Chapter-5

Contribution of personality development courses for improvement of English and individual’s personality

The knowledge of personality development and English should help the students of Diploma Engineering to make them more suitable candidate for their future career.

Mind control Techniques

In today’s world, we only see many people having highly scattered and turbulent mind. They have not been able to still their mind even for a moment. People are restless; leaving in tension. Life has become mechanical formula based. Controlling mind is certainly difficult for them. Mind is perturbed. They will be in the college, but think about their family affairs. When they are in their residence, they worry about the college Home work. A student has to think about his studies always. He cannot ignore studies and always play in the field.

We all know that our body and mind are closely interlinked. So a simple solution for the problem is that if we control the body and mind automatically be controlled.

Food

In order to live, we eat food that gives energy. So we eat to live. But, we should not to live to eat. Our scriptures says, “Enjoy the world but not let the world enjoy you. You may eat food but not let the food eat you.” Food is what we eat through our mouth but whatever we inhale through our senses say feelings. They are also a sort of food. What we eat through the mouth supports our body. But the experiences we grasp through our senses shape our personality. What we see, hear, smell, touch etc. all these give a shape to one’s personality.
Gita says, “For him whose habits of eating an recreation are controlled and regulated who is balanced in sleep and working, and whose actions are disciplined Yoga becomes the destroyer of pain”. (Chapter 6-17)

Thus food decides what we are. Food we eat can keep our minds, quiet positive and under control. Such food is known as Satwik. Yoga describes three types of food; of which Satwik is one. The other types are Rajasik and Tamasik.

**Table of types of food (Source: Internet)**

Examples for Satwik: Fruits and vegetables, milk, honey, dry fruits, lemon, whole grain, cereals etc.

Rajasik Foods stimulate the mind and make it restless. For example: tea, coffee, cola drinks, salt (in excess), sugar, tobacco etc. They perturb the minds. At certain times the mind go out of control.
Tamask food make the mind dull and lazy. Eg: Meat, alcohol, fatty foods, canned foods etc. In addition to the type of food, we should know when we should eat, what combination of foods we have to eat and at what temperature we have to eat. Suppose you eat too cold food it is not good for the system and is not digested. Similarly, you should not eat too hot food.

Eating is not our business. Overeating is still bad. Infact we have to give holiday for eating. That is achieved by fasting atleast once in fifteen days. Our ancestors prescribed ‘Ekadasi’ the eleventh day in a fortnight as the day for fasting. Fasting removes the impurities of our body and allows the ‘Prana’ to flow evenly. Also fasting prevents us from succumbing to the temptation of food. Ultimate result is we would be able to control our mind.

**Yoga can help**

Yoga is mixing body and mind. Yoga is a physical method. It should not be mistaken with physical exercise. For meditation Yoga designates few sitting or meditative postures. They are called Yogasans. Besides sitting posture like, the popular Padmasan, Vajrasanga, Sukhasana etc. there are other yogasans which when
practised leads to quietness and control of mind. Once your master yogasans you can sit effortlessly for a long time and do certain works easily.

Pranayama is closely related to mind. It is a technique of breathing. There are several ways to dong Pranayam. Breathing plays a vital role in relaxing the body as well as mind. When your mind is perturbed your breathing is shallow, jerky and irregular. Whereas when your mind is relaxed, breathing is deep, slow and rhythm nice.

Nadhi Shruddhi Pranayama is quite effective for reducing anxiety, tense and fear which disturbs the minds.

**Aerobic Exercises:**

These days, people are used to aerobic exercises. These exercises demand rapid movements. By these exercises you can remove the tension of your muscles. They release pockets of tension stored in the body and ‘prana’ flows uniformly, thus allows the mind to function better.

**Tratak:**

This enables to strengthen and centre the mind. Usually tratak exercise is done using a burning candle. The candle is kept at a convenient distance say 3 feet. You have to gaze at the candle continuously with open eyes till tears start trickling down. You may gaze at a dot on a wall, a picture of your like instead a candle flame.
Tratak is a good exercise for strengthening of eyes. It removes the impurities of eyes. Tratak is a yogic kriya (action).

Jalneti, kapalbhati, Dhauti are some of the other yogic kriyas that help to clean the impurities of the body thereby allow prana to flow freely.

By observing silence also one can increase mental power. Usually people lose lots of energy during arguments, discussion and useless talks. Silence may not be possible. But one should decide to keep silent at least for some time in a day. They same time may be used to read or listen to some instrumental music. ‘Silence is the element in which great things fashion themselves’ says a quotation.

**Concentration**

The mental health also depends on the way you concentrate. The power of concentration decides what we are. Concentration means to learn to remain in the
present moment. There are people who think either of future or remembers the past. Their minds do not work in the present situation. It is because of lack of concentration. So naturally the mind will not be under control.

Concentration improves the strength of mind. Students who study must develop concentration. Whoever it may be, whatever it may be, whatever activity they are engaged in, they should try to be totally absorbed in it, however small it may be.

**For example:** Arjuna was asked by his mentor Drona to shot an arrow at a bird. While Arjuna was about to proceed, Drona asked him what are all the things he is observing. Arjuna said that he is only viewing the bird and nothing except bird is visible. Arjuna shot an arrow and the bird fell. That was the power of concentration of Arjuna. When the same test was given to Duryodhana, he said that he is able to see not only the bird, the teacher, all Pandavas and his brothers.

He failed to shot the bird. That tells us, we have to work while we work, play while we play, eat while we eat and sleep while we sleep. We have to derive the maximum benefit from each activity we carryout. There is no use if we get unduly attached with various things. At the same time, we should detach ourselves from undesirable post. In fact, we have to forget the unpleasant things happened early. Forgetting in the
sense means we should not bring it before our conscious mind. They are not important also. We become wise, if we do not remember.

**Tips:**

- See that the conscious mind is active.
- The conscious mind should control the subconscious mind.
- Avoid wasteful thinking and do some useful activities.
- Let your thinking be planned.
- Avoid day dreaming.

**Meditation**

Meditation removes mental limitations. Mind is a bundle of thoughts. Moreover the mind is always attacked by thoughts and we become victim of thoughts. The mind goes on using us. To bring the mind to our control few exercises are necessary.

When the mind is in conflict creates sorrow. Meditation is the art of letting go sorrow. Meditation is not silence. It is the art of being awake. We usually think silence means the absence of sound.

Swami Sukhabodhananda says that silence is a presence filled with life. Silence is not a product of thought but a space from which thoughts exit.
As Gita says, “Some through meditation behold the Atman in their self by their own self; others experience it through the young of knowledge (Jnana Yoga) and still others through the yoga of action (Karma Yoga”).

In meditation you shut off your mind from the outside world and turn it inwards. While you sit in meditation no external condition can disturb the balance of your mind.

Thoughts do come and go. There is little gap between thoughts. During the gap you observe silence. For meditation you have to sit in a quiet place. You cannot experience silence from a noisy place of state. Never get identified with thoughts. Let them come and go.

Now there is silence. Experience it. Be conscious of every inhalation and exhalation of breath. Observe how inhalation turns into exhalation and vice versa. Experience
stillness. In this state you can clearly see your real self i.e super conscious mind. There will be absolute peace. Focus your mind and the power of God begins to reflect in the clear waters of your consciousness.

Whenever a problem troubles you and you find no solution or no one to help you, better go into meditation. Meditate till you find the solution. Definitely you find the solution.

Meditation helps us discover the higher self. It is the art of opening one’s being. We have to learn to live from the higher self and not from the lower self which discourages us. The ego never keeps the mind under control. Our sufferings have to come through our ego. Hence, be meditative. It is the spiritual method by which one can control the mind.

GOOD STUDYING HABIT

1.) Select a time and place to study
   The time and place should make you comfortable and motivate you to study. Everyday try to study at the same time and place. Then your mind gets tuned and conditioned to study. You will be able avoid others intruding thoughts, worries and attractions. You can get co-operation from others to avoid distractions.

2.) Read and understand for 30 to 40 mins.

3.) Write down the summary or important points.

4.) Relax for 3 mins. Get up. Take a few steps. Stretch your body. Look at greenery or nature. If you feel thirsty, drink a cup of water or fruit juice.

5.) Read again but change the subject.
6.) Review and try to recall the points as many times as possible. Discuss with your classmates.

7.) Do rehearsal of writing answers in stipulate time to the questions.

8.) Be regular in eating, sleeping, entertainment and recreational activities. Eat at regular intervals of 4 or 5 hours. Eat more fruits, vegetable, boiled food, avoid fried foods. Sleep without interruptions for a minimum period of 6 hours. Every day spend an hour minimum for activities like sports, music, walking, jogging, yoga, pranayama or meditation.

Picture showing Studying Habits with Mind Mapping (Source: Internet)
9.) Study from the beginning of the course. Don’t gamble, guess and select only a few chapters to study. Study all the chapters which are included in the syllabus.

10.) Believe in class room learning. Private tuitions are not generally necessary. If you do not have good place at home, sit in the library or in the school premises and study.

11.) Do not compare yourself with other classmates. Find your own speed of learning and find out how much time you should spend every day for studying.

12.) Try to like the subjects you study and enjoy learning.

Examination Fear And how to overcome it

Fear about examination is universal and is natural. Fear makes the students to become serious, avoid all other activities and start studying. That is why teachers and parents try to induce some fear in the students when examination is in the corner. But excess fear is counterproductive. It decreases the efficiency of the student. He or she cannot study, learn, recall and perform well.

In severe cases, the student can develop and suffer from:

1) Fever
2) Vomiting and Diarrhea
3) Breathing difficulties
4) Sever restlessness
5) Shivering and shaking of the limbs and body
6) Fainting attacks
7) Increased frequency of maturation
8) Mind becomes blank and inability to think and write
9) Confusion
Who are the students who are prone to develop such severe examination fear?

1. Student who has failed in the previous examination.
2. With a very low self esteem
3. Who is subjected to lot of pressure by parents, others and by oneself.
4. Who is facing very important examination like X std, HSC, CET, Final year examination.
5. Who is expecting failure or poor performance, insults and severe punishments, bad future for oneself?
6. Who has gambled and selected a few chapters only and trying to face the examination.
7. Who finds one or more subjects very difficult to understand and learn?
8. Who is facing very stiff competition from classmates and learn.
9. Who suffer from anxiety disorders?

How to reduce examination fear?

1. Do not worry about the past failure. Learn a lesson from it. Analyze your past performance, make corrections. Take this failure as an experience and a step to achieve success this time.
2. Study from the beginning. Find your own pace of learning. Stop comparing it with others.
3. Do not memorize. Read, understand, write recall and do rehearsals.
4. Show your answers to your teachers and get ideas to write better answers.
5. When the examination is 6 to 8 weeks away, do not do fresh learning. Do only revisions. Scan through the textbook or your own notes. Try to remember the points or summary.

6. Do not strain yourself. Take good care of your body with adequate food, sleep and relaxation.

7. Do breathing exercise twice or thrice a day. Lie on the floor; keep the body and muscle relaxed. Take a deep breath in and breathe out or do yoga or mediation, listen to music.

8. Do not entertain ‘doubts’ about your ability to do well in the examination. Do not anticipate failure on scoring less marks. Always try to have positive thoughts.

9. In the examination hall, reach the hall earlier and sit in your place 10 minutes before the examination time. Lean back in the chair and keep your body relaxed. Do slow breathing. Pray to God to give you strength to do well in the examination. When you get the question paper, read the questions. If one or two questions appear tough, do not get upset. Start writing the answers to the question which you think is easy. Write the answer in the stipulated time. Go to the next questions. In the end, make attempts to write answers to the difficult question. If the question is out of syllabus, do not panic. Examination board or examiners decide how to help the students in such situation.

10. If you have not done one paper well, do not get upset. Do not brood over the issue. Start preparing for the next day paper/

11. Do not try to copy or do any illegal activity which generally increases one’s fears.

12. Remember failing in the examination or getting low marks is not a crime.
Parents and teachers should make note of these points and train the students to do well. Do not make the student to become over anxious. Support and give encouragement to do his or her best. Continue the support in case of failure.

Remember:

- There are no medicines, tonics, health drinks to improve learning memory or performance in the examination.

- Good physical and mental health, good motivation and study habits, good language and communication, high self-esteem and confidence help to improve learning memory and performance in the examination.

- Parents and teachers should properly guide the studies in this regard.

HOW TO OVERCOME SHYNESS
Life is never immaculate; life can simply be made strides. The defects you may be enduring today are no one's issue. Accusing your folks is pointless, for them they must accuse their guardians until at last obligation is lost. In one sense, you are not to reprimanded for your bashfulness. Your decisions to be inactive to individuals are made much sooner than you were equipped for comprehension the suggestions or the sweeping outcomes. You are capable not for the past, not for the future, yet for the present. What you do today is finished obligation. On the off chance that you keep seeing yourself and your surroundings as you have previously, you future will be the same as you present.

On the off chance that you consider these 12 focuses; timidity will be just a minor issue, and your life will bloom into new and energizing measurements.

Reminder 1: People of all ages experience modesty. Most conceal it, however nobody has gotten away in any event intermittent nervousness.

Reminder 2: Shyness can be a benefit. Timid individuals tune in, make, reflect, plan, further science, clean and enhance the world. They are touchy to social needs and are among the most supportive, supporting individuals in the general public.

Reminder 3: Being bashful is not ethically or morally awful. Extroverted individuals may be more prevalent, however they are not more commendable. Worth relies on upon character – your quality framework and your conduct. Timidity is not identified with an individual's worth.

Reminder 4: Shyness results from an inconceivable number of reasons. No two timid persons are indistinguishable. Every grew up with diverse grown-ups and
surroundings, each one reacted diversely to nature, and each with tackle the issue of bashfulness in an unexpected way.

Reminder 5: Though modest individuals have a tendency to consider the non-bashful to be in better emotional wellness, socializers are regularly more exasperates and endure more seriously poor self ideas than the timid. Great extroversion is by and large a strategy for dodging a genuine search inside, dreading the disclosure of irritating deficiencies.

Reminder 6: Shy individuals are not casualties of measures outside their ability to control. Each one picks the conduct and the world vision that appear productive at the time. A large number of decisions from outset to maturity shape our fate.

Reminder 7: Most reserved individuals feel they were scared by their surroundings and burglarized by others of an opportunity to create conversational aptitudes. At the same time timidity is not an issue essentially of verbal aptitude. It is all the more far reaching. It is a conscious decision to stay inactive in the vicinity of other individuals so as to keep up the dream of impeccable connections.

Reminder 8: Shyness is frequently kept up to conceal terrible emotions. Most are eager to persist through the nervousness and humiliation of modesty on the grounds that it veils the unnerving displeasure and melancholy that lie close to the surface.

Reminder 9: Shyness is a gadget to stay away from what the bashful consider to be debilitating changes by they way they see themselves and the world. They would fairly stick to dreams that test them by being dynamic.

Reminder 10: Any experience that powers bashful persons to fizzle in keeping up dishonest human connections cultivates development. It can result in helpful change in their representation of themselves and the world. Development originates from cooperation with other individuals. Input from other individuals is completely essential for development.
Reminder 11: Changes happen bit by bit. Significantly quick changes infrequently support themselves. Piece by piece, a tiny bit at a time, gradually. Gradually our perspective of ourselves and the world gets to be more reasonable.

Reminder 12: Do not be perplexed about who you are right now. You are always showing signs of change. One year from now won't be the same individual you are today. As you move towards development, numerous transpositions will adjust your viewpoint. Face every one decently. Acknowledge yourself today and you will better acknowledge tomorrow.

Implore that God will send encounters, circumstances and individuals into your life to help you get to be less bashful and provide for you a deeper thankfulness for God's knowledge and love in making you the way you are.

Beg that you will have the capacity to drop your barrier so you can appreciate life as God expected.

Ask God to help you approach ever closer unto developed stature so you will be capable appreciate completely the world our radiant Father made for you.

5.1 Techniques to develop positive attitude

An inspirational demeanor helps you adapt all the more effortlessly to the every day undertakings of life. It brings confidence into your life, and makes it less demanding to maintain a strategic distance from stresses and negative considering. In the event that you embrace it as a lifestyle, it will bring helpful changes into your life, and makes them more satisfied, brighter and more effective.

With an inspirational demeanor you see the brilliant side of life, get to be hopeful, and anticipate that the best will happen. It is surely a perspective that is well worth creating.
Uplifting disposition shows in the accompanying ways:

- Positive considering.
- Constructive considering.
- Creative considering.
- Optimism.
- The inspiration and vitality to do things and fulfill objectives.
• Attitude of bliss.

A positive temper helps from various perspectives, for example,

• Expecting achievement and not disappointment.

• It makes you feel motivated.

• It provides for you the quality not to surrender, in the event that you experience deterrents on your way.

• You see disappointment and issues as surprise gifts.

• Believing in yourself and in your capacities.

• You indicate more respect toward oneself and certainty.

• You search for arrangements, as opposed to harping on issues.

• You see and perceive opportunities.

An uplifting demeanor prompts joy and achievement and can change your entire life. On the off chance that you take a gander at the brilliant side of life, your entire life gets to be loaded with light. This light influences not just you and the way you take a gander at the world, however it likewise influences your entire surroundings and the individuals around you. In the event that this state of mind is solid enough, it gets to be infectious. It's similar to emanating light around you.

The profits of an inspirational disposition:

This may appear like a redundancy of the above, however it serves to make this message clearer.
• It helps you accomplish objectives and achieve achievement.

• It brings more satisfaction into your life.

• It delivers more vitality.

• Positive disposition builds your confidence in your capacities, and brings trust for a brighter future.

• You get to be ready to rouse and propel yourself as well as other people.

• You experience less snags and troubles in your day by day life.

• You get more appreciation and adoration from other individuals.

• Life grins at you.

**Negative state of mind says: you can't attain to achievement.**

**Uplifting mentality says: You can accomplish achievement.**

In the event that you have been displaying a negative demeanor and expecting disappointment and troubles, it is presently the time to change the way you think. The time it now, time to dispose of negative contemplations and conduct and lead a more satisfied and more fruitful life. Why not begin today? On the off chance that you have attempted and fizzled, it just implies that you have not attempted enough.

**Basic tips for adding to an uplifting demeanor:**

• Choose to be upbeat. Yes, it is a matter of decision. At the point when negative musings enter your brain, simply decline to take a gander at them, substituting them with upbeat considerations.
• Look at the splendid side of life. It's a matter of decision and rehashed endeavors.

• Choose to be idealistic.

• Find motivations to grin all the more regularly. You can discover such reasons, on the off chance that you search for them.

• Have confidence in yourself, and accept that the Universe can help you.

• Associate yourself with cheerful individuals.

• Read motivating stories.

• Read motivating quotes.

5.1.1 Good Impression Techniques

• Dress the part

Your appearance is the thing people see first. They look at your clothes, hair, shoes, etc. They make assumptions about you before you even open your mouth. If you want to impress people, dress for the occasion. Take time to get ready in the morning.
• **Be on time**

In case you're late for something, you're giving somebody the chance to judge you without you actually being there. In the event that you say will be some place at a certain time, then arrive around then. Holding up for somebody when they ought to be there is disappointing and irritating.

• **Don't break your guarantees**

There are an excess of individuals out there making swears up and down to they know they can't keep. They guarantee something on the grounds that it improves the other individual feel at that point. The issue with that will be that not far off, when you don't complete, the solace that individual felt transforms into disheartening, disappointment and even outrage. On the off chance that you can't keep a guarantee, don't make it. In the event that you do make a guarantee, do all that you can to keep it.

• **Respect others**

Diagram indicating Good Impression Techniques (Source: Internet)
This incorporates your elderly folks, minors, colleagues, relatives, and so on. This can be hard when you must associate with somebody who has varying suppositions than you, or who acts in a manner you don't favor of. At the same time you can even now be considerate. In the event that you search for characteristics you regard in individuals, you will discover them.

• **Be included**

On the off chance that you help making strides toward environmental friendliness, then transform into a friend of the environment in your life. In the event that you help your nearby government, then go to group gatherings. Be a piece of the things that matter to you.

• **Say, "Please," and, "Thank you," frequently**

These are little words, yet they go far. Communicating your appreciation to individuals, actually for the littlest demonstrations of benevolence, demonstrates that you see the positive qualities in individuals; it demonstrates that you pay consideration on the things individuals around you are doing and saying.

• **Smile frequently**

Grins are infectious. In the event that a more peculiar strolls past you at the store and grins, it is a common reaction to grin back. Seeing somebody grin can remind others that there are things to be appreciative for, that life is fun and energizing.

• **Don't be always utilizing your telephone**

When you are with somebody, be with them. Telephones are an astounding bit of innovation. At the same time they are additionally a diversion. Utilize your telephone when its proper. You needn't bother with it out each second of each day.

• **Be steadfast to your accomplice**

We hear story after anecdote about separations and treachery. It's all around. By being fair and valid with your accomplice, you are demonstrating that you know where your needs are. You comprehend what it intends to be in a solid relationship.
• **Support your kids**

Require significant investment to be included in your children's lives. Realize what they're occupied with. Go their recreations, presentations, rivalries, guardian instructor gatherings, and so on. Listen when they converse with you. Be the sort of guardian they know they can go to when they have questions.

• **Personal cleanliness isn't a choice, its a prerequisite**

Have breath mints helpful. Wear antiperspirant. Brush your teeth. Wear clean garments. These are things that ought to be sound judgment, however some individuals truly battle with them. Conversing with somebody with awful breath is terrible. It's diverting. Everything you can consider is that you need to provide for them a mint. Deal with your individual cleanliness and individuals will be more centered around what you're stating and doing rather than how you smell.

• **Speak unmistakably and look**

Let the individual you're conversing with realize that you are occupied with the discussion and that you think about what you're examining. Don't mutter or look around, keep your attention on them.

• **Don't mull over gum**

This can rely on upon the kind of circumstance you're in. In case you're with family hanging out or with close companions at the films, gum is fine. At the same time in an expert circumstance, gum is diverting.

• **Use silliness**

This can lighten the mind-set and cut individuals down from a strained state. Simply verify you're utilizing this at suitable times.

• **Greet individuals with a handshake or embrace**

Figure out what kind of circumstance you're in. You presumably would prefer not to go into a meeting and embrace your potential supervisor, yet you ought to offer them a firm handshake. With close loved ones individuals an embrace demonstrates a level
of closeness. It demonstrates that you love and think about them and provides for you an approach to physically express that.

• **Be valid to yourself**

Comprehend what you need out of life and do all that you can to attain to it.

• **Listen to others**

When somebody is conversing with you, listen to what they are stating. Don't be thinking about a reaction while they are as yet talking.

• **Perform demonstrations of generosity**

Open the entryway for somebody, gather your neighbor's mail when they go out town, make supper for somebody who simply had a child.

• **Be composed**

Have a timetable and comprehend what you have going on. Know where things are in your home, at work, in your auto, and so forth.

• **Compliment individuals**

Search for the positive qualities in individuals around you and take the time to tell them you took note. Compliment them on their garments, their work, their state of mind, anything you can consider.

• **Share information and data with others**

When you have an ability or ability, offer it. Show others and offer what you know and have learned.

• **Be positive and concentrate on the great**

This can be hard when difficulties are out of control, yet its conceivable. Search for the arrangement as opposed to concentrating on the issue. Stay positive.

• **Help others**
Help when and where you can. As a rule, opportunities to serve aren't generally at the most fortunate times, yet yielding your time to help somebody in need says a great deal in regards to you.

- **Keep a clean auto**

Take your auto through the auto wash now and again. Clean out within. Don't let trash heap up. You never know when you're going to need to give somebody a ride.

- **Care about individuals**

Don't develop a divider to "secure" your sentiments. Let yourself feel, let yourself look after individuals.

- **Don't take offense**

Things will be said and individuals will do things, deliberately or inadvertently, that could hurt you. You can decide to be annoyed or to move past it.

- **Own up to your mix-ups**

When you commit an error, let it be known, own up to it, do what you can to settle it and proceed onward.

- **Take preference of encounters life brings to the table**

In the event that you get the chance to go some place new, take in another ability or have a go at something new, do it! Appreciate life.

- **Know what's going ahead on the planet**

Be state-of-the-art on

### 5.1.2 Goal Setting

As indicated by Wikipedia, an objective is a wanted result an individual or a framework imagines, plans and resolves to accomplish. Setting objectives is your activity of accumulating objectives with a specific end goal to attain to a higher reason, however utilizing littler objectives as a part of request to get there.
Your whole life is comprised of objectives which are going stones to your definitive reason in life. You may not understand it, yet all that you do from getting up in the morning to going to rest during the evening is gotten from an objective.

In the event that you don't have a clue about the life structures of what is objective setting, you won't comprehend why each activity you seek after is determined by an objective. Objectives are incredible for controlling you from beginning to end, whether you are building something, making something for supper, or driving some place.

Shrewd MODEL

Shrewd objectives were initially utilized as a part of the November 1981 issue of Management Review by George T. Doran. It is a mental helper used to set objectives for mixed bag of utilizations. It is an extremely helpful term with powerful objective setting also.

Shrewd is a simple way you can recollect to utilize the majority of the parts of an objective when adding to your objectives. There is likewise a subordinate of the mental helper called SMARTER which adds two extra parts to every objective. These extra parts are incredible for enhancing your objective composition process.

Objectives guide you not far off in the straightest line conceivable. They persuade you, guide you, and set a period restrict that it ought to take to attain to a certain goal.

**How to Write Goals Using the Acronym or Mnemonic SMART**

- **S** - Specific
- **M** - Measurable
- **A** - Attainable
- **R** - Relevant
The saying Specific implies that your objective needs to be immediate with no ambiguities. General objectives are insufficient to adequately rouse you to need to make a move on the objective.

Keeping in mind the end goal to make sense of your particular objective, you must answer the five "W" questions:

- **What** - What would you like to achieve?
- **Why** - Why would you like to achieve this objective? The particular reasons, reason, or profits of achievement.
- **Who** - Who is included with this objective?
• Where - Where will this objective occur?

• Which - Which prerequisites and imperatives will you need to hold fast to?

The following word Measurable alludes to the cement requirement for an approach to quantify your advancement to accomplishing the objective. By what method will you know whether you are making advancement or not in the event that you don't have a few sorts of measures set up to tell? A measurable objective answers inquiries like:

• How a significant part of the objective is finished?

• How will numerous wickets of the objective are met?

• How will you know when the objective is expert?

The statement Attainable in SMART objectives focuses on the considerable significance that an objective be achievable and practical. You need test set up to extend your limits past your current reality, yet don't extend it so far that you can't in any way, shape or form attain to it.

The SMART objectives word Relevant puts into play that your objective must be significant to your basic role. In the event that the objective has literally nothing to do with your motivation in life (or the general objective in life), then would it say it is truly worth shooting to that objective?

The last word in the first SMART objective is Time-Bound. This term demonstrates the essentialness of setting a timeline to each objective. This goes about as a key center point so all endeavors can be coordinated to fulfillment prior to the due date. It ingrains a feeling of direness as it nears a due date and strengths more center upon that specific objective.

Taking after is a sample of an objective utilizing the SMART technique:

I might want to expand my imprint in Math class from a 58% to a 70%. I realize that I can do this in light of the fact that I will get my work done consistently and study for
my tests. On the off chance that I need help, I will ask the instructor. An increment in 12% is practical on the grounds that I realize that it is inside span for me. I am wanting to have a characteristic of 70% toward the end of the math course.

**Individual Goal and Professional Goal**

- **Personal Goal Setting:** Personal objectives are objectives that are situated for anything in your individual life that you are attempting to fulfill. These sorts of objectives can incorporate setting plan objectives, instructive objectives, weight reduction objectives, exercise objectives, or house cleanig.

- Individual objectives assist extensively with your time administration and permit you to stay on a tight calendar when you have a considerable measure of things going ahead in your life.

- **Professional Goal Setting:** Professional objectives are objectives that are situated for anything that you are attempting to finish with respect to your calling or business. A business is an extremely perplexing situated of advanced objectives that each one help your business grow somehow.
Professional types of goals help keep your business on track for success by keeping the forward progress going as you achieve goals.

**Impact of goal setting on work and life balance:**

Work/life parity is a wide idea that envelops organizing between work (counting profession and aspiration) on one hand, and life (counting regions, for example, wellbeing, relaxation, family, delight and profound advancement) on the other.

There are likewise two key ideas identified with work/life equalization - accomplishment and pleasure. Accomplishment can be identified with setting and accomplishing the objectives we have in life i.e. purchasing another house, work fulfillment, further training and so on. Happiness is connected to joy, as well as pride, fulfillment, festival, adoration, and a feeling of wellbeing. Life will frequently convey the quality and offset we crave when we are accomplishing and getting a charge out of something consistently in all the vital aspects of our lives. Hence, a great working meaning of work/life offset is important day by day accomplishment and pleasure in each of our imperative life quadrants. These life quadrants will change for every individual except may incorporate, for instance, work, family, companions and self.

5.2 **Time Management:**
Objective setting and time administration work as one in light of the fact that you utilize your leisure time to accomplish your objectives every day. The all the more available time you have, the speedier you can accomplish your objectives.

A great many people don't adequately use their time for the duration of the day. In the event that you are not using the greater part of your time to accomplishing your objectives, you are backing yourself off extensively. Sorted out time helps you successfully execute your objectives so you can accomplish more objectives in the same measure of time.

Diagram showing Stephen Covey’s 4 Quadrant system for Time as per the priorities

Time management may be aided by a range of skills, tools and techniques involving the following:
Plan and organize: Using time to think and plan is time well spent. We should remember the five Ps - Prior Planning Prevents Poor Performance, and organize in a way that makes sense to us.

Prioritise: Prioritising our time means organising our work tasks in order of urgency or importance. By doing this we can be sure that our most important jobs are finished on time and not left to the last minute. We should also apply the 80/20 Rule, originally stated by the Italian economist, Vilfredo Pareto. He noted that 80 percent of the reward comes from 20 percent of the effort, so the trick to prioritising is to isolate and identify that valuable 20 percent.

Use a ‘To Do’ list and/or calendar: By using and applying these tools, we will be aware of what needs to be done and in what time frame, to ensure deadlines are being met and tasks are getting done as required.

Be flexible: Allow time for interruptions. Remember that nothing goes 100% right 100% of the time! Be prepared, and factor in the possibility of distractions and setbacks.

Avoid being a perfectionist: Some tasks do need to be closer to perfect than others, but perfectionism and paying unnecessary attention to detail, can take valuable time away from addressing other more pressing matters/tasks.

Conquer procrastination: Procrastination is the art of convincing ourselves that we can put off until tomorrow what we should be doing today. It is the thief of time, and can result in other issues apart from simply racing against time to get a job completed (e.g. impacting project deadlines for other team members at work).

Learn to say ‘no’: The first thing we must be convinced about is that our priorities are important — this seems to be the hardest part in learning to say ‘no’. Once convinced of the importance of these priorities, saying ‘no’ to the unimportant in life becomes easier to do and manage.
Delegate: Learn the art of delegation. We need to ask ourselves, ‘What am I currently doing that someone else could do?’

Celebrate achievements: Even for small successes, celebrate achievement of goals. We should promise ourselves a reward for completing each task, or finishing the total job. Then keep a promise to ourselves and indulge in our reward. Doing so will help us maintain the necessary balance in life between work and play.

5.3 Techniques to improve communication: Speaking, Writing, Reading and Listening(S-W-R-L)

1. Art of public speaking

   - Take a deep breath before starting.
   - Think yourself clear; picture the receiver what do you really wish to say and in what sequence? What is the feedback you desire?
   - Rehearse the speech and time it.
   - Speak clearly; audibility is important. Judge the distance from the receiver and adjust the volume of your speech.
   - Practice good articulation i.e. the words. Your diction must be clear and distinguishable. Pronounce and stress the words properly.
   - Use the tone appropriate to the communication situation and vary it to avoid monotony. Be interested and enthusiastic in your tone.
   - Maintain eye contact with your listeners.
   - Be thoroughly aware of your subject.
   - Read to be well informed.
   - Be aware of the body language.
   - If making a formal speech:
• Give a good beginning and conclusion.

• Make your speech interesting.

• Be relevant.

• Anticipate feedback and be prepared for it.

2. To be a good writer

• Use words wisely—simple words instead of multi-syllable complex words.

• Use strong graphic words.

• Keep your reader in mind.

• Plan your writing. (example: who is my reader?, why, what and how to write?)

• Write in short, meaningful sentences; vary the lengths for different purposes.

• Write in compact paragraphs; write one idea to a paragraph.

• Use an informal, simple style.

• Write to express, not impress.

• Use a rough draft; revise and review.

• Use active voice.

• Use good models/references and study the composition for style and language.

• Writers should follow the principle of AIDA, mostly used for letter writing

“AIDA” stands for:

• A- Attention
• **I-** Interest
• **D-** Desire
• **A-** Action

AIDA remains for Attention, Interest, Desire, and Action an arrangement of mental responses that happen in the psyche of the peruser as he is sold on your thought. Quickly, here's the way it lives up to expectations. To begin with, the letter stands out enough to be noticed with a hard-hitting lead section that goes straight to the point or offers a component of interest. At that point, the letter snares the peruser's advantage: The snare is frequently a reasonable articulation of the peruser's issues, needs, or needs.

Case in point, on the off chance that you are keeping in touch with a client who got harmed products, recognize the issue and afterward offer an answer. Next, make request. Your letter is an offer of something an administration, an item, goodwill, an assention, an agreement, a trade off, an interview. Tell the peruser how he or she will advantage from your advertising. That makes an interest for your item. At last, call for activity. Request the request, the mark, the gift, the task.

**10 Steps to good Business Writing**

1. Remember your ABC (Accurate, Brief, Clear)
2. Be Courteous and considerate
3. Use appropriate tone
4. Write naturally and sincerely
5. Remember the KISS principle (Keep It Short and Simple)
6. Use modern Terminology
7. Include essential details
8. Be consistent
9. Use active and not passive voice
10. Compose CLEAR Communication (Clear, Logical, Empathetic, Accurate, Right)
5 C'S IN BUSINESS CORRESPONDENCE

1. CLARITY:

Clearness adds to the quality of writing. A business writer has to be clear about the purpose of writing. His thinking should be clear without any confusion as to what he is going to express, to whom it is being addressed and what should be the body or the content. The message should be adequately expressed in such a language that can be understood by the reader without any difficulty.

2. COMPLETENESS:

It is necessary to write the message completely so that it should achieve its purpose. Completeness in message helps to avoid the further correspondence. It is advisable to prepare plan or check list before starting to write a message. It saves further unnecessary correspondence involving time, energy and cost on the part of both the sender and the receiver.

3. CORRECTNESS:

The writer should ensure that the matter he is going to write is correct in its content to the best of his knowledge. Correct facts, figure, diagrams, formulae, names should be ensured. Wrong data, fake information should not be given to impress the reader. Secondly, he should use grammatically correct language, the correct spellings and the correct sentence patterns along with the correct punctuation marks. Thus, the correctness of the language of correspondence can be achieved.

4. CONCISENESS (exactness):

Conciseness of the message means avoiding unnecessary details in the correspondence. The message should include only such matter that is relevant or most essential to be conveyed in the context. Conciseness in writing needs accurate planning and organization of thoughts. The letter should not be too lengthy nor should it be too short and inadequate. The length of business writing should be adequate enough to understand the matter comprehensively.
5. COURTESY:

This is an essential part in effective communication. It should reflect respect for the reader. The tone of every piece of business writing must be a polite one. A writer can spoil good business relations just by using a rude or impolite tone in his business correspondence. Courtesy ensures goodwill of the organization. Besides good words, prompt responses also work as courtesy.

3. To read effectively

- Check your purpose for reading.
- Be selective; avoid reading irrelevant content.
- Adjust your speed to the type of reading material.
- Train your eyes to increase the eye span, do not read word by word.
- Practice skimming.(to glance or go through it)
- Look for the message and not word meanings.
- Avoid moving lips while reading silently.
- Keep aside something every day for reading.
- Think over what you have read.
- Discuss what you have read with others, if possible.
- Picture in your mind what you read(an aid to memory)
- Identify key words.
- Use a dictionary

- Remember the SQR3 method: survey, question, read, recite, review. Use the SQR3 method of reading to be an active and effective reader.
passive reader learns little. The aggressive reader organizes information and answers questions.

4. **To be a good listener**

Research studies show that people spend their communication time as follows:

- 45% Listening
- 30% Speaking
- 16% Reading
- 9% Writing

![Pie chart showing the percentage of time spent on different skills](chart.png)

**Fig: Indicating percentage of 4 skills: Listening, Speaking, Reading and Writing**

The listening skill is a prominent skill that lies under all other determinants of effectiveness in a communication. It has become the most neglected in communication. Because of lack of training, most people have developed poor listening habits. It is utmost important to transmit this important skill to an individual which in their personal life and later in their professional life will help them build better relationships with people.
Poor Listening habits

• **Declaring the subject uninteresting:** We tend to declare the subject uninteresting as soon as the speaker announces the topic. It is useful to remember G.K Chesterton’s remark: ‘**In all this world there is no such thing as an uninteresting subject. There are only uninterested people**’.

• **Criticizing the speaker:** Criticizing the speaker without giving him a fair chance to speak.

• **Getting over stimulated:** Whenever we are over-stimulated or excited during a conversation, our listening efficiency is at a very low level. In our excited state of mind, we fail to understand what the speaker says.

• **Making an outline of everything:** Some people make an outline of what the speaker says. They listen, so to say, with their eyes shut. They always make mental notes and in doing so, miss the finer shades of meaning conveyed by the speaker’s facial expression and gestures.

• **Making a show of paying attention:** In this form of non-listening, we try to fool the speaker by pretending listening. Our eyes may remain fixed on the speaker, but our mind is far away.

• **Tolerating or creating distractions:** When people are bored or tired, they try to create distractions. This affects others listeners. Hence, tolerating or creating distractions affects listening.

• **Listening only for facts:** We have a tendency to listen only for facts. Facts can be retained only when they make sense. Hence, we should try to get the main idea of the talk and stop worrying about facts.

• **Evading difficult and technical subjects:** People tend to listen to something that is easy, entertaining or narrative in character. They avoid difficult and technical subjects.

• **Wasting the differential between thought speed and speech speed:** We talk at a speed of 125 words per minute. But, we think at a speed of
400/500 words per minute. This difference between thought-speed and speech speed acts as a barrier to listening. People even day-dream during this ‘extra time’.

To develop listening skill successfully

- Keep an open mind to receive what the speaker says.
- Be attentive to the sender’s message without formulating any judgment, bias or pre-notion of any sort.
- Concentrate on the message rather than external factors such as the speaker’s dress, mannerism, voice etc.
- Show an interest in the sender’s message and give response such as a nod, smile or an appropriate facial expression corresponding to the message.
- Keep on looking for various novel ideas in the given message.
- Neglect external distractions such as noise.
- Allow the sender to take the time required to complete his message.
- Maintain an eye contact with speaker.
- Avoid listening to several people at the same time.

Non-verbal Behavior Interpretation

Man does not impart through words alone, or just through composing, talking and tuning in. There is an alternate part of correspondence: the non-verbal angle. Contingent upon the circumstance we need to make a pretty much cognizant exertion in the utilization/decision of word. The non-verbal piece of correspondence is all that much inconspicuous and enlightening. It likewise structures the bigger piece of the general correspondence action. It requires genuine thought.
The "Mehrabian Model" which says that in correspondence: 7% of importance is in the words that are talked, 38% of the significance is paralinguistic and 55% of the importance is passed on through outward appearance. That implies 93% of correspondence is non-verbal. Non-verbal communication is non-verbal correspondence that includes body development and signals, which imparts is called kinesics. The development of the body or parts thereof, passes on may particular implications, and numerous translations are society bound. As numerous developments are done at a subliminal or possibly low-mindfulness level, kinesics developments convey a huge danger of being confounded in an intercultural correspondence circumstance. Individuals in the work environment can pass on a lot of data without actually talking.

Non-verbal correspondence can pass on the same amount of as composed and verbal correspondence, and individuals read and respond to these nonverbal flags in the work environment. There are a huge number of conceivable signs that can be conveyed through body developments and signals. Notwithstanding body developments and motions, the non-verbal signs given through outward appearances and eye contact, individual space, and touch, impact singular collaborations in the working environment. While this non-verbal communication is genuinely well seen all in all in each one society, there are major social contrasts in non-verbal correspondence.

**Non-verbal behavior interpretation Table**

<table>
<thead>
<tr>
<th>Non-verbal Behavior</th>
<th>Interpretation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brisk, erect walk</td>
<td>Confidence</td>
</tr>
<tr>
<td>Standing with hands on hips</td>
<td>Readiness, aggression</td>
</tr>
<tr>
<td>Sitting with legs crossed, foot kicking</td>
<td>Boredom</td>
</tr>
<tr>
<td>Sitting, legs apart</td>
<td>Open, relaxed</td>
</tr>
<tr>
<td>Arms crossed on chest</td>
<td>Defensiveness</td>
</tr>
<tr>
<td>Walking with hands in pockets, shoulders</td>
<td>Dejection</td>
</tr>
<tr>
<td>Hand to cheek</td>
<td>Evaluation, thinking</td>
</tr>
<tr>
<td>Touching, slightly rubbing nose</td>
<td>Rejection, doubt, lying</td>
</tr>
<tr>
<td>Rubbing the eye</td>
<td>Doubt, disbelief</td>
</tr>
<tr>
<td>----------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Hands clasped behind back</td>
<td>Anger, frustration, apprehension</td>
</tr>
<tr>
<td>Locked ankles</td>
<td>Apprehension</td>
</tr>
<tr>
<td>Head resting in hand, eyes downcast</td>
<td>Boredom</td>
</tr>
<tr>
<td>Rubbing hands</td>
<td>Anticipation</td>
</tr>
<tr>
<td>Sitting with hands clasped behind head, Open Palm</td>
<td>Confidence, superiority</td>
</tr>
<tr>
<td>Pinching bridge of nose, eyes closed</td>
<td>Sincerity, openness, innocence</td>
</tr>
<tr>
<td>Tapping or drumming fingers</td>
<td>Negative evaluation</td>
</tr>
<tr>
<td>Steepling fingers</td>
<td>Impatience</td>
</tr>
<tr>
<td>Patting/fondling hair</td>
<td>Authoritative</td>
</tr>
<tr>
<td>Tilted head</td>
<td>Lack of self-confidence, insecurity</td>
</tr>
<tr>
<td>Stroking chin</td>
<td>Interest</td>
</tr>
<tr>
<td>Looking down, face turned away</td>
<td>Trying to make a decision</td>
</tr>
<tr>
<td>Biting nails</td>
<td>Disbelief</td>
</tr>
<tr>
<td>Pulling or tugging at ear</td>
<td>Insecurity, nervousness</td>
</tr>
</tbody>
</table>

**IT'S WHAT YOU DON'T SAY THAT COUNTS!**

**LEARN TO READ AND INFLUENCE PEOPLE THROUGH NONVERBAL COMMUNICATION.**
Head position is an awesome one to play around with yourself as well as other people.

- When you need to feel sure and self-assured, keep your head level both evenly and vertically.

- You can likewise utilize this straight head position when you need to be legitimate and what you are stating to be considered important.

- Conversely, when you need to be inviting and in the tuning in, open mode, you can nod your head. When you move the tilt from left to comfortable focuses in the discussion that recommends you are giving negative reaction.

The eyes convey more than some other piece of the human life structures. The old Chinese precept says, "The eyes are the windows, the mirrors of the spirit."

- Staring or looking at others can make weight and pressure in the room.

- Maintained eye contact can indicate if an individual is dependable, true or minding.

- Shifted eyes, a lot of flickering can recommend trickiness.

- People with eye developments that are loose and agreeable, yet mindful to the individual they are talking with, are seen as more true and legitimate.

- Eyebrows muscles draw the eyebrows down and to the core of the face in the event that somebody is irritated. In the event that somebody is compassionate and minding amid dialog the eyebrows won't demonstrate the irritated facial grimace.
The nose doesn't move much, yet when you wrinkle your nose, it appears that you dislike something. It communicates disturb or dislike more than words can do.

Discussing grin, there are 50 or something like that diverse sorts of human grins. By dissecting the developments of more than 80 facial muscles included in grinning, scientists can tell when a grin is valid. Genuine grins are grins that "peak" or change quickly from a little facial development to an expansive open declaration. The grin is frequently reflected in the eyes in the event that it is a sincere one.

Mouth developments can dole out a wide range of intimations. We press our lips and here and there turn tem to the side when we are considering. An alternate event we may utilize this development is to keep down an irate remark we don't wish to uncover. By the by, it will presumably be spotted by individuals and in spite of the fact that they may not know the remark, they will get an inclination you were not very satisfied.

Vocal signs can anticipate double dealing. More and lengthier stops amid discussion; a great deal of such sound as "uh","um" words redundancies; interfering sounds not some piece of the genuine discourse, less answers or clarifications where they would be relied upon to be.

Ears assume an essential part in correspondence with others, despite the fact that when all is said in done terms a great many people can't move them much. Notwithstanding, you we have two ears and one and only mouth, so attempt to utilize them as a part of that request. In the event that you listen twice as much as you talk, you appear to be a decent communicator who knows how to strike up an adjusted discussion.

Carriage is the following thing to ace, get you carriage right and you will consequently begin feeling better, as it makes you feel great pretty much in a split second. An erect carriage demonstrates that you are sure and caution and prepared for anything. A dropping carriage demonstrates that you have conceded annihilation.
Point of the body in connection to others gives an evidence of our mentality and emotions towards them. We point to individuals, whom we discover appealing, inviting and intriguing and plot ourselves go far from those whom we despise.

Real signals are the most dependable of all non-verbal signs of duplicity. This is on account of an individual for the most part has less cognizant control over these than different signs. Hand-to-face motions and shrugs are solid markers of misleading. Playing with or touching things adjacent amid discussions has been discovered connected with double dealing. Double crossers likewise are prone to have expanded, snappy and vivify utilization of hands/arm.

Signals impart exceptionally well. Hand signs can convey without the utilization of any discourse. Touching excessively imparts. Touching can be well disposed or it can be forceful. They way an individual stands mirrors their level of certainty and solace level. When you need to run over in the best conceivable light, crossing the arms is a negative motion before others.

Palms somewhat up and outward is seen as open and agreeable. Palm down signals are by and large seen as prevailing, underscoring and conceivably forceful, particularly when there is no development or curving between the wrist and the lower arm. This palm up, palm down is imperative concerning handshaking and where fitting, you ought to dependably offer a handshake upright and vertical, which ought to pass on fairness.

Legs are the most remote far from the cerebrum, thusly they are the hardest bits of our bodies to intentionally control. They have a tendency to move around a considerable measure more than ordinary when we are apprehensive, focused on or being misleading. So the best to keep them as still as could be expected under the circumstances in the majority of the circumstances, particularly at meetings or work gatherings. Be watchful, in the way you fold your legs. Crossing the knees, lower legs or bringing your legs up to rest on your other knee, is an issue of solace than all else. While the last position said is known as the "Figure Four" and is for the most part
seen as the most protective leg cross, particularly on the off chance that it happens as somebody lets you know something that may be of marginally questionable nature, or minutes after.

Space is imperative. Individual space is required and on the off chance that it is attacked purposefully and now and again by oversight can result in a single person to feel uncomfortable or debilitated. Studies have demonstrated that people that don't regard others space are less prevalent and regularly dismisses by others.

When you collaborate socially add to your listening and perceptions ledges. The above are an aide for searching for the intimations to misleading, however they are not full confirmation. Be mindful so as not to consider each one non-verbal communication motion in segregation; they must be seen in bunches furthermore in setting. For instance: if an individual is scratching his head, it doesn't fundamentally imply that he has not comprehended you, he may be just he having dandruff in his hairs.

**Group Discuss:**

Bunch talk may be characterized as – a manifestation of efficient and intentional oral procedure described by the formal and organized trade of perspectives on a specific point, issue, issue or circumstance for creating data and comprehension fundamental for choice making or critical thinking.
Importance of Group Discussion

A Group Discussion helps critical thinking, choice making and identity appraisal. Whether one is an understudy, an occupation seeker, an expert architect or an organization official one needs viable GD abilities. Understudies need to partake in scholastic discourses, gatherings, classroom sessions or choice GDs for admission to expert courses. An occupation seeker may be obliged to face determination GDs as a major aspect of the choice procedure. Experts need to partake in diverse gatherings at the working environment. In all these circumstances, a capacity to make a noteworthy commitment to gathering pondering and helping the gathering at the present time choice making is needed. The vitality of GD has expanded lately because of its expanding part as a compelling apparatus in a) problem fathoming b) decision making c) personality appraisal. In any circumstance of issue, the view of distinctive individuals are examined, conceivable arrangements are recommended. The best alternative is picked by the gathering. While taking a choice, the matter is talked about, examined, deciphered and assessed.

While utilizing GD as an apparatus for identity evaluation, a theme an issue, a feeling or a case - is given to the gathering comprising of eight to ten individuals situated around. The aggregate time given for exchange is typically 30 minutes. Every hopeful is relied upon to voice his feeling and offer counter contentions. The determination council assesses the competitors on the premise of their identity, learning, relational abilities and authority aptitudes. Henceforth it is essential to have the capacity to join in the GD adequately and confidently. Participants ought to know how to influence their gathering individuals, how to reflect authority qualities and how to make the gathering attain to its objective. Characteristics of successful Group Discussion

For any group discussion to be successful, achieving group goal is essential. Following characteristics are necessary:

Having a clear objective: The participants need to know the purpose of group discussion so that they can concentrate during the discussion and contribute to
achieving the group goal. An effective GD typically begins with a purpose stated by the initiator.

**Motivated Interaction:** When there is a good level of motivation among the members, they learn to subordinate the personal interests to the group interest and the discussions are more fruitful.

**Logical Presentation:** Participants decide how they will organise the presentation of individual views, how an exchange of the views will take place, and how they will reach a group consensus. If the mode of interaction is not decided, few of the members in the group may dominate the discussion and thus will make the entire process meaningless.

**Cordial Atmosphere:** Development of a cooperative, friendly, and cordial atmosphere avoid the confrontation between the group members.

Effective Communication skills: The success of a GD depends on an effective use of communication techniques. Like any other oral communication, clear pronunciation, simple language, right pitch are the pre-requisites of a GD. Non-verbal communication has to be paid attention to since means like body language convey a lot in any communication.

**Participation by all candidates:** When all the members participate, the GD becomes effective. Members need to encourage each other in the GD.

**Leadership Skills:** Qualities like initiation, logical presentation, encouraging all the group members to participate, summarizing the discussion reflect the leadership qualities.

**Assessment details for Group Discussion**

- **Knowledge**
  - Grasp of subject matter
Value addition
Originality
Range of ideas

- **Analytical abilities**
  Comprehension, listening and responding
  Argument
  Logic
  Co-relation to the subject

- **Leadership abilities**
  Drive, initiative, enterprise, spirit, energy
  Capacity to provide direction
  Responsible attitude
  Positive intervention and co-ordination
  Objectivity
  Vision and result oriented attitude
  Fulfillment of Goal

- **Communication**
  Clarity in ideas, thought and expression
  Fluency in thought and expression
  Art of presentation
  Art of listening
  Concise view points
  Non-verbal

- **Group Behavior**
  Persuasive and convincing ability
  Co-ordination and communication with your members
  Adjustment
  Respect for group members

- **Participation**
  Amount of participation
  Timing
5.4 New learning techniques

Games and activities play important role in grooming communication skills of an individual.

1) Goal Setting Activities

Activity for first time college student

Introduction (Answer as profoundly and honestly as you can.)

To help focus your answers, think of at least 3 categories of life goal:

- Relationships with other people (family, friends, work relationships)
- Work or career goals
- Other personal achievement activity goals (hobbies, travel, athletics, etc.)

Before beginning, stop now and visualize what your life would be like if it were perfect.

Directions (Give each student six 3 x 5 index cards and ask them to number them 1-6.)

Part 1: One minute

Card 1: How do you want to spend the rest of your life? Make a list of activities and goals for the rest of your life.

Part 2: One minute

Card 2: What do you want to do the next 5 to 10 years? Again, list activities and goals.

Part 3: One minute
Card 3: If you had six months to live, how would you spend it? List activities and goals.

Part 4: One minute

Go over the first three cards and add or delete any item that has come to mind since the beginning of the exercise.

Part 5: One minute

Card 4, Number 1: Select the goal or activity from card one that you most desire to achieve and write it here.

Part 6: One minute

Card 4, Number 2: Select the goal or activity from card two that you most desire to achieve and write it here.

Part 7: One minute

Card 4, Number 3: Select the goal or activity from card three that you most desire to achieve and write it here.

Part 8: Three minutes

Card 5: Write as many things that you could do in the next 7 days to further goals on Card 4. Do not evaluate feasibility; brainstorm anything you can do or begin in the next week and write it on card 5.

Part 9: One minute

Scratch out any item on card 5 that you don’t actually think you can do or don’t intend to do.

Part 10: One minute

Card 6: Choose 3 items from card 5 that you will do in the next 7 days and write them on this card
2) **2nd Activity**

Setting goals is a process of identifying and defining the aims, achievements and values you wish to fulfill. By making goals concrete and specific you solidify your commitment and ownership of those aspirations. Ask yourself if your goals are consistent with your personal characteristics, abilities, and level of determination.

Sometimes putting pen to paper clarifies our thoughts of what we would like to achieve. This exercise is designed to help you with goal setting as a first time college student, but it may also be helpful at other times in your life!

3) **Questions**

My long range goals to complete in the next 2-3 years are:

Steps I need to take to achieve these (long-range) goals are:

My (mid-range) goals to complete in the next 1 year are:

Steps I need to take to achieve these (mid-range) goals are:

My (short-range) goals to complete by the first day of semester are:

Steps I need to take to achieve these (short-range) goals are:

My (immediate) goals for the next month are:

Steps I need to take to achieve these (immediate) goals are:

(SOURCE: http://www.isu.edu/enroll/advice/goals.shtml)
4) **Crazy Sentence**

When trying to solve a problem or when attempting to follow complicated directions, listening to details can be very important. Sometimes the details are the most important part of the information being conveyed but at other times the details are not essential.

It’s not an easy task to listen carefully to what is said and to all the words that a person is saying. In order to get all the information needed sometimes we must listen with our ears and observe facial expressions, body language, and eye movement. The better you “listen” to the details, the more you will hear and the better you will understand what is being said.

**Objective**

In order to win the game use good listening skills.

**Who**

People who need to work on their ability to listen carefully to what is said so they can increase their understanding of the information given.

**Group Size**

Four or more

**Materials**

- Pencils or Pens
- Two Chairs
- Paper

**Description**
A dozen or so sentences are made before this activity that are complete and correct but make them random and crazy; then write each sentence on a small piece of paper.

Some examples of crazy sentences are:

“My idol is Big Bird.”
“The blue cow swam over the moon.”

“My prom date had a large tattoo.
“It is good to eat spiders and caterpillars for breakfast.”
“On Christmas day Rubber bands stick to the ceiling.”

Be inventive and think of numerous more. Additionally, preceding the amusement set up two seats in the front of the room.

For the action select two individuals from the gathering and request that they sit in the seats that you have set up in the front of the room. Give every individual a bit of paper with one of the insane sentences on it. The two players must read the sentence to themselves and afterward participate in discussion. Every player endeavors to express his/her sentence sometime during discussion. The article is to slip in the sentence without the other individual think about what it is. You may wish to provide for them a subject to begin with, for example, angling, down home music, playing, purchasing shoes, or else other possibilities that has nothing to do with the sentences. Likewise provide for them a maybe a couple moment time breaking point to slip their sentences in amid the discussion. After as far as possible, permit the individuals in the gathering of people to think about what the insane sentence is and whoever surmises effectively is given the chance to play the diversion for the following round.

Discussion Prompts

• What did you have to do in order to detect the hidden sentence?
• When do you use your best listening skills? Why?
• When is it important for you to show good listening skills?

**Variations**

• Each player may tell a story, instead of engaging in conversation with one other player.

• This game can be done with three people engaging in conversation at the same time instead of just two.

• Play in teams and allow each team to make up sentences for the other team to use when telling a story to their own team.

**Direction**

In our society there is a constant transfer of information from one person to another. You must be careful when you pass information on if you want it to stay accurate. One great example shows up in rules for a game. If you check with people in different parts of the country you will find out that many of the games have different rules. Someone, something changed the rules a little bit.

In this activity someone gets a set of rules and the group gets to see how easy it can be to make mistakes in passing them on. This can be a fun way to see what can happen when information is not passed on correctly.

**Objective**

For people to recognize the importance of using good communication skills when giving directions and when receiving directions. To recognize the difficulties encountered when interpreting what someone else said.

**Who**

People who believe everything they hear.
People who could benefit from listening carefully to directions and passing them along correctly

*Group Size*

2 or more

*Materials*

- Varies

*Description*

Chose a game that has a few specific rules that must be followed in order to play the game (and enough rules to make it hard to remember them all). Prior to the activity select one person and give him/her the direction for the game without telling the rest of the group. Verbally explain the game can clearly state all of the rules.

At the time of the game, the person who has heard the rules will give the directions to the rest of the group without any help from you. Allow the group to play the game once through before having a group discussion or making any corrections or clarifications in the rules of the game.

*Discussion Topics*

- Was there any confusion about the rules of the game?
- Why do you think the game was explained correctly (or incorrectly)?
- What is important to remember when listening to others and when giving directions?

*Variations*

- Select a game that requires two teams. Separate the two teams and select one member from each team to receive the directions for the game. Each person explains the rules to his/her team.
• Give each team a different set of directions, on purpose.

**Creativity Activity:**

**Match the cards**

The facilitator chooses a number of well known phrases, and writes half of each phrase on a piece of paper or card. For example, they write ‘Happy’ on one piece of paper and ‘Birthday’ on another. (The number of pieces of paper should match the number of participants in the group.) The folded pieces of paper are put into a hat. Each participant takes a piece of paper from the hat and tries to find the member of the group with the matching half of the phrase.

**Nonverbal Activity: Silent Movie**

Divide students into two or more groups. For the first half of class, some students will be screenwriters and other students will be actors. Roles will switch for the second half.

The screenwriter students will write a silent movie scene, with the following tips in mind:

• Silent movies tell a story without words. It is important to start the scene with a person doing an obvious task, like cleaning the house or rowing a boat.

• This scene is interrupted when a second actor (or several actors) enters the scene. The appearance of the new actor/s has a big impact. Remember that the new characters could be animals, burglars, children, salesmen, etc.

• A physical commotion takes place.

• The problem is resolved.
The acting groups will perform the scripts. Everyone sits back to enjoy the show. This exercise gives students a great opportunity to act out and read nonverbal messages.

These are just few of the games mentioned. With the help of book, internet etc. many more game/ activities can be selected as per the crowd of students. This will enable them to lively learn English and improve their communication skills along with it develop their personality.