South Africans worried when Mandela became president because they thought that he would angry or wanted revenge. But he and his men didn't want revenge. They only focus on helping their people. According to Mandela what future generation must do must be left to them, because what happens today may not be shared by future generations.

JRD TATA'S INTERVIEW WITH T.N. NINAN

Jehangir Ratanji Dadabhoy Tata was a Non-resident Indian aviator, industrialist, entrepreneur and chairman of Tata Group. He was born on 29th July, 1904 in France. He became the first licensed pilot in India. He received Bharat Ratna in 1955, French Legion of Honour

in 1983 and Padma Vibhushan in 1992. Tata died in Geneva, Switzerland on 29th November, 1993 at the age of 89 of a kidney infection. He said a few days before his passing: 'How gentle it is to die'.

JRD Tata's Interview with T.N. Ninan is an extract from JRD Tata's interview with Executive Editor, T.N. Ninan, India Today. JRD Tata shared various issues of those days about Tatas and government policies.

JRD Tata's personality is one of the main reasons that binds the group together. He helped the group to stay united and to follow the ideals of Jamshedji Tata, the founder of Tata. He stated that the major changes in Indian business in the last 50 years. There was reasonable licence and tax system. So, there was no great inducement to evade taxes, black-marketing, black money, and corruption. When Nehru government brought a new licensing and tax system, taxes were increased by 98 percent, then the whole culture was changed.

JRD Tata gave clarification about the tax evasion case against Tata's Voltas (air-conditioners) and charges of insider trading against Tata Tea. According to him these happened because of misjudging and wrong assumption. Both Nehru and Mrs Gandhi developed the polite ways of telling him shut up. If they do not like his opinions, Nehru would turn around and look out of the window, Mrs Gandhi started picking up envelopes, cutting and pulling out letters.

In views of JRD Tata, G.D. Birla was a thinking man and a man of vision, Dhirubhai Ambani has tremendous drive, tremendous capability, tremendous novelty of ideas. He observed Mr Ratan Tata's innovative and dynamic ideas. So, he picked Ratan Tata as his heir by making him chairman of Tata Industries not as chairman of Tata Sons, the mother company, because the chairman of Tata Sons will be appointed by the board. Ratan Tata, later, proved himself that he was suitable for the chairman of Tata sons.

JRD Tata is a pioneer in Indian Aviation and Industry in India. His efforts helped India in industrial field. He was a man of vision. He alarmed the growth of population of India and its adverse effects even before anyone perceives it

YOU'VE GOT TO FIND WHAT YOU LOVE

Steve Jobs

Steven Paul Jobs was born on February 24th, 1955. He was an American Business magnate, industrial designer, investor and media proprietor. He was the Chairman, Chief Executive Officer (CEO), and co-founder of Apple Inc. He was the Founder, Chairman, and CEO of NeXT. He was the recipient of Grammy Trustees Award in 2012. He was listed among the Time 100 most influential people in the world on five separate occasions. He died on 5th October, 2011 in US.

This was a prepared text of the Commencement address at Stanford University, delivered on June 12, 2005, by Steve Jobs, CEO of Apple Computer and of Pixar Animation Studios. He told stories from his life for explaining how he got present stage.

Steve Jobs was born to an unwed college student and was adopted to un-graduate parents. They promised that they would send him to college. 17 years later he joined Reed College, after six months he lost interest and was dropped from the college. Fascinating in beautiful handwriting, he joined the calligraphy course that was offered by the college. After 10 years, this knowledge of multiple letterings helped him while he was working on the first Macintosh

computer and then, Mac. He concluded that looking backward connecting these dots would somehow connect in future.

Steve Jobs started Apple in a garage when he was 20. Later, on the differences in the vision of future, the board of the Apple company fired him from the company he started. During the next five years, he started a company named NeXT, another company Pixar and got marry his love. In a remarkable turn of events, Apple bought NeXT, he returned to Apple. He believed that none of this would have happened if he hadn't been fired from Apple.

Steve Job was diagnosed with pancreatic cancer. The doctors told him that this was almost incurable, and he would live only months. Later that evening he had a biopsy, the doctors found it was a very rare form of pancreatic cancer that is curable with surgery. He had the surgery and he was fine. No one has ever escaped from death. Time is limited, so don't waste it living someone else's life.

In Steve Jobs' youth, there was an amazing publication called The Whole Earth Catalog, which was one of the bibles of his generation. On the back cover of its final issue was a photograph of an early morning country road, and beneath it were the words: "Stay Hungry. Stay Foolish." He wished the students as he always wished that for himself.

GREETINGS

Conversation is talking to somebody. It is always two sided. It includes many other soft skills like interpersonal skills, negotiation skills, empathy, positive attitude and most importantly communication both verbal and non-verbal. As communication mainly includes language for sharing of feelings and ideas, we must know and master the skills related to language.

The very purpose of learning a language is for communication, which includes both 'listening' and 'speaking' skills. To master these 'conversation skills' we should understand the functions of language.

Functions of Language:

Greet/Introduce/Identify/Describe (people, places, things, experiences)/Ask for information/Clarify/Apologize/Agree or disagree/Invite/Accept/Refuse/Imagine or state intentions/Offer to do something/Ask for and give permission/Give reasons/Give opinions/Instruct how to do something/Check understanding/Talk about similarities/Talk about differences/State preferences/Make suggestions/Give advice/Express moods/Encourage somebody/Persuade/Complain/Give and accept or refuse compliments

S.No	Context	Formal		Informal	
		Greeting	Response	Greeting	Response
1.	Formal: Someone you don't know, meet for the first time. Informal: Someone you know already	How do you do?	Fine, thank you, how do you do?	Hello / Hi / Hey	Hello / Hi / Hey+what's up?
2.	Asking a person's feeling right now.	How are you?	I'm fine. How are you?	How are you?	Fine, thanks. And you?
3.	Formal: Replying someone you meet first time. Informal: When you have not seen a person for a while or meet somebody unexpectedly.	Nice/Glad/Pleased to meet you.	Pleased/Nice/Glad to meet you too.	Nice to see you / It's great to see you / Good to see you.	It's great to see you / Nice to see you / Good to see you too
4.	With a person you haven't seen for a very long time.	How have you been?	I've been good. How about you?	Long-time/ It's been a while.	Yes, it's a long-time/ Yes, it's been a while.
5.	Based on different times of the day: Good morning -till 12pm Good afternoon -12 to 6pm Good evening -after 6pm	Good morning/ Good afternoon/ Good evening	Good morning / Good Afternoon / Good Evening	Morning / Afternoon / Evening	Morning / Afternoon / Evening

Some greetings for special occasions:

- | | |
|--------------------|--|
| *Congratulations! | *Happy Journey! |
| *Drive safe! | *Celebrate! |
| *Welcome! | * Happy New Year/Birthday |
| *Happy Anniversary | * Happy Christmas (Diwali, Pongal, Dasara....any festival) |
| *Well Done! | * Good Luck! |
| * Get Well Soon! | * Better Luck next time! |
| * Happy Vacation! | * See You Soon! |

S. No	Occasion	Greeting
1	When your friend gets the first rank	Congratulations
2	When somebody fails to get through the interview	Better Luck next time
3	When your friend is ill	Get well soon
4	On Your sister's birthday	Happy birthday
5	When your teacher retires	Happy retirement
6	When your friend is preparing for an examination	All the best/Best of Luck
7	When your brother is leaving abroad	Happy Journey
8	On your Sisters anniversary	Happy Anniversary
9	On New Year's Day	Happy New Year
10	When somebody goes for holidays	Happy Vacation

Introducing yourself and others

When you introduce yourself, you must know what you should say about yourself:

The following are very important:

1. Greeting
2. Name
3. Place
4. Family
5. College
6. Class
7. Hobbies
8. Habits
9. Aim in Life
10. Closing

Observe the following introduction by Mr. Rajesh, a college student. After reading it, introduce him to your friends:

Self- Introduction by Rajesh	Introducing Rajesh to Others
Good Morning/afternoon/evening to you all. I am Rajesh. I come from Guntur. My father is a businessman. I have a brother. I am studying Government Degree College. I am in Second B.Sc. I love playing chess. I read books regularly. I want to become a teacher. Thank you.	Good morning/afternoon/evening to you all. This is..... He.... His... He is.... He is in..... He loves..... He reads..... He wants.... Thank you

Lets learn some more expressions related to Introductions:

Informal	Formal
Hi, I am.... I don't think you/we've met....(Name)	Good morning. I am.../ This is.... I'd like you to meet Mr/Mrs....

Self introduction by Rajesh

Good morning/afternoon/evening to you all.

I am Rajesh. I come from Palakol. My father's name is Ramesh. He is a businessman. My mother's name is Lalitha. She is a house wife. I have a brother. Now he is studying 10th class. I am studying in government degree college/ Sri Y. N College (A), Narsapur. I am in second B.Sc MPC(EM). I love playing chess. I read books regularly. I want to become a teacher. Thank you.

Introducing Rajesh to others

Good morning/afternoon/evening to you all. This is Rejesh. He is from Palakol. His father, Ramesh is a businessman. His mother Lalitha is a house wife. His brother is studying 10th class. He is studying degree in government degree college/Sri Y. N College (A), Narsapur. He is studying second B.Sc MPC(EM). He loves playing chess. He used to read books regularly. He wanted to become a teacher. Thank you.

Correct Your Errors

Avoid these: (Incorrect)	Use these: (Correct)
I am Mr.Sekhar. Myself is Sekhar. Me Sekhar. Good night (as opening greeting when you meet someone in the night)	I am Sekhar. I am Sekhar. I am Sekhar. Good evening. (opening greeting when you meet in the evening/night)

ASKING FOR AND GIVING INFORMATION

Frame any five sentences on asking for and giving information

Asking for information:

1. A: Excuse me, can you tell me where I can find restroom?

Giving information:

B(P): Sure, restroom is on the third floor.

B(N): I am afraid. I don't have an idea.

Asking for information:

2. A: Will you please tell me when the train arrives?

Giving information:

B(P): Certainly. The train will arrive by 7 PM

B(N): Sorry. I have no information at me.

Asking for information:

3. A: Would you mind telling me where I can meet the principal?

Giving information:

B(P): Yes, The principal is in meeting. So you can meet him after an hour.

B(N): Sorry, but I don't know.

Asking for information:

4. A: Could you please tell me where the SBI Bank is?

Giving information:

B(P): I will be glad to help you. Go straight and turn the second left. There is a bank opposite to hospital

B(N): I would like to help you. Unfortunately, I don't know

Asking for information:

5. A: I am sorry to interrupt, but can anyone tell me when the chief guest arrives?

Giving information:

B(P): I think, the chief guest will arrive by 4PM

B(N): Sorry, I have no idea

Asking for information:

6. A: Do you know who is the supervisor of this company?

Giving information:

B(P): Yes, Mr. G S Reddy is the Supervisor of this company

B(N): I am afraid, I don't know

Asking for information:

7. A: May I know who will be responsible for this failure?

Giving information:

B(P): I think, it is all our irresponsibility

B(N): Sorry. I don't know

Asking for information:

8. A: I wonder, if you could help me to find this address?

Giving information:

B(P): Sure. It is near to Cinemax

B(N): Sorry. I have no idea

INTERVIEW SKILLS

An interview is a meeting between two people. They know about each other through questions and answers. The person who asks questions is an interviewer. The person who responds is an interviewee.

Now a days an interview is a challenging task to all the aspirants. If one who wants to succeed in interview, he or she handle the interview carefully. Generally employing organizations conduct interviews to select right person or candidate. They look into the mind of eligible candidates to assess their strengths and weakness and recognise if the candidate is suitable for their organisation. They assess one' physical, mental and psychological attitudes. Every interview board consists of four to six members.

To face the interview board only needs a cluster of skills like communication skills, thinking skills, body language.....etc

Interviews are of two kinds. They are

1. Telephonic Interview
2. Personal Interview

Pre Interview stage:

1. One should get all the required certificates/documents in order along with CV and keep them in a specified file before attending an interview.
2. One should get ready a simple but decent dress which is pressed.
3. One should know everything about organization or company.
4. In addition to subject knowledge one should update his/her general knowledge.
5. One should get ready his/her footwear polished.
6. One should practice the maximum expected questions.
7. One should avoid ornamentation while attending an interview.
8. One should not wear awkward attire like flashy dresses with gaudy designs.

Interview stage:

1. One should get permission from interview panel.
2. After getting permission into the room greet them gently.
3. If needed, offer a proper handshake to the interview board members.
4. One should instill confidence to succeed in an interview.
5. One should be an active listener rather than speaker.
6. One should not interrupt the panel members.
7. Body language is a key factor to have good impression from the board members like smile, eye contact....etc.
8. One should be deviated from negative body language signs like slouching, chewing something
9. One should not play with the objects on the table.
10. One should keep positive attitude until completing the interview session.
11. One should avoid loose talk and criticise the others.
12. One should present the venue at least 15 minutes before the scheduled time.
13. At the end of the interview thank them and leave the room.

Do's and Don'ts

Do's during the interview:

1. The candidate should greet the interview board members gently/politely.
2. He/She should arrive the venue atleast 15minutes before the schedule time.
3. He/She should be positive & confident during facing an interview.
4. He/She should maintain an appropriate body language like maintain eye contact, posing smile.....etc
5. He/She should be an attentive while asking questions and answer them properly.
6. If the panel permitted ask questions.
7. At the end leave the room after thanking them.

Don'ts during the interview:

1. The candidate should not wear awkward dressing.
2. He/She should not chew anything.
3. He/She should not touch any objects and play with them on the table.
4. He/She should not touch any part of his/her face during interview.
5. He/She should not answer without completing the questions.
6. He/She should not perform a negative body language signs.
7. He/She should avoid loose talk during the interview.
8. He/She should not ask the panel members whether they are selected or not.

GIVING INSTRUCTIONS

The definition of instruction is the act of educating, giving the steps that must be followed or an order.

Helmet	:	Use helmet while you drive a two wheeler
Library	:	Please keep silence in the library
Road	:	Be careful while walking on the road
Mobile	:	Don't use mobile while driving
Shop	:	Leave your footwear outside the shop
Dust bin	:	Throw the garbage in the dustbin.
Theatre	:	Don't Smoke in the theatre
Wall	:	Do not stick the bills on the wall
Bus	:	Maintain queue while boarding the bus
Railway Station	:	Do not enter without platform ticket.
College	:	Follow rules and regulations of the college.

Uniform	:	One should wear uniform to the regular classes.
Petrol Bunk	:	Do not expose fire in the bunk.
Bottle	:	Crush the bottle after use.
Covid-19	:	Wear mask to save our lives.

DEBATE

What is a DEBATE?

When there is some serious problems in your house, what do your people do? They talk about it. They discuss seriously to find a solution. If it is done in a formal context, it is called a debate. A debate is a formal discussion on a particular topic between two groups or parties in which opposing arguments are put forward and solutions are offered at the end of it. You can watch several political debates, religious debates and debates related to economy on the television.

There are two groups, which participate in a debate – the one, which speaks in favour of the resolution, and the other, which opposes the resolution. The group, which speaks in favour of the topic, is called the affirmative group and the group that opposes the topic, is known as the opposing group or negative group. The debate will be started and monitored by the Chairperson or Speaker and will be evaluated by a group of adjudicators.

How does a debate help students?

A debate helps develop:

- Critical thinking skills Logical thinking skills
- Communication skills Problem solving skills
- Negotiation skills
- Team Spirit

Stages in a Debate:

1. Introduction:

A debate starts with the introduction or proposal of a topic or a resolution. The chairperson starts the debate and the two teams argue for and against the topic or a resolution. Each team consists of 4-5 members who argue in favor of their statements.

2. Argument:

It is the discussion that takes place between the two groups. First, the affirmative group that is in favour of the topic, defines the topic and puts forward its ideas. The other group, the opposition, redefines and disagreeing with the resolution, opposes the ideas. This process continues until the chairperson/adjudicator decides to close the debate. The last speakers of each group summarise their ideas and support their group's standpoint.

3. Conclusion:

During the debate, the chairperson and adjudicators (a panel of judges – teachers or appointed senior students) judge the performance of the teams and decide which group has presented strongly. The two groups negotiate and come to a final understanding and solution. The panel of judges cast votes to decide the winner of the debate and declare the winners.

Tips to follow:

1. Understand the topic properly.
2. Identify the two possible sides of it.
3. Build your argument for each side.
4. Provide real life examples.
5. Conclude properly.
6. Work it out together and within the given time.

GROUP DISCUSSION

Group Discussion is a type of discussion that involves people sharing ideas or activities. People in the group discussion are connected with one basic idea. Based on that idea, everyone in the group represents his/her perspective.

Group Discussion is a discussion that tests the candidate's skills, such as:

- Leadership Skills
- Communication Skills
- Social Skills
- Behaviour
- Politeness
- Teamwork
- Listening Ability
- General Awareness
- Confidence
- Problem-solving Skills

Improves Communication Skills

Group discussion helps the students to represent their views and ask the questions. It not only increases the confidence of a candidate but also enhances their communication skills.

Focuses on Deep thinking

It tests the knowledge of a candidate. The participants get only a few minutes (3 to 5) for the preparation. In such a small duration, they have to make a list of points to speak. The participants in a group listen and understand other participants points of view, making them think deeply about the topic.

Removes hesitation of speaking

Some candidates usually have hesitation to speak in public. At starting, such candidates might face difficulty while speaking. But, after two or three group discussions, it improves. Group discussion helps such candidates to speak loudly and express their views on the topic. It further removes their hesitation in speaking.

Team Work

Group Discussion is also based on teamwork. Due to this, the quality of working together with team members is improved in the Group Discussion. The panellist also judges the cooperation of participants in the group. It allows participants to share their views with other participants in the group.

Behavior

It helps to understand the attitude and behaviour of the candidates towards other participants in a group.

Listening Skills

Group Discussion improves the listening skills of the candidates. For example, the panellist may ask any candidate in a group to summarize the discussion. A candidate can only summarize if he/she has good listening skills. Due to this, every candidate presents in the discussion listens carefully. It further improves the listening skills of the candidates.

Diversity in the Ideas

The Group Discussion involves sharing ideas with other participants in the group. Every participant shares his/her thoughts in the group, which makes the diversities in the ideas.

Increases confidence

The Group Discussion allows the participants to speak in public, which increases their confidence to speak without any hesitation.

PROCESS

1. The process of a Group Discussion starts with the announcement of the topic. The given topic could be technical, factual, or case study.
2. Before beginning with the discussion, the preparation time of 3 minutes is given. The time can also extend in case of a long case statement.
3. Any participant in the group can initiate the discussion. After the lead participant, anyone in the group can continue the discussion. Similarly, everyone gets the chance to speak. One after another, participants in the group express their views on the given topic.
4. It ends when the panellist stops the discussion or may ask one or more than one participant to summarize the Group Discussion. Whenever you are asked for the summary, remember to cover the discussed points. The summary cannot include the words that were not part of the discussion. The participants that were quite among the discussion are generally asked to summarize it, which is a good opportunity to present their views. But, it does not mean that

everyone should be quite. The summary should include the essential discussed points and the conclusion of the discussion.

5. The final scores are calculated. Based on the performance of each participant, the panellist gives the scores. The panellists are usually four to five to judge the performance of candidates in the Group Discussion.

ROLE PLAY

BENEFITS OF ROLE PLAYS

Every individual plays different roles in life. For example, you are a student in the college. When you come home, you become a child to your parents, and brother or sister to your siblings. When you go back to college, you become a friend to your classmates. Thus, you play many roles in life and each time you speak in a different way. You will be using different functions of language like greetings, asking for information, giving information, making requests.....etc.,

Role play exercises improve your communication skills and soft skills like thinking skills, negotiation skills, adaptability, decision making skills, interpersonal skills and skills of a facilitator. You will be able to express your feelings and attitudes in a better way. You also develop sympathetic understanding and empathy.

When we role-play, we try to think how that person would think and behave in that role; How would he/she respond to problems and how he /she would solve them and in what different ways he / she would use language for asking questions or giving information.

DO'S AND DON'TS IN ROLE PLAY

DO's

- Listen Carefully
- Think and follow the conversation
- Try to encourage the other speaker
- Try to catch the clue words and respond

DON'TS

- Do not intervene or bump into other's conversation
- Do not ask close – ended questions, which do not promote conversation
Ex: Is this a pen.
- Do not show negative body language as it discourages the other speaker