CHAPTER -4

CONTRIBUTION
OF COURSES FOR
IMPROVEMENTS OF
ENGLISH AND
PERSONALITY
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In today’s competitive environment just educational knowledge is not enough to grow in life. A lot of other factors are also needed to become successful. Among all the factors, personality plays the most important role to achieve the goal of life.  

Personality is defined as:

According to Robert Frost: The distinguishing characteristics of an individual which differentiate him/her from others when displayed in a wide variety of situations and circumstances especially social one.

Personality is an essence of life. As Charles Schwab said personality is to man, what perfume to a flower. Personality comes forth in every word we utter and every gesture we make and in fact every act of communication is an unfolding and an expression of personality. Personality has the ability to evoke positive feelings, sympathy and cooperation from others or invoke hostility, resentment and antagonism. Personality can make friends or create enemies. All problems are personality problems and all triumphs are due to personality. It is important that we understand and develop, so that we meet with as little opposition as possible.

In the mid 80’s say during 1985-86 a group of intellectuals hailing from different education and industrial background forecasted the need of future demands and the survival of the younger generation in the competitive global arena. Immediately the need was felt for overall development of an individual, especially new generation students. The personality development plays vital role in the life of younger generation especially in the life of the students who face challenges in life like lack of efficiency in English, and cannot score better marks in English. As
C.L. Wren rightly said, *Language is the expression of human personality* English comes along with the personality. English and personality are the two sides of the same coin. Character is formed of whatever opinions one forms. It is possible that nature has not bestowed us with effective English. There is no doubt English makes person perfect and develop personality. The personality development course not only improves personality of students but also improves English of the students. The students have found a lot of improvement in scoring in English, after attending personality development course.

**Personality development includes the following factors:**

1. Memory Development  
2. Time Management  
3. Mind Control  
4. Concentration Skills  
5. Communication Skills  
6. Stress Management  
7. Speed Reading  
8. Positive Attitude  
9. Creativity

These factors improve the personality and English both of the students. The details of the contribution of these factors are given as under:

(i) **MEMORY DEVELOPMENT**
Memory is the ability to store and to recall events, actions and new information is clearly extremely important for all aspects of human development. Memory development plays very important role in the life of the human being. It helps to develop the personality of human being. Without memory a person is lame. One cannot step ahead if he lacks memory. Lack of memory power affects the personality of human being.

It has been observed that most of the students, due to lack of memory power, memorize one topic in English and easily forget another. It is often reported that students have problems of paying attention, difficulty in taking notes in the class. Sometimes they can't remember the things what is expected of them. Ultimately, they fail in the examination in spite of the fact that they work hard. Consequently, they lose interest in studies.

Fortunately, no one is born with a poor memory. As a human being, we are gifted with amazingly powerful brain, and God is not partial to anyone in making this extraordinary gift. What is required is to acquire it. Memory techniques help to learn English question- answers very easily and secure more and more marks in the English examination. The teacher improves the performance of students in English using different memory techniques. Memory technique brings over all development of students. There are various methods of memory development like The Link Method, Peg Method, and Mnemonics Method etc. With the help of these methods one can improve memory and ultimately can improve personality.

The Link Method is a permanent memory method. It is very easy method to master it. The Link Method can be used to memorize any information, and learn it in sequence. Speeches, presentations, stories, and formulas, etc. are the examples of things, to improve the personality of student. It must be learnt in sequence.

The Peg Method is useful to memorize things in whichever order one wants. This method is extremely useful for remembering telephone numbers, long digit numbers, and addresses to improve the personality of students. In fact it is useful in remembering anything which has number in it.
The memory techniques are games, puzzles, role play rhymes and songs etc. which are used to develop memory. The English teacher uses a range of fun and enjoyable activities for the students and the students take interest in learning. The students write down English homework, assignment on time and pay attention to what the English language teacher teaches in the class.

**THE MNEMONIC METHOD:**

It is also called number method or rhyme system. This system is very effective system to improve the English of students. The number/rhyme technique is a very simple way of remembering list of items in a specific order. It is an example of a peg system i.e. a system whereby facts are ‘pegged’ to known sequences of cues. (Here the numbers 1 -10) This ensures that no facts are forgotten (because gaps in information are immediately obvious), and that the starting images of the mnemonic visualizations are well known.

**Use the Number/Rhyme Technique:**

Most of us have learnt the nursery rhyme –“One, two, buckle my shoe, three, four, shut the door…” This nursery rhyme was so easy to remember, even as a small child, because the numbers rhymed so well with the objects. The number/rhyme technique works on the same formula.

This technique works by helping students to build up pictures in mind, in which the numbers are represented by things that rhyme with the number, and are linked to images that represent the things to be remembered.

**Purpose:**

Obviously the purpose is to remember a list of 10 unconnected or unrelated items, and to be able to recall them on demand in any order or out of sequence, after some time in the future. It is
useful for the students to learn any words of English very easily. It makes oneself smart and improves his personality.

**How it works?**

It works by associating some new item – the item to be remembered – with something that you already know very well. For this to work, it is essential that students have a framework in place to which they can make the associations.

**Method**

By using the following table, one can set up the permanent reference points that he/she will be using when he/she make the associations. The table lists the numbers 1 to 10, and a word that rhymes with each number, together with a suggested image. He/she commits the rhymes to memory and creates a mental picture of each item using mind’s eye.

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>One, Two</td>
<td>Shoe</td>
</tr>
<tr>
<td>Three, Four</td>
<td>Door</td>
</tr>
<tr>
<td>Five, Six</td>
<td>Sticks</td>
</tr>
<tr>
<td>Seven, Eight</td>
<td>Straight</td>
</tr>
<tr>
<td>Nine, Ten</td>
<td>Hen</td>
</tr>
<tr>
<td>Eleven, Twelve</td>
<td>Delve</td>
</tr>
<tr>
<td>Thirteen, Fourteen</td>
<td>Courting</td>
</tr>
<tr>
<td>Fifteen, Sixteen</td>
<td>Kitchen</td>
</tr>
<tr>
<td>Seventeen, Eighteen</td>
<td>Waiting</td>
</tr>
<tr>
<td>Nineteen, Twenty</td>
<td>Empty</td>
</tr>
</tbody>
</table>
Number/Rhyme System:

The students can easily learn the nouns given below with the help of above table of the Number /Rhyme System:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>NOUNS</th>
<th>FAMILIAR PEGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Football</td>
<td>Shoe</td>
</tr>
<tr>
<td>2</td>
<td>Salt</td>
<td>Door</td>
</tr>
<tr>
<td>3</td>
<td>Dolphin</td>
<td>Sticks</td>
</tr>
<tr>
<td>4</td>
<td>Newspaper</td>
<td>Straight</td>
</tr>
<tr>
<td>5</td>
<td>Telephone</td>
<td>Hen</td>
</tr>
<tr>
<td>6</td>
<td>Clock</td>
<td>Delve</td>
</tr>
<tr>
<td>7</td>
<td>Bridge</td>
<td>Courting</td>
</tr>
<tr>
<td>8</td>
<td>Moon</td>
<td>Kitchen</td>
</tr>
<tr>
<td>9</td>
<td>Carpet</td>
<td>Waiting</td>
</tr>
<tr>
<td>10</td>
<td>Glass</td>
<td>Empty</td>
</tr>
</tbody>
</table>

Make the connections:

Take a minute or so to visualize the new item i.e. Football to be remembered interacting with familiar peg item i.e. Shoe. One should make picture of the new object with ones familiar object.

One can make the picture appear funny or outrageous to create the best mental images. Perhaps use a cartoon-style can be used to exaggerate one or more features of the object. One must not move on to the next item in the list until that image is firmly fixed.

1) To begin with, one may imagine, *Joker wears a Shoe and playing with Football*. It works to form the best mental image.

2) For *Salt*, one imagined a Door  *A husband is banging at the Door and shouting his wife because she has used more Salt in the vegetable while cooking.*
3) For **Dolphin**, one may imagine **Sticks**, *Dolphin dances on the stick.*
4) Mad man always read *Straight Newspaper.*
5) **Hen** is attending the *Telephone.*
6) Police decided to *Delve* into the *Clock* for further detail.
7) A hero was *Courting* heroine on the *Bridge.*
8) Her *Kitchen* was shining like a *Moon.*
9) Ant was *Waiting* for their boyfriend on the *Carpet.*
10) Mouse was dancing in the *Empty Glass.*

In this way, one can learn any noun, while using any familiar Peg. During examination student can easily write the Noun and score good marks in English with the help of using this **Number//Rhyme technique.**

One can learn anything in English while using number rhyme technique, as;

1) The students can learn English question answers while choosing the main words from the answers and putting in the Number/Rhyme table to remember it.
2) The students can improve vocabulary with the help of Number /Rhyme technique.
3) The students can prepare for speech with the help of using KEY WORDS from the speech matter.
4) The students can memorize whole lesson with the help of using above technique.

**MIND MAP TECHNIQUE:**

Mind map is part of Mnemonic Systems. Mind Map helps the students to remember anything with the help of map and makes smart and improves personality of students. Mind map help to lay out the structure of a topic as a clear 'shape' that one can be remembered easily. By seeing this shape in mind, one can promptly remember the information coded within it. This becomes even easier if one has coded this information using striking images.

**This technique helps the students to manage information better and will be able to improve:**
• Reading skills, so that one can find the information he needs quickly and easily.
• The way student makes English notes, so that he becomes clear and easy to understand, and quick to review.
• Help student to assimilate information quickly and easily and can prepare him for examination.

Remembering Tenses with Mind Map:

The English language teacher teaches the tenses with the help of map. The English teacher makes the map of different parts and sub parts of the tenses (as given in diagram above) like 1) **PRESENT TENSE**: i) Simple Present Tense ii) Present Continuous Tense iii) Present Perfect Tense iv) Present Perfect Continuous Tense. Likewise **PAST TENSE** and **FUTURE TENSE** can be made and the students can be asked to learn tenses with the help of such map.
ASSOCIATION TECHNIQUE:

Association technique is the part of mnemonics system. Association is the method by which one can link a thing to remember with something personal. One can formulate his own association as he reflects the way in which his mind works. An associated image is the image that one visualizes and connects with the items which can be remembered. This method is very useful to improve the knowledge of students for English.  

Remembering English writers’ names:

The students can memorize the difficult names of novelists, poets, playwrights like Aristotle, Homer, Ted Hughes, John Keat, Queen Elizabeth, Wordsworth, very easily by using association technique.

Examine an English writer’s face discreetly in the textbook and try to find an unusual feature, like facial expression, eyes, gestures, eyebrows, mouth, chin, complexion, etc. Create an association between that characteristic, the face and the name in the mind. A person can be associated either with someone known with the same name or image of the person’s face or defining feature.

For Example: 1) Look at the pictures of Aristotle and Hritik Roshan given below

Aristotle  

Hritik Roshan
New generation students are more prone to films. They have more interest in films than study. The names of film personalities are already fixed in their minds. Therefore, with the help of films personality one can create interest in English. When one wants to learn the name of English writer like Aristotle, he immediately connects him with the film personality Hritik Roshan, forming an association between the two. It also can be noticed his same hair style, same facial expressions and same cheeks. Also he can coin a phrase for him—“Bushy browed.” Face looks without shave. This help to recognize her immediately, the next time while making study. Name can be recalled without any trouble. Example two

![William Shakespeare](image1.jpg) ![Anupam Kher](image2.jpg)

If one has to remember the name of William Shakespeare, he should look at the picture closely and try to connect with any famous person or any well known person. Here we have connected famous film personality Anupam Kher. William Shakespeare’s head semi bald, round face, samilar nose, complexion, eyes, and facial expressions are that of like Anupam Kher. Likewise, if one has to remember the names of all the English writers, one should not forget to associate any famous personality with the names of English writers.

**CORRELATION:**
A correlation meant to link the two objects by means of other words which either sound alike, or meant the same, were the exact opposites or were brought to mind somehow or other. This
happens to be an excellent imagination exercise. Some of the old systems taught the student to correlate two objects when he wants to remember one in conjunction with the other. This can be explained as under:

**Remembering Synonyms and Antonyms with Correlation:**

1) If one wants to remember **Antonym** of Barren = Fertile. So it can be made like this:

   Barren-Land-Rain-Fertile. If the Land is Barren, how can it be Fertile? By Rain.

2) Antonym of **Ample** = Meager. One can make like this Ample-Rich-Salary-Meager.

   The **Rich** people have Ample money but they pay Meager Salary.

3) If one wants to remember **Synonyms** of Perfect- Skilled, Perfect – Persons – Good – Skills always Perfect persons have Good Skills.

4) If one wants to remember **Synonym** of Awful – Terrible. Awful-Ghost-Terrible-Tiger.

   There is no difference between **Awful** ghost and **Terrible** tiger.

**ACRONYMS:**

Acronym is a method in which one forms acronyms by using the first letter from a group of words to form a new word. This is particularly useful when one has to remember words of particular topic. Acronyms can be very useful memory aids. Acronyms are very common in English language. The students can learn very fast, if they learn with acronyms technique. Following are some of the examples.
KEY WORDS TECHNIQUE:

It is a part of Link Method where Students should use KEY WORDS to memorize their speech from the beginning to end while forming sequence. It has been seen that students cannot deliver speech confidently during annual competition. They fear that they may forget their speech in the middle because they memorize full speech. The main reason behind this is that they do not have technique to remember speech. Therefore, they lose confidence and cannot deliver speech effectively. If they use Link Method to memorize speech, they can confidently deliver speech on the stage.

Firstly, one must read the entire speech. When he/she is satisfied with it, read it over once or twice more. He tries to get the “gist” of the speech. Now, one gets a piece of paper and starts to list his KEY WORDS. He reads the first thought of the speech. This might be contained in one, two or more sentences. Now, select one word or phrase from those sentences which he think will bring the entire thought to mind. That one word or phrase is KEY WORD. After he found the key word for the first thought, find one for the next thought, and so on. When he is through with the whole speech, he will have a list of keys to remind him of each thing he wants to say. Actually, if he keeps this list in front of himself, it looks as he made the speech and it would
serve the purpose. But if one has mastered the Link system, he knows that it is just as easy to
make a link of these key words, and then throw away the paper. 11

For example:

Trees, Our Best Friends

We often remember the strange fascination trees had for us when we were very young. It was a
real pleasure to climb up a tree, to perch oneself on one of its branches and play all kinds of
games. It happened to be a fruit tree; the excitement was still more there. What fun it really was
to have trees around us when we were kids. We looked up to them almost as our friends and
made them active participants of many games we played when we were children.12

Short summary

When we were young we were climbing on the fruit trees and played games for excitement. We
had a great fun on fruit trees and treated them as our friends, and active participant in our
childhood.

Key words

Young - tress - games - fruit – Fun - friends.

One can see if he makes a link. The word young associated trees; trees associated to games;
games associated to fruit; fruit associated to fun; fun associated to friends. Each thought would
lead him to the next one, right through to the end of speech.

As he uses this idea, the amount of Keys necessary will be less and less. The most important, the
confidence he gains by knowing that he remember his talk, will show when he delivers it. One
must keep in mind that takes care of the thoughts; the words will take care of it.

The same ideas can be used to memorize lesson and questions answers he reads, if one desires.
First read the article, of course, to get the “gist” of it. Then, pick out the key words for each
thought; then make a link to remember them and one has got it. With a bit of practice, one will
actually be able to do this as he reads.
TIME MANAGEMENT

Students in school have very busy, stressful lives because they attend classes, complete assignments and study for examination. In addition they have their own daily routines and lifestyles that are necessary for creating balance between academics and extra-curricular activities. However, finding time to do everything at once can be challenging and overwhelming. It is likely that many students are unaware of possible differences between the time they spend and they think they spend their time. Such a perception gap may lead to a lower academic performance in English. This is where good time management skills come into practice. Time management is a skill the students need to learn. They must take the necessary
approaches and apply these strategies in order to be effective and more productive. These skills give students the ability to plan ahead and prioritize upcoming English assignments and events. Students should learn to work smart by not working too hard and not leaving anything undone. Sometimes students need to study for a couple of hours and take a break to clear their mind.

A recent survey shows that most of the school students have English learning disabilities due to lack of time-management skills. In order to help them solve these problems, the English language teacher helps them improve the performance with the help of time management. The English language teacher uses techniques like setting of clear goals and ways of planning and scheduling time to improve the percentage of marks in English.

1) GOAL SETTING:

Goal setting is a powerful process for personal planning. The process of setting goals may help students choose where they want to be in life. By knowing precisely what they want to achieve, they know where they have to concentrate their efforts. The English language teacher encourages learners to make choice about what they do, and set their own goals, which may help them gain a sense of personal responsibility for actions. Students need to be able to set their own goals in life and in their learning, and to plan for the achievements, as:

1) The English language teacher helps the students setting English learning goals. This can be short-term for example; *the number of words to be learnt tonight* or longer-term goals such as, *number of English books can be read in this term.*

2) In order to help the learners, teachers need to help them to specify a clear cut goal they want to accomplish and be very specific, such as recite five words a day from English textbook or read an article or write a diary etc.
3) Secondly, teachers also need to help students specify the amount of work they are going to do, like the number of pages of lesson they are going to read, the number of new words they are going to remember and so on.

4) Furthermore, it is also necessary for students to specify when they will do the tasks, eg. every day morning, three days a week, or at 9:00 am on weekends. With these skills mastered and used regularly, their quality of lives will improve dramatically.

5) The language teacher teaches the students about the particular time of practicing English speaking.13

2) GROUPING SIMILAR TASKS:

To save the time, the students should group the similar tasks and try to do it at the same time.

<table>
<thead>
<tr>
<th>Plan</th>
<th>Batch</th>
<th>Time</th>
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i. Plan the task.

ii. Batch the task of a similar type as much as possible.

iii. Time the task to ensure that they are not taking long time unduly.14

For example:

- Solving all the difficulties of the grammar at a time, on Friday at 6’o clock.
- Meeting with all the friends for English interaction every Sunday from 5 pm. to 8 pm.
- Completing all the English assignments on Monday and Tuesday evening for 2 hours.

3) SPEND TIME ON DOING THE THINGS ORDERLY:

The principles of time management are simple. One needs to spend time on actually doing things, not being busy. Anyone can be busy, but one needs to be busy on the right things. Some people just get stuck into their work every day, and beaver away with little planning or discrimination as to what they will do and in what order. Hence, they can sometimes spend as
much time doing minor, irrelevant things as they do on important tasks. Planning and prioritizing will help focus on effort appropriately.

For example:

If one has to be perfect in English *firstly* he must learn the basics of English grammar—Parts of speech and Tenses. *Secondly*, he must learn advanced grammar like simple sentence, complex sentence, interrogative sentence, affirmative sentence, etc. Instead of *first* study simple sentence, complex sentence, interrogative sentence, and affirmative sentence, *secondly* study Parts of Speech and Tenses. Students will not understand until we study first the Parts of Speech and Tenses.

4) RECYCLE TIME:

The student thinks of ways to use committed time e.g. use of time while doing train journey, time spent in waiting at the airport and so on. The student can read English grammar book or learn the phrases or build the vocabularies while traveling in the train to make proper use of time. One can even write assignment or study if he finds expected atmosphere.

5) SPEND TIME DOING WHAT YOU ARE GOOD AT:

Decide what things you are good at, and try to work accordingly. Work you can do easily in difficult times.

For Example if you feel that you enjoy the lesson instead of poem. You study more and more lessons to score the more mark and concentrate on the poem when you feel fresh and free to devote the time.

6) SPEND TIME AT THE RIGHT TIME:

Most of us have some awareness of our personal body clock; most people realize that they work better at certain times than at others. One needs to be aware of this, should study the subject of
English at the right time. If one can identify aspects of his work which produce the most results, then he should do it, when he is at his best.

e g. *Learning the rules of grammar early in the morning*.

People’s energy level and blood sugar level fluctuate throughout the day. So after eating and drinking it can affect work and concentration. It may be because one has low blood sugar. One must plan his day around in most productive times.

**7) SPEND TIME ON RESULT, NOT EFFORT:**

One needs to spend his time on achieving things not being busy. Achievement makes most people feel good, so they are motivated and will work better. A commonly quoted rule is the 80/20 rule. This states that typically 80 percent of efforts achieved only 20 percent of results. Thus, 80 percent of the results are achieved from only 20 percent of our working effort. But what does this actually mean? Well, put simply, most of the time he spends is wasted – it produces very little result. If one can focus on the aspects of his work that yield most results, he would be enormously more productive.  

**For example:**
If one wants to improve English with little effort, one should remains in the company of people, who speak English only. He will achieve 80 % result out of 20 % effort. In this way one will save time and devote on some other important task.

**8) LEARN TO SAY NO:**

The best technique for avoiding time thieves is to be honest with them. If someone asks *Do you have a minute?* Tell them you don’t, or indicate exactly how many minute you have and ask if their discussion can be accomplished in that amount of time. If you don’t have time for beer after work, don’t go. Learn to say no tactfully not negatively. Say “yes” only if obligation helps you accomplish one of your key objectives. If you cannot say “no” say thanks for asking, but I have prior commitment.
For example:

If one thinks that he has not kept aside some time in daily schedule for unexpected work other than the English work, frankly say “no,” do not have time if anybody asks until one thinks it solve ones English problem.

9) PRIORITIZING YOUR ACTIVITIES:

What do you do if you find that you have less time than you had anticipated for your activities? Should you just not do some of the things? Or should you cut out a little time from each activity?

What one needs to do is PRIORITIZE. In other words, one needs to determine the importance and urgency of each activity and use this information to revise his schedule (week’s plan). In some cases, one may decide to postpone an activity that is not urgent, or perhaps he will spend less time on an activity that is not so important. One can prioritize his schedule, while using the table given below.

Note: "Urgent" means that the deadline or due date is approaching

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<thead>
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<th></th>
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<th></th>
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</thead>
<tbody>
<tr>
<td>a</td>
<td>Urgent and important</td>
<td>c</td>
<td>Urgent but not Important</td>
</tr>
<tr>
<td>b</td>
<td>Important but Not Urgent</td>
<td>d</td>
<td>Not Urgent Not important</td>
</tr>
</tbody>
</table>
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a) **Important and urgent**

This task is to be done quickly and well. This is your top priority. However, often tasks end up in this category because they were not done before—and they have become urgent. This category should be reserved for your top priority work—so do not add to this category by delaying things until they end up here.

**For Example:**
The Parts of Speech and Tenses are important and urgent, if one thinks that he wants to improve written English. He must learn basic grammar first, like Parts of Speech and Tenses, without which it is impossible to learn advanced grammar.

b) **Important but not urgent**

These tend to be those tasks that require a lot of attention. One should not be tempted to put these off until they fall into the category above—that is only created additional pressure and stress. These tasks should be broken down into tasks or stages, and started on to get some of their work out of the way to reduce the overall size of the task left. Try to plan to do some of these tasks every day if you can—you will soon get them done.

**For example:** One can think that to improve spoken English, grammar is important but not urgent.

(There are so many people who speak English, without learning grammar.)

c) **Urgent but not important:**

These tasks take too much time because if one does, he will end up with not enough time for English subject. If one has a lot of task in this category, he assesses important one by asking himself what happens if one simply does not do this. It is surprising that once he thinks about it, many of these tasks can be abandoned.

**For example:** One may think completing English notebook is urgent but not important. Roaming with friends is urgent but not important.

d) **Not Urgent and Not Important:**
These are the tasks one must quite simply stop doing. Either negotiate stopping them altogether, or delegate them.
For Example: Unnecessary roaming and wasting time with friends. ¹⁶

10) PROCRASTINATION:

Procrastination means putting things off until a future time, postponing or deferring something. Most people procrastinate at some time in their lives. Many students procrastinate English subject. There are many reasons where students procrastinate like:

1) They don’t think that they have skills or knowledge to study English.
2) They are afraid of getting a low grade or of failing in English.
3) They are not interested in English.
4) They are overwhelmed by too many things to do and they know that they can’t get them all done.¹⁷

There are many ways to deal with procrastination. The list of suggestions or techniques is given below.

1) One should do his English study when his energy level is at its highest.
2) If he is a morning person, complete his English study in the morning. If he is a night person, complete his English study at night.

3) One should break large tasks into smaller ones:
   One should not be overwhelmed by the work. But he needs to create smaller tasks from bigger ones. Then focus on completing the smaller tasks at a time until, he can finish.

For example: Don’t study all three tenses at a time. But break each tense in four parts and learn daily one by one tense. Like Present Tense: 1) First day Simple Present Tense 2) Second day, Present Continuous Tense 3) Third day, Present Perfect Tense 4) Fourth day, Present
Perfect Continuous day.

4) *He should work for realistic periods of time.*

If he can study English best at 1 hour intervals, he should not try to cram in 2 hours of study. Or if 1/2 hour at a time is the best for him, then follow his own needs; one should not study English for long periods of time just because his friends do.

5) *One should do mix activities.*

He should switch grammar to lessons or poems after a while, or try alternate between doing things, one enjoys with if one finds challenging or boring work.

6) *One should allow extra time for unexpected things.*

One should allow extra time for unexpected things. Unexpected things may occur any time like computer may crash, one may fall sick, or any relative may visit. **For example:** If one has expected to write English composition within 4 hours. he should add 1 hour for unexpected things. He will surely complete his work on time, without disturbing other work.

7) *One should schedule time for exercise, relaxation, and socializing.*

One should not forget that "all work and no play makes Jack and Jill dull people" If one studies continuously and does not get time to play, he will get frustrated, and bore, and stress out.\textsuperscript{18}
This is the age of discoveries. The discoveries are the products of mind. There are some discoveries which prove to be dangerous for the existence of human society. Mind need to be controlled so that only those of the discoveries are made which are good for human being and not otherwise. Therefore, mind control becomes important.

It has been observed that students are being pulled from different directions. Students in schools have very busy stressful life because they are attending classes, completing assignments and studying for examination. In addition, they have their own daily routines and lifestyles that are necessary for creating balance between academics and extra-curricular activities. Students are constantly being asked to do more with less. However, finding time to do everything at once can be challenging and overwhelming. It is likely that many students are unaware about how to be excellent with minimum available time. They spend huge amount of time at school. The workload day by day gets heavier. The teachers, students, parents and all suffer. This may lead to a lower academic performance of students.\textsuperscript{19}
If one has to succeed, one requires new skills for processing and learning from information. It is said that human beings use only ten percent of their power of mind. What about the remaining ninety percent? Imagine what would happen if human being could access all of it; it would be amazing! The mind control techniques are affective techniques where students study the English systematically, while using their mind effectively. Mind control helps to improve English. Mind control also helps to improve the personality. It consists of mind map, brain, sub-conscious mind and concentration.

A) MIND MAP:

Studies show that people remember only 10% of what they hear, only 20% of what they read, but about 80% of what they see and do. It is likely that many students are unaware about how to study systematically. Such a perception gap may lead to a lower academic performance in English. This is revolutionary new skill that will combat effective utilization of the brain and significantly improve thinking and learning by combining seeing and doing. Mind map is a practical, immediate, double time-saving and templates to make the students school life easier and more enjoyable. Mind Map helps the students to study English with the help of Map and makes them smart by improving personality. Mind Mapping is a creative and critical thinking strategy which helps students to organize information visually by illustrating how they connect main ideas and supporting ideas. The mind map is an individual creation. Mind mapping is a way of taking notes and organizing thoughts into key words and pictures and is a technique that can condense huge amount of data into one sheet of paper. It also acts as a memory tool. Mind Map helps the students to recall and record information more rapidly and effectively. The mind map has a lot of benefits in many areas like Learning, Creativity, Thinking, Planning, Organizing, Motivation, Fun, Memory, Note Making, Decision Making, Communication, Presentation, and Studying. Following are the ways of making Mind Map.

**Key Words Technique:**

1. Identifying key words.
2. Identifying and creating main branches.

3. Drawing simple icons.

Once these skills are developed, one can create Mind Maps very easily. One can be proficient in creating Mind Map, if he makes practice. He will work through a series of activities to learn more about each of these skills.

**Identifying Key words:**

One of the laws of mind mapping is the use of single key word per branch. While nearly 90% of text is comprised of non-essential words (like of, the, at, and, in, a, was, etc.). Mind Map uses only the essential words (and images) necessary for one to meet his objective or purpose for taking or making notes.

The most obvious advantage of using fewer words is that it saves space. Therefore, much more information is contained. Three Basic Ideas in mind map where key words—rather than phrases or sentences— relay an idea. It is also much easier to see the relationship between thoughts. Key words provide a foundation words and thoughts for him, to choose from passage, when he creates his idea map. Just because one underlined a word does not guarantee that it will be included in eventual map. Based on purpose one may decide to exclude or even change the word to something more meaningful.

For example: **If one wants to make mind map on short autobiography of William Shakespeare.**

**Short Biography of William Shakespeare**

*William Shakespeare was born on 23rd April 1564, on St. George Day at Stratford-on-Avon, in England. He was the son of John Shakespeare, who was dealer in farm products and wool. His father’s business was prospered but later riddled with debt. His father was elected into civil position within community from 1557-1570. His mother’s name was Mary Arden. She died in*
Later, Shakespeare attended Stratford Grammar School from 6 to 13 age. Shakespeare enjoys learning and reading English stories written by authors. He also worked as butcher during his childhood. William Shakespeare started his career in London. He was poet, actor and play writer. He lost his so many years from 1572-1582, again from 1585-1592 in acquiring skills as actor and Play writer. He wrote about Hamlet in 1602 and accumulated a lot of wealth. He married Anne Hathaway in 1582, when she was 26 years old. She was orphan, and was already three months pregnant. She gave birth to daughter in 1583 whose name was Susanna. In the year 1585, twin baby boys were born named Hamnet and Judith. Unluckily in 1596 Hamnet was died. William Shakespeare had seven siblings namely, Anne, Richard, Edmund, John, Margaret, Gilbert, Joan. Gilbert was born in 1566 and he made his career in Tradesman and Haberdasher. He died in 1612. Anne born in 1571 and died in 1579. Richard was born in 1574 and died on 1613. Edmund born was in 1580, died in 1607. Joan was born in 1558. He was suffering from plague disease so he died. Margaret was born in 1562 and died in 1563. Joan was born in 1569 and died in 1646.

Finally, William Shakespeare died in Stratford in 1616 (52), and is buried in Holy Trinity Church, Stratford.

Identifying and Creating Main Branches:

Once he has chosen words to include in his idea map, the next challenge is deciding if it is a main branch or a sub branch. Again, five to nine main branches is an ideal number to include within the map. The best way to illustrate how this works is to complete a practice activity. The purpose of this activity is to teach, how to determine main branches and sub-branches. He creates an idea map from the following list of key words using biography as the central theme:

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<tr>
<td>Born-1564</td>
<td>St. George Day</td>
<td>Stratford-on-Avon</td>
<td>Father John Shakespeare</td>
<td>farm products and wool</td>
<td>prospere d</td>
<td>riddled</td>
<td>debt</td>
<td>elected</td>
<td>civil position</td>
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<tr>
<td>Community</td>
<td>mother</td>
<td>Mary Arden</td>
<td>Died 1608</td>
<td>6 to 13 age</td>
<td>Education</td>
<td>Stratford Grammar</td>
<td>learning</td>
<td>reading English</td>
<td>authors</td>
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<td>1557-1570</td>
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### School stories

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<td>orphan</td>
<td>Anne</td>
<td>Pregnant</td>
<td>3 months</td>
<td>birth</td>
<td>Susanna</td>
<td>1585</td>
<td>Twin</td>
<td>1585</td>
<td>Hamnet</td>
<td>Judith</td>
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<td>Hathaway</td>
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<td>Died</td>
<td>siblings</td>
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<td>career</td>
<td>Tradesman</td>
<td>Haberdasher</td>
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<td>1612</td>
<td>Anne</td>
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<tr>
<td>Richard</td>
<td>Born</td>
<td>Died</td>
<td>Edmund</td>
<td>Born</td>
<td>Died</td>
<td>Joan</td>
<td>Born</td>
<td>Died</td>
<td>Stratford</td>
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<td>1574</td>
<td>1613</td>
<td>1580</td>
<td>1580</td>
<td>1607</td>
<td>1607</td>
<td>1558</td>
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<td>Margaret</td>
<td>Born</td>
<td>Died</td>
<td>Joan</td>
<td>Born</td>
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He will put the word *biography* (or an image that represents biography) in the center of his paper, and turn his paper sideways (landscape). He will scan the listed words and choose a main branch that could hold two or more of these words as sub-branches. The title of his main branch (or sub-branches) may or may not be among these words.

For example,

I might choose the word *Parents* as one of my main branches. It’s not in the list, but when I see words like *Mother* and *Father*, I think students would describe this branch well. This grouping of words is a personal choice.

He chooses the way that makes the most sense to him. He may consider using highlighters or symbols (boxes, circles, stars) to determine categories on this chart prior to drawing his idea map. He will draw each main branch on his idea map and then connect all the associated words from the list on sub-branches. He will add his words to his idea map, cross them off the list and continue the process until all words are used somewhere in the map.
**Drawing Simple icon:**

Imagery is one of the greatest tools to integrate into idea maps. Learning to draw simple icons is a lesson in breaking a task into manageable, component pieces. One can easily find a simple icon (from coloring books, comic strips, a website, or company logo) that he would like to draw. He watches carefully some portion of icon and adds to this basic shape in small pieces until, he has recreated the image. One can add a symbol, code, or picture to enhance his recall and increase his interest in this information and can use color to enhance the images.

After following third step, one will get this colorful mind map which is easy to memorize the biography of William Shakespeare.\(^{20}\)

**Remembering Biography of William Shakespeare with the help of Mind Map Techniques:**
1) Remembering parts of speech with the help of Mind Map Technique:
The English teacher teaches parts of speech with the help of mind map. The English teacher makes the map of different parts and sub parts of Parts of speech (as given in diagram) below:

1) NOUN:  
   i) Person  ii) Place iii) Thing iv) Idea v) Quality. Examples of sub-part is also given in the diagram like i) doctor ii) school iii) laptop iv) internet v) Joy  

2) Remembering The Present Simple with the help of mind map

   Technique:
3) Remembering Present Perfect Tense with the help of Mind Map

Technique:
Present Perfect

Use

- Form
- Have
- Has

- Form
- -(ed)

- Present
- Past

- The train has just arrived.
- She hasn’t travelled by train so far.

- Adverbs
- Ever, never
- Since, for
- Recently, lately

- Have you ever written a poem?
- What have you learned?
4) Remembering The Past Simple Tenses with the help of Mind Map Technique:
5) Remembering All the Tenses with the help of Mind Map Technique
6) **Remembering Articles with the help of Mind Map Technique:**

![Mind Map Image](https://www.tt-group.net)

7) **Remembering Prepositions with the help of Mind Map Techniques:**
These techniques help the students to manage information better. By using them they will be able to improve:

- Reading skills, so that one can find the information quickly and easily.
The way students make notes, so that they become clear and easy to understand, and quick to review.

- It helps students to assimilate information quickly and easily and can prepare for examination.²¹

**B) BRAIN:**

The brain is the most vital organ in the human body and our most valuable asset. Brain is the control centre for virtually every vital activity, necessary for survival including movement, sleep, hunger and thirst. In additions, all human emotions including love, hate, anger, elation and sadness are controlled by brain. It raises our perceptions, memory, and it shapes our speech, skills, thoughts and feelings. We are now becoming more aware than ever that we all have the capacity to put our brain in more use by exploring new avenues, experience and new adventures.

The human brain consists of three main parts, the left hemisphere, the right hemisphere and the all-important interface between these two hemispheres. The left side of the brain is analytical and functions in sequential and logical and is the side which control language, academic studies and rationality. On the other hand, right side is creative, intuitive and leads for example to the birth of ideas for work of art and music. Lack of data fed into left hand hemisphere could result in the creative side or right hand hemisphere drying up. In order to maintain right balance between the right and the left hemisphere, the right hand hemisphere needs the fuel, i.e., the data which has been fed into collated and processed by the left hand hemisphere. So, we should get habit to perform any creative task. It is necessary to encourage our right side to start its creative juices flowing, i.e. move the mental process. Therefore, brainstorming activities play very important role to balance the right and the left hemisphere.²²

**Brainstorming activities:**

The following brainstorming activities improve English of the students.

1) **Learning Prepositions with the help of Brainstorming activities.**
Write each letter in the crossword puzzles.

Write the Preposition in the crossword puzzles on the bases of sentence given below.

**Answer**

| Across |
|---|---|---|---|---|---|---|---|---|---|---|
| 3. November comes ___ December. | 6. We have classes ___ 7 a.m. | 7. Who did you go to the movies ___? | 8. What's ___ the curtain? | 11. He was born ___ May 2nd. |

**Down**

1. I don't want to go ___ the club now. | 2. The temperature is ___ zero today. | 3. Come and sit ___ me. | 4. Where do you come ___? | 5. I'll be back ___ an hour. |
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<td>6. He must be ___ his grandmother’s.</td>
<td>8. They want to travel ___ plane</td>
<td>9. The Nile is the longest river ___ the world.</td>
<td>10. Which way should we go, up or ___ the hill?</td>
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2) Learning Past Tense with the help of Brainstorming activities.

What is the past tense of these verbs?

(Write each letter in the crossword puzzles)
3) **Learning Pronoun with the help of Brainstorming** activities

Write the pronoun in the crossword puzzles on the bases of sentence given below.

(Write each letter in the crossword puzzles)
Across
1. You’re too young to go out by ___.
2. He told ___ to do it, but we forgot.
4. His new machine is driving ___ crazy.
6. Switzerland is famous for ___ watches, chocolate...
8. They plan to move to ___ new house soon.
10. Give it to him, not to ___.
11. ___ have done our share.
12. There’s no secret between you and ___.

Down
1. ___ should do your work.
3. ___ hasn’t sold her car yet.
4. She cut ___ badly.
5. I trust him. He’s an old friend of ___.
7. ___ is John’s new girlfriend.
9. Mary went out with a friend of ___.
10. Talk to Mr. Green and tell ___ about your plans.

Answers

Y O U R S E L F
O S H I M
H E I T S
T H E I R N H
E S E E
H E R W E
I S L
M E
F

C) SUB-CONSCIOUS MIND:

There are two levels of mind, the conscious or rational level, and the subconscious or irrational level. We think with our conscious mind, and whatever we habitually think sinks down into our subconscious mind, which creates thinking according to the nature of your thoughts. Conscious mind is like a captain and the master of our ship, which represents our body, environment, and all our affairs. Our subconscious mind takes the orders we give it based upon what conscious mind believes and accepts as true. If we think good, good will follow; if we think evil, evil will
follow. When one repeatedly says to people, “I can’t afford it,” then his subconscious mind takes him at the word and sees to it that he will not be in a position to purchase what he wants. As long as he persists saying, “I can’t afford that car, trip to Europe, home, fur coat or ermine wrap,” he can rest assure that his subconscious mind follows his orders, and he will go through life experiencing the lack of all these things. When one repeatedly applies in a negative way, he will find failure, frustration, and unhappiness. However, when his habitual thinking is harmonious and constructive, his experiences perfect health, success, and prosperity. Peace of mind and a healthy body are inevitable when he begins to think and feels in the right way. Whatever he claims mentally and feels as true, his subconscious mind accepts and brings forth into experience.²³ One can learn English with the help of using sub-conscious mind:

**Remembering poem with the help of sub-conscious mind:**

The subconscious mind learns by repetition…over and over again. When one wants to learn poem, this repetition technique of subconscious mind is very useful. One has to practice a lot and to use it over and over again. When one says affirmation to get what he wants, he can’t just say them once and expect them to work. One has to say it over and over again until his subconscious mind acts upon them.

**Learning grammar with the help of Sub-conscious mind:**

One can learn the grammar if he repeats daily several times a day that *I am perfect in English grammar*. Whatever one claims mentally and feels as true, subconscious mind will accept and bring forth into experience.
In order to accomplish a certain thing one must concentrate. To make a success of anything one must be able to concentrate upon the entire thought upon the idea one is working out. Concentration is a part of our life without which everyone is lame. Concentration helps the person to achieve his goal in life. Concentration has much role to play in the education. It makes the road for the students not only for career success but also to achieve everything in life. If one
will just practice a few concentration exercises in each day, one will find soon that he develops this wonderful power. Without good concentration skills the students cannot improve English. It helps the students to get the good marks in English and ultimately help to get success in life.

Man is a wonderful creature no doubt, but he has to be trained and developed to be useful. A great work can be accomplished by every man if he can be awakened to do his very best. Even the greatest man would not accomplish much if he lacked concentration and effort. Those who have learned to concentrate and apply mind to a given task whenever necessary with as much effort as required turns out to be much more efficient in work, much more successful in activities than those who cannot. Concentration, as an activity, stands alone because it puts demand on the brain all by itself, no other organ in the body need be involved in the singular act of concentration. Concentration strengthens the muscle power of the brain and hence enhances its functions. It gives us a firmer hold on duties and responsibilities. In order to make success concentration is a must upon the idea that one works upon.

**BRAIN:**

Brain is a vital part of human body. All physical activities are controlled by brain. Wisely use of brain makes the man active which ultimately affects the personality of a person. Concentration plays an important role to improve brain power. Brain transforms the quick and probably the long-lasting response to images. By looking at picture, one can use an entirely different part of the brain than one did by reading or listening. The more the person concentrates the more he improves brain power and makes the personality dynamic.

Effective brain makes useful to the students in their study. It makes overall improvement in their studies. The students can improve English with different concentration techniques which are given as under.
a) Learning word order with the help of Concentration technique:

One can learn sentence construction with the help of concentration skills. Concentration helps him learn parts of speech and the structure of sentences. Cut equal-sized blocks (say, 15cmx10cm or 6x4 or any equal size) from different pieces of craft paper. Prepare total 5 blocks. Pin the blocks on the wall as given below;

\[
\text{Noun} \quad \text{Verb} \quad \text{Adverb} \quad \text{Adjective} \quad \text{Noun}
\]

Everyone concentrates to memorize the order of the blocks on the wall. Teacher may give them some hint on easy ways to memorize new information.

For example, Make up a word (an acronym) to help remember the order. Let an individual try to come up with his own word before giving him one like “MInstEr BiCyCle”

Now, the teacher takes the blocks down and mixes all the blocks and calls on student to tell everyone the order in which the blocks are displayed and ask the other students to tell, the color of the middle block and still others to tell the color of the last block.

b) Learning new word with the help of concentration technique:
One can improve his spelling and learn a new word with the help of concentration technique. This is very effective concentration technique which not only builds vocabulary but also overcomes spelling problems.

Break the word into alphabet and make the circular block. Fill the different colors in the circular blocks. Put each alphabet in each circular block. Mix all the circular block and pin those circular blocks on the wall. Ask the students to arrange them in order and make one word.

After 60 seconds the teacher takes all the circles down. The teacher asks the word, spelling of particular word and the meaning of that word. The teacher announces the word Potable which means “Fit for drinking”.

MEMORY:

Memory is the ability to store and to recall events, actions and new information. Concentration plays very important role in memory development. Without concentration one cannot memorize anything. Memory and concentration are closely related. Concentration is the prerequisite of a successful memory. Until a person can concentrate on what is to be remembered and associate a new face, fact, or feelings with something else. If one does not know, the item will not become sufficiently embedded in the mind to allow for ready recall. Concentration engages brain in processing the flow of incoming data through organizing, shifting, cataloging, filtering system that allow the data to be used, retained, and recalled.

One can easily memorize poem and story with the help of concentration skills, given below:

a) Memorizing Poem with the help of Concentration technique:
Recitation is simply saying aloud the ideas that one wants to memorize. Recitation takes several forms. Writing and speaking involves more electrical muscle movements to message to the brains which increase mental response and recording. Recitation is usually the most effective single technique for review because it employs more of the senses than any other review technique. But if one learns poems with recitation by using concentration technique, work would be easier. The students learn the poem very fast and get success in oral examination.

1) Teacher divides the classroom into units of three students, and.

2) makes each unit to sing the famous words, e.g.

   \begin{center}
   \textit{Row, row, row your boat,}
   \textit{Gently down the stream.}
   \textit{Merrily, merrily, merrily, merrily,}
   \textit{Life is but a dream.}
   \end{center}

3) The teacher to ask each unit to have the third singer count out loud the number of times he or she completes the words without the unit stumbling,

4) The teacher awards a prize to the unit that concentrates the hardest, despite the distractions and the tedium- to sing the most rounds. The teacher gives reward whenever a new record has been achieved. \textsuperscript{25}

\textbf{b) Memorizing Story with the help of Concentration Technique:}

The teacher begins a story about life on a ranch or farm. The teacher can ask a student of the group to continue the story from exactly the point he left off. Have an assistant, start a series of quit, but visible distractions of long duration-waving a flag, pin wheeling the arms, moving furniture, throwing paper airplanes, keep interrupting each successive speaker to call on someone else to continue the story. If someone loses concentration on where the story has been or may be going, stop it. Excuse that person from further participation in this exercise. Continue with someone else. Award a prize to all those who avoided being distracted and remained involved in
the unfolding story by the end of the exercise. Award winner will summarize the full story in mind and explain in front of friends.

c) **Improving Listening Skills with the help of Concentration technique:**

1) Gather the people who are learning to concentrate in a circle to listen to a story. Ask one of the groups to walk around with a feather in his or her hand. Keep reading while any “assistant” keeps walking. (The assistant should be briefed to make an occasional move to tickle someone’s neck with the feather, but not to touch anyone until he or she sees you touch your ear)

2) As some point, stop reading, ask a question about the story. See who has been listening. If someone misses your question, ask what took the person’s attention.

3) Remind the group to pay close attention to the story. Urge them not to let anything interfere with the concentration.

4) Continue this pattern until the distraction starts to lose its impact. In other words, everyone in the group knows to pay close attention to the story and not bother with your “assistant”

It is general human tendency that if one hides anything from anybody; curiosity arises to know more and more about the secret things. In the same way if anybody disturbs to listen, curiosity arises to listen more and more with concentration. In this way the person unknowingly improves his listening skills. **TIME:**

Students in schools have very busy stressful life because they are attending classes, completing assignments and studying for examination. Finding time to do everything at once can be challenging and overwhelming. This is where good concentration skills help to save the time of students. Good concentration saves the time of the students. The students need not read English passage again and again to understand, if they have good concentration skill. Time management
and concentration are parts of personality development. Good time management and concentration help to improve the personality of students. The English teacher uses different techniques to save the time of students. One of them is concentration. Concentration helps to save the time effectively by reading passages or lessons, or learning questions and answers in first attempt.

iv

COMMUNICATION SKILLS

As C.L. Wren said, *Language is the expression of human personality*.

Communication is the basic need of human beings. Communication is a fuel of organization. Different symbols, gestures and different means to communicate ideas, views, and feelings, communication in English has an important role in developing the personality of students. Communication improves the knowledge of English. Communication helps improve English through participation in group discussion, public speaking, non-verbal communication and interaction in English with friends, teachers, in canteen, sports, and functions. Improvement in pronunciation and vocabulary is important through communication.

The world is turning into a global village and business is acquiring multinational stature. Today’s organizations believe in teamwork for executing business operations which depend on communication effectively like meetings, conferences, group discussion and team presentation. The most important basic skill for the managers is the ability to communicate effectively and exchange information and ideas effectively. Communication therefore, is gateway to the world of professional and personal success.

PUBLIC SPEAKING:
Speaking is an art of instructing, informing and persuading the listener or audience. The ability to speak effectively in public is important. Speech should arouse and capture your audience’s attention and interest. The manner in which one uses his voice not only helps to develop personality but also improves relations. The way speech is delivered affects the personality. Being able to express information and ideas clearly and well organized way before group of people is a useful skill. Effective communication skill during speech brings positive effect on the listeners which ultimately brings positive effect on personality.

English has a bearing upon personality which comes through public speaking. The more one would give speeches the more he would be confident and fluent in English articulation.

GROUP DISCUSSION:

Group discussion can be defined as a form of group communication in which the participants share their experiences and ideas on commonly agreed topic. Group discussion plays an important role to improve English, and English improve the personality. Business schools use group discussions as a selection tool because such discussions provide useful information about the candidate in a very short time. Personality of candidate is checked by engaging him in effective communication such as the traits of listening articulation, leadership, social attitude, situation handling ability and interpersonal relationship.

Group discussion includes sharing their views by way of listening and speaking. Therefore, Group discussion improves pronunciation, stress on sounds of particular word, vocabulary like phrases, prefix, suffix, affix which helps to learn structure of sentence.

NON-VERBAL COMMUNICATION:

<table>
<thead>
<tr>
<th>Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>By words</td>
</tr>
<tr>
<td>7%</td>
</tr>
</tbody>
</table>
Body language refers to other than spoken or written words. According to research 93% communication is non-verbal. Body language expresses individual’s emotions, social attitudes and feelings. It conveys more meaning than spoken words. Body language has a very important role in improving the personality. One can use positive body language which brings positive effect on his personality. It includes posture, gesture, facial expression, space, eye contact and physical appearance etc.\(^{32}\)

**GESTURES:**

Gesture is the movement made by hands, head, or face.\(^{33}\) Gestures play a significant role in making the communication effective. It comes under, shrugging of the shoulders; flourish of the hands, movement of the head etc. In fact without the accompanying gestures it would be difficult to speak. It is an important dimension of body language. Gestures may reveal the mindset of the communicator and convey thoughts through voluntary or involuntary physical movements. Although most of the gestures that we make are voluntary we may sometime send out negative signal by making some inappropriate involuntary gestures.

Positive and appropriate gestures can make us better oral communicators. These gestures enhance the impact and add a greater value upon the listener. Gestures are a visible bodily action that may express implicit meaning. One can improve English with the help of gestures. The English language teacher while using different gestures improves English of the students.

For example: The English teacher teaches three forms of Verbs i.e. *Present, Past, Past participle* with the help of Gestures. The English language teacher first shows gestures then announce the words.

<table>
<thead>
<tr>
<th>Related Gestures</th>
<th>Verb</th>
<th>Past Tense</th>
<th>Past Participle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nodding head</td>
<td>To nod</td>
<td>Nodded</td>
<td>Nodded</td>
</tr>
<tr>
<td>Shaking hands</td>
<td>To shake</td>
<td>Shook</td>
<td>Shaken</td>
</tr>
</tbody>
</table>
FACIAL EXPRESSION:

Face is most expressive part of body. A cheerful face or a gloomy face influences most people who see it. Man is capable of conveying many basic feelings like fear, anger, and happiness through facial expression. Facial expressions are subtle. One can use them in a variety of ways to aid, inhibit, or complement his communication; the face rarely sends a single message at a time. Facial expression sends a series of messages like anxiety, recognition, hesitation, and pleasure in quick succession. A smile stands for friendliness, a frown for discontent, raised eyebrows for disbelief, tightened jaw muscles for antagonism, etc. 34

Facial expression normally shows how we feel. Like positive eye contact, positive and appropriate facial expression adds to meaning and helps to improve the effectiveness of the verbal message. The English language teacher improves vocabulary with the help of facial expression. 35

For example:
The English teacher, before announcing new word tries to convey the word with the help of facial expression. If any student tell right word, he is awarded. Otherwise, after few seconds, the English language teacher will pronounce that word and tell the meaning.

<table>
<thead>
<tr>
<th>FACIAL EXPRESSION</th>
<th>VOCABULARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raising Eyebrows</td>
<td>Curiosity</td>
</tr>
<tr>
<td>Lowering Eyebrows</td>
<td>Submission</td>
</tr>
<tr>
<td>Furrowed forehead</td>
<td>Frustration</td>
</tr>
<tr>
<td>Wide open eyes</td>
<td>Astonishment</td>
</tr>
<tr>
<td>Open Mouth</td>
<td>Shock</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Clapping hands</th>
<th>To clap</th>
<th>Clapped</th>
<th>Clapped</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bowing Shoulder</td>
<td>To bow</td>
<td>Bowed</td>
<td>Bowed</td>
</tr>
<tr>
<td>Shrugging Shoulder</td>
<td>To shrug</td>
<td>Shrugged</td>
<td>Shrugged</td>
</tr>
<tr>
<td>Tightening Fist</td>
<td>To clench</td>
<td>Clenched</td>
<td>Clenched</td>
</tr>
<tr>
<td>Crossing two fingers</td>
<td>To cross</td>
<td>Crossed</td>
<td>Crossed</td>
</tr>
</tbody>
</table>
EYE CONTACT:

Eye contact has a very important role to improve the personality of person. If one has habit of looking away while listening anything, shows to disrespect of person or appears to be not interested. If one fails to maintain eye contact with the person it shows to lack of confidence. Good eye contact affects personality of student. Therefore, one need to use triangle technique for good eye contact. One should look at an eye for about five seconds, look at the other eye for five seconds and then look at the mouth for five seconds and keep on rotating in this way. This technique coupled with other listening skills of nodding, occasional agreement of words as ‘yes’, ‘Uh –huh’ ‘mm’ etc is a great way to keep the talker engaged and show that he is interested in what he is saying.

Good eye contact improves English knowledge. If one maintains eye contact with teacher, he can understand verbal and non-verbal English. The students can understand the lesson if they maintain good eye contact. Eye contact makes understanding clearer.

PHYSICAL APPEARANCE:

Physical appearance is the part of non-verbal communication. Physical appearance includes dressing manners. A speaker who does not seem to be maintaining himself/herself well is not likely to win the appreciation of the audience. Well dressed person think positively and positive thinking improve confidence. The way one presents himself affects much on his personality. Physical appearance improves English and thus the personality of candidate. The type of attire one wears, affects his personality.

Physical appearance helps to improve English. If one posses good physical appearance, one can speak English confidently.

POSTURE:
Posture is the way we hold ourselves. Though it is difficult to interpret but contributes much to communication. The body movement gives important signals about personality. The way one holds his body, the way one stands or sits indicates something about his feelings and thoughts, attitude, and health. Sitting stiffly may show tension, comfortably leaning back conveys a relaxed mood, and eagerly leaning forward shows the listener’s interest in the speaker. The walking posture may convey whether a speaker is confident, energetic or nervous. Standing, sitting, or walking in a relaxed way is a positive posture, which will encourage questions and discussion. Comfortably upright, squarely facing an audience, and evenly distributing weight are the aspects of posture that communicate professionalism, confidence, attention to detail and organization.\(^{38}\)

Posture contributes something to improve English. The English language teacher can teach parts of Speech, Noun, Pronoun, Adverb, Adjective, Verb, etc. with the help of postures. eg:

1) The English language teacher shows non-verbal sign of posture.
2) Ask the students to imagine particular word from non-verbal communication of his posture.

3) The teacher announces the related parts of speech.

4) The teacher tells definition of that part of speech.

5) Finally, she tells the example of that part of speech.

<table>
<thead>
<tr>
<th>Posture</th>
<th>words</th>
<th>Parts of speech</th>
<th>Definition of parts of speech</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standing at attention</td>
<td>Respectfully</td>
<td>Adverb</td>
<td>A word which tells more about the verb is called as adverb</td>
<td>Teacher’s former students still respectfully call him, ‘Sir’.</td>
</tr>
<tr>
<td>Open legs sitting</td>
<td>Arrogant</td>
<td>Adjective</td>
<td>A word which tells something about quality, status, features of the ‘subject’ is called as adjective.</td>
<td>She is very arrogant in the way she behaves.</td>
</tr>
<tr>
<td>Leaning forward</td>
<td>Interest</td>
<td>Verb</td>
<td>The word which denotes actions, processes, activities is called as verb.</td>
<td>She interests in playing cards</td>
</tr>
<tr>
<td>Erect Posture</td>
<td>Confidence</td>
<td>Noun</td>
<td>The noun is a word used to name the persons, places, things, etc.</td>
<td>She lacks Confidence</td>
</tr>
</tbody>
</table>

VOLUME:

Voice is a part of paralinguistic. A speaker who maintains an inadequate volume while speaking to others clearly reflects his/her lack of conviction of ideas. Such a speaker can never appear to emerge to be the master of situation. Low volume is essentially associated with diffidence, and once you reveal that you lack confidence, you cannot gain control of your audience or command respect as a speaker.
At the other extreme, the speaker who speaks so loudly that the people in the front rows start dreading him/her. A speaker of this type is also likely to be rejected by the audience. Remember, maintaining an adequate volume is extremely crucial for creating the right kind of impact on your audience. Therefore, volume should be high or low according to the situation.

One can improve his English speaking by reading stories or poems aloud. The English teacher encourages students to read children’s stories, giving each character a unique way of speaking style, to develop vocal variety. Reciting tongue twisters such as *she sells sea shells on the sea shore* also improves diction.³⁹

Thus, Communication skill matters much in one’s personality. Communication skills includes effective public speaking, group discussion, body language, physical appearance and eye contact, which reflect upon the personality.

(v)

**STRESS MANAGEMENT**
Stress refers to the burden imposed by events or pressures in life. People are exposed to variety of stress in modern life specially the school students. School children suffer different types of stresses. They experience stress as their study demands. They experience episodic stress-getting ready for a major examination, completing an important paper, being away from home, awareness of one’s sexual identity and orientation. As a result the students suffer from depression, anxiety, elevated heart attack, insomnia, and weakness, lack of concentration, indigestion, trembling, general irritation, and headache, and pain in back, changes in appetite and increased blood pressure and so on.

As civilizations progress, complications and concomitant tensions inevitably increase. Stress cannot be avoided but it can be managed so that it does not become a source of trouble. Human personality pressures four components, the body, intellect, emotions and spirituality. Stress is related to all the four and when one wants to control stress one has to deal with all the four components.

**THE BODY:**

Human being is made up of body. Body is important for human being. The body plays very significant role in improving personality of a person. A person who possesses good personality is appreciated by all. Stressful body does not help the person. It is necessary that one should manage the stress wisely. Taking care of the body is of prime importance. Only healthy body can develop good personality. Healthy body not only keeps one fit but also breaks the vicious circle of stress. Regular diet, regular exercise and regular rest contribute to good and healthy body. Stress causes acid to build up in the body. Exercise activates our endorphins, which eliminate the acid level. Select a well-rounded, consistent schedule for building cardiovascular endurance, toning and strengthening muscles, and increasing flexibility. Aerobic workouts, swimming, bicycling, weight training, and jogging are all great ways to approach one or more of objectives.
Good body helps students understand English better. *A healthy mind in a healthy body* helps immensely. Mind will not work if one is not physically fit. A physically fit student is always in a better position to tackle his English problems than one who is physically unfit.

**THE INTELLECT:**

As Dr. Hans Selye said, *It is not so much what happens to you that matter, but how you take it*.

Intellect means person with reasoning, thinking, knowing, and understanding ability. Human intellect plays important role in controlling stress. Using intellect, one can take conscious decisions to change attitude.

The brain is an organ of the body and it is the controller and master of the body. It can think on its own, and often makes the body act as it wants. The brain’s power over the body has gone a bit too far, sometimes more than what is good for the body itself. One cannot let the mind think in any way it likes. One has to control and discipline intellect so that one must be able to think in a way that is helpful and not damaging to him.

Intellectual person can easily solve the problem faced in life. Intellectual person improves personality by controlling stress with different techniques. When one is under tension due to any problem, the worst thing that one can do is to continuously worry about the problem. One keeps thinking only about the problem and not about the solutions. Intellectual person thinks in different way to solve the problem by controlling stress.

An intellectual trains his mind and controls stress using following techniques.

1) Analyze the nature of problem.
2) Analyze the cause of stress.
3) Write down the consequences.
4) Look for solution.

Thus, he turns his brain from a worrying machine into a problem-solving instrument. The human mind is so creative that he can solve the problems intelligently and create positive effect on personality.

Intellectual person manages stress effectively and improve English. The intellectual person uses creative techniques to solve the problems of English language like simple to complex sentence
formation, active/passive voice etc. Stress free mind can learn English quickly. He can read the lesson fast with proper stress and intonation.

THE EMOTIONS:

Emotion refers to strong feelings of person such as, fear, anger, surprise, disgust, affection, sadness and joy. Emotions have a very crucial role in improving the personality by controlling stress. When one is under stress it is the emotional aspect that gets most disturbed or disoriented. The disorientation of this emotional make up in turn affects the brain. Not only does this disturb the normal function of the intellect but also adversely affects physically. The body and the mind have direct and two way relationship with the emotional aspect of man. The intellect and the body help develop the emotional build up. The emotional set up in turn has strong effect on the body and the mind.

Tips for Managing Emotional Stress

Managing emotional stress will be easier if one keep the following tips in mind:

a. Use kind-hearted humor whenever you can.

b. Get a perspective on your problems by talking positively to yourself.

c. Recognize that most problems are temporary and manageable.

d. Remind yourself that you’ve managed problems successfully before.

e. Keep a list of your lifetime accomplishments close by. Remind yourself of what you’ve accomplished in the past and what you can do in the future.

The positive emotions bring positive attitude. The positive attitude helps to fight stress which ultimately helps to improve personality. The emotional development of a human being depends on a combination and interplay of a large number of genetic and environmental factors. Change from negative emotions to positive emotions.

Emotions improve English and personality.
• Emotions help to improve non-verbal communication like facial expression, gestures, eye contact etc.
• Emotions help to improve vocabulary. One can teach phrases showing positive emotions, using positive phrase, affirmations, using first person singular and in the present tense like “I am”, “I can” (about stress control).
• The positive emotions help to enhance the impact to teach affirmative/positive sentence (from negative sentence) showing positive emotions.

**SPIRITUALITY:**

As Galileo had said, *you cannot teach a man anything, you can only help him to find it within himself.*

Spirituality is an attitude of looking at things, events, and position. Spirituality has a very important part to improve the personality by changing attitude of person. The spirituality helps the person to get rid of worry. It changes his attitude by teaching that everything keeps changing, nothing is permanent. If everything is temporary so nothing is really very important. The spirituality helps to understand and accept the inevitable and try to find the joy in the system over which one has little control. Everyone has to perform actions to sustain life. But when action is done with expectation of achieving result, the one gets attached to the result. This attachment leads to grief, worry and unhappiness. If one understands that it is nature over which he has no control, one becomes detached and uplifts himself from the restricting influences of the body, the intellect and the emotion, thereby attain peace of mind.

Spirituality not only helps to improve personality but also English of students. Nothing is impossible for the student who has got the peace of mind. He not only understands the English lessons, poems, very fast but also understands the rules of grammar, learns questions and answers quickly. His grasping power increases and he learns difficult part of English from simple to complex sentences, complex phrases, writes effective English, and translates difficult passages etc.

There are some more Stress Management Techniques: Like Relaxation, Visualization, Music appreciation.
RELAXATION:

Relaxation techniques have an important role to make the person stress free. The art of relaxation is as simple as sitting down, closing eyes, thinking of nothing, and breathing slowly and deeply. Some more relaxation techniques like soothing, meditative music sound of nature-the seashore, bird calls in wood forests, or the rushing of creeks and waterfalls, body massages, steam rooms are the means to relax and refresh the person. Relaxation reconditions the mind to become quiet and peaceful. Psychologically, a relaxed person has slow breathing, lowered levels of muscle tension, a slow heart rate, and decreased blood pressure, fewer thoughts, lessened urgency with regard to time, and lowered levels of irritability. To become relaxed, one needs to learn how to control breathing, muscle tension, and thought processes. Following techniques can be useful to make the person complete relax:

1. Sit in a comfortable position. Loose any restricted cloth such as a tight tie or belt.
   Close the eyes.
2. Beginning with your feet, progress slowly up the body, telling yourself, “My feet are becoming very relaxed.”
3. Spend a few seconds with each muscle group or body part. Focus on your breathing. Breathe through your nose. As you exhale, say a single-syllable word such as “one” silently to yourself. Continue this process for up to 10 minutes.
4. Take several more minutes to sit quietly and relax.
5. Inhale deeply through your nose and exhale through your mouth. Repeat this five times.
6. Breathe normally. Spend a few moments paying attention to your breathing. Inhale, and as you exhale, say the word “one” silently to yourself.
7. Open your eyes. Sit quietly for one minute.

These relaxation techniques help the person to get relief from stress and live longer life.  

Relaxation techniques help the person to study English very easily. Relaxed persons can save more energy, increase grasping power, improve concentration power, Memory power etc. Therefore, he/she can easily learn the grammar like direct indirect /speech, active /passive voice etc. He can understand difficult passage very fast.
**VISUALIZATION:**

Visualization provides a wonderful and powerful technique for reducing stress. One can visualize in a sane and stress-free environment and making his thoughts turn into reality. Essentially, with visualization, one can become what he wishes to be.

For example, if he thinks unhappy thoughts, he will undoubtedly feel unhappy.

In order to overcome these feelings of unhappiness, one should refocus his mind on happy thoughts and positive images.

One can improve his visualization with the help of following way.

1) Picture peaceful things and places in your mind. Imagine you’re in the mountains, out at sea, on the beach, in a field of flowers, or any other place that makes you feel good.

2) Picture yourself doing things that you like to do-smelling a flower, hiking in a forest, mountain or swimming in the ocean. If possible, try to involve all of your senses.

3) Picture the scene in your eyes and then smell the air, hear the sounds, touch the dream, and taste the elements.

4) Create your own special place for escape, rest, and relaxation.

Each of these techniques becomes easier and more valuable with practice. One can try them all to develop his techniques for coping with stress. Visualization techniques help us to remove our stress and improve concentration and imagination power. This concentration and imagination power helps us to study easily. One cannot learn English poetry without imagination. Therefore, imagination technique helps us to learn English poetry very easily.

**MUSIC APPRECIATION:**

Most of people listen to music regularly, but rarely take the time to truly appreciate the many facets of music such as the lyrics, the beat, or even the contribution of each individual instrument. Through music appreciation, a person takes time to sit with the music and appreciate it as a whole as well as its parts. Obviously, just taking the time to listen to music can be relaxing, but research shows that going beyond simple listening can help you relax. Some types
of music—such as classical, ambient or easy listening—are more conducive to arriving at a relaxed state than other types such as heavy metal or hard rock.50

Music not only relaxes a person but also improve listening skills. When a person continuously listens the music, he enters into the sub-conscious mind and improve listening skills. Improved listening skills, help the students to understand the English lecture in the first attempt.

One has therefore to manage his stress. To manage stress, he has to act positively and manage Body, Intellect, Emotions, Spirituality, Relaxation, Visualization, and Music Appreciation.

(vi)

SPEED READING

With the onset of 21st century, everything is undergoing a major change. Access to information is made easy by English journals and magazines. In addition, there is a wealth of information on the worldwide web (the Internet) which is available for access by all users. One can find information almost on any subject, common or obscure. Many search engines make it easy to find the information, one wants. It is up to him however, to find the exact information that suits his needs. While availability of information and access is increasing, most people find that they have less time available to read the material they want. In many cases, English magazines and books lie on shelves waiting their turn to be read. Students have to choose the material that they
read in finer detail. So much study material is available that the students would like to read if they had the time.

In schools, students are trying to score more and more percentage to get the place easily in higher education of engineering or medical and so on. Higher score depends on examination performance. One can perform well in examination if he makes the study properly and completes his portion of syllabus on time. Study completely depends on the way we read and understand answers. It has been seen that many students have ability to read all types of material very fast. But unfortunately some students do not do so. They are unable to perform quickly within time in the examination and get less percentage.

Speed reading improves understanding, helps to pass examinations, keeps up to date, broaden mental horizon and makes greater efficiency. Speed reading helps to read more English books at the same time that students spend on reading now. Students can retain more material that they read, and also find time to continue doing the things that were preventing them from reading more in the past. The speed reading helps to improve English like vocabulary, phrases, pronunciation, with the help of which one can read much faster than before and ultimately improve their personality.

TECHNIQUES OF SPEED READING:

Various techniques are used by English language teacher to improve the reading speed and English of the students. Some of the techniques of speed reading are given below:

1) The line technique
2) The card technique
3) The pencil technique
4) The two line technique

1) **The Line Technique:**
The line technique is based on the fact that ordinarily students read one word at a time. First practical technique is based on the fact that ordinarily student read one word at a time. This process is naturally slow because the human eye is capable of taking in more than one word at a time.

The first aim is to give up the habit of reading a word at a time. Students should replace it with the habit of reading a phrase, a sentence, a whole line and even two lines at a time.

If students want to improve speed they should abandon the practice of starting at the left of the line and working across the page. Instead fix attention on the centre of the line. No longer work across the page, work down the centre of the page from line to line.

Move eyes slightly at the axis of the centre of the line and try to take in the whole line in two or three glances. Then move on to the next line and treat that in the same way. Gaze moves down the page from line to line instead of left to right across one line and then back to the beginning of the next line.

The word by word reader unnecessarily slows himself up by as much as 50%. If one has good concentration and comprehension, he can easily train himself to read phrases instead of words and thereby make a significant increase in reading speed.  

2) The Card Techniques:

The second technique is that of eliminating the bad habit of looking back at words which have already been read. If one observed himself as he read the test passage for measuring their normal speed, one may have to note that he indulged in this practice. Students glanced back at words a line or two above the line they were supposed to be reading. This jumping to and fro of the eyes from one line to another, and combine with the habit of reading by words, naturally account for slowing down speed of reading. Therefore, if students can cut down this habit it will make a further contribution towards increasing speed of reading.

One should draw a line in pencil down the centre of the pages. Then take a postcard or a piece of hard card board of the same width as the pages of this book. Hold the card in both hands and as
your eyes follow the centre line slide the card down the page, cut off the lines which have already been read. They will gain a lot in terms of an improved reading rate.52

3) The Pencil Technique:

In the pencil technique, one eliminates bad habits such as whispering and pointing while reading. Some students have habit of reading in lips or moving the lips while reading. This should be avoided. One should hold a pencil between teeth in order to avoid lip movements while reading. In addition to it draw pencil line down the centre of each page and use cardboard while reading. About the pointing while reading, an adult should be capable of grasping the thought of the passage merely by sweeping his eyes down the page without the need of pointing out the child’s habits. One can do this by drawing pencil line down the centre of each page. If students use these two techniques they can improve speed more than referred earlier the two technique of reading.53

4) The Two Line Technique:

The two line technique means reading two lines at a time. This technique is more advanced one. Under this technique two lines are taken at a time while reading. This is not easy but a lot of practice is required. One should use the cardboard if necessary and also the pencil between teeth. In addition, pencil line should be down in the centre of the page. Instead of fixing gaze on the centre of each line, fix it on the centre of the space between line 1 and 2. Take in as much of the first two line as one can. Students find that after sufficient practice one can improve reading speed.

There are four things which are required to read the passage. They are

1) Draw the line down the centre of each page and mark crosses on it at the centre of the space between each pair of lines.

2) Use cardboard to cut off the lines one has already read.

3) Hold a pencil between teeth to stop unnecessary lip movements.
4) As one reads the passage try to take in the thought content of two lines at a time in as few glances as possible.

**VOCABULARY:**

Vocabulary is the set of words within the language. It includes prefix, suffix, phrasal verbs and roots of words. The extent of one’s vocabulary is an indication of the amount of material that one has been able to assimilate and read. Schools, therefore include general vocabulary testing as one of the major criteria by which they judge the suitability of students, and the success or failure of the students often depends on their ability to understand and use words properly. The English language is the collection of some five hundred thousand miscellaneous words. Studies have shown that good readers have good vocabulary. If one has to perfect speed reader, he should improve vocabulary and use the following hints:

1) Studying the various ways in which the prefixes, suffixes and roots that have been learnt are used. One has to keep a record of noteworthy examples and useful words.

2) Make a continuing and concentrated effort to introduce into vocabulary at least one new word a day. New words must be retained if they are repeated a number of times: so, once you have selected your word or words, make sure you use them often and effectively.

3) Look-out for new and exciting words in conversations. If you are embarrassed about asking a speaker to define his terminology, make a quick mental note or jot the word down and look it up later.

4) Keep an eagle eye out for unfamiliar words in anything one reads. Not to write them down as he reads, but he should make a mark with a pencil and look them up afterwards.

In order to understand a text, readers need to know the meanings of individual words. They need to construct words to understand the text by assembling and making sense of the words in the context. Vocabulary is important because one cannot improve speed reading without adequate vocabulary. Vocabulary is a base of speed reading. Sufficient vocabulary makes one read fast and speak good English. Good English gives positive effect on the personality of person.
PRONUNCIATION:

Pronunciation is the manner in which someone utters a word. Pronunciation includes phonological and phonemic awareness which help to improve pronunciation. Phonemic awareness is closely associated with reading ability. Phonological awareness refers to the ability to attend to the sounds of language as distinct from its meaning. Wrong sounds bring wrong spelling and wrong meaning of the word. When one comes across new word while reading, one should take the trouble to look it up in a good dictionary and note not only the meaning but also pronunciation. It is always helpful in learning a new word to examine carefully how one heard or saw it used. When he thinks, he understands it he should pronounce it in the sentence of his own.  

Pronunciation is as important as vocabulary in speed reading. Without good pronunciation one cannot be perfect in speed reading. Speed reading help to improve the pronunciation of the students and ultimately improve the English and personality of the students.

COMMUNICATION:

Communication is an activity or process of expressing ideas and feelings or of giving people information. Communication has a central role in our lives. We spend a lot of time communicating with others- relatives, friends, colleagues, or even unknown people. We have various social needs, such as pleasure, affection, inclusion, relaxation, etc., which can be fulfilled by communicating with others. Communication is essential for the existence of our society and it plays a prominent role in the functioning of different professional organization. Communication can be verbal and non-verbal.

Verbal communication: When we communicate with the help of using language we call it verbal communication. It includes oral and written communication.

Oral communication: When we communicate by spoken words, we call it oral communication. It includes speech, lectures, discussion, conversation, reading etc. Speed reading plays important role in improving English of people. If one wishes to improve reading speed, he must read books in English. While reading, one can automatically improve oral communication without much
effort. He can easily get practice to pronounce particular word properly. He can remove the
difficulty to pronounce the sound of particular word.

**Written communication:** When we communicate with the help of written words, we call it
written communication. It includes letters, agreements, books or any written material. One can
improve his written communication with the help of speed reading. When one reads any written
material he learns new vocabularies, like prefix, suffix and affix and phrases etc. These new
words will help to make correspondence easy. One can also revise his grammar while reading.

**Non-verbal communication:** When we communicate others in spoken or written words we
call it non-verbal communication. Non-verbal communication includes eye contact, physical
appearance, facial expression, gestures etc.

**Eyes:**

Eyes are considered to be the windows of the soul. One can find out the truthfulness of his/her
words, intelligence, attitudes, and feelings while looking at the eyes of a speaker. Eye contact is
a direct and powerful form of non-verbal communication. One can improve his eyes movement
with the help of speed reading. He learns the techniques of eye movement in speed reading.
Speed reading techniques help to guide eyes more effectively and develop advanced skimming
and scanning skills, and to arrange environment in a way that actually helps eyes and brain read
faster. Various exercises are given to strengthen the muscle of our eye/brain system, and
continue to accelerate his reading speed.58

**CONCENTRATION:**

Concentration is sustained attention; it means putting oneself in the centre of something. The
concentration plays very important role in speed reading. If one has to learn to read faster, one
must first learn to concentrate. Without concentration skill, one cannot improve speed reading.
Good concentrated skill helps the student in his career growth and achievement of goal of life.
But it is very sad that 99.9 % of people have problem of concentration. There are many reasons of poor concentration. One should take care of it before reading as:

1) **Vocabulary Difficulties**: One should use good dictionary and should be curious to know about any new word.

2) **Incorrect Mental Set**: Shake out the unnecessary threads that are running through mind, and direct to think actively about the subject. One is reading. One may even stop for a moment and consciously gather together his thoughts. One way to do this most efficiently is to do a rapid two-minute Mind Map on the topic one is studying in order to recollect your thoughts and to provide even stronger ongoing mental set up.

3) **Poor Organization**: Before one sits down to read, he should make sure that all the materials you will needed are readily available like pencil, notepaper, glasses and any number of things.

4) **Lack of Motivation**: Once reason is analyzed for reading the book or article, motivation automatically increases.

If one follows the things given above points he can improve concentration dramatically. Once concentration improves, reading will improve. The concentration skills can be used by the student while studying English. Concentration helps the students improve English. Students can score the good marks in English. One can comprehend the passage very easily with first reading and easily finding the answers to questions. One can understand the lesson upon teacher’s first reading. Concentrated skill build up vocabulary like synonyms, antonyms, prefix of words, suffix of words, phrasal verbs etc.

**TIME MANAGEMENT:**

Students in schools have very busy, stressful lives because they attend classes, complete assignments and make study for examination. Finding time to do everything at once can be challenging and overwhelming. This is where good speed reading and time management come into practice. Time management and speed reading are parts of personality development. Good time management and speed reading help to improve the personality of students. The English
language teacher uses different techniques to save the time of students. Speed reading helps manage time and complete the task well on time.  

**COMPREHENSION:**

Speed reading helps improve comprehension. It is always told that comprehension must be read ‘slowly and carefully’. If one does so, then surely it decreases his understanding. The Investigation shows that it is completely false. On the contrary, *the faster one reads the better is his comprehension*. Because human brain is not designed to read at such disastrously at slow pace. Reading slowly and carefully encourages the brain to read more and more slowly with less and less comprehension and more and more agony. It has been discovered that human brain with the help of its eyes takes in information far more easily when the information is conveniently grouped in meaningful bundles. Human brain works far more comfortably at speed 400 wpm. and above. An increase in speed therefore, automatically leads to an increase in comprehension. This is because information is organized in meaningful chunks that make immediate sense to human brain. This increased ability to understand in turn helps to remember better, because memory is also based on brain’s ability to organize information in meaningful chunks. First task, then, is to work at eliminating bad habits of back skipping, regression, and taking in too few words per fixation.  

Speed reading techniques help the students to comprehend unseen passage very fast during examination and can easily attempt all the questions and answers given in unseen passage and score maximum the mark in the examination.

**SUB-VOCAL LINEAR READING:**

It is a speed reading technique in which people pronounce the printed words silently or even to speak them in audible murmuring line by line from left to right in the passage. It is called sub-vocal linear reading because the words read are sounded in the head. The sub-vocal quality can be understood by monitoring vocal cords while reading. Often a vibration can be detected in the bands of tissue in the larynx as someone read. The "linear" feature of most reading becomes evident if we just watch the reader's eyes. The dominant movement of the eyes is almost always
the same: left to right, back and forth across the page. Sub-vocal linear reading is clearly an important part of our repertoire of reading skills. Becoming proficient in this slower-paced technique will increase our reading speed far beyond its present rate.62

Sub-vocal linear reading technique is also useful in reading English novel, stories etc. One can read the novel with full speed if he follows sub-vocal reading technique.

Thus, speed reading is important for the improvement of personality. There are different techniques, if adopted will help improve speed reading. Speed reading depends upon concentration, vocabulary and pronunciation.

Vii

POSITIVE ATTITUDE

As Dr. Norman Vincent Peale said, “you are not what you think you are. But what you think YOU ARE. 63

Attitude plays a very important role in human life. It is a predisposition to act or feel a certain way towards a person or thing. It is generally positive or negative views of a person. All the doctors, engineers, scientists, whatever they have achieved in life, just because of attitude. The type of attitude will make the way to life one wants to be. It affects much on the personality of students. The way one looks at the things, the same way would be the life. If one think positively about subject the result would be the positive. The way one looks at English, the same way, they can improve upon. The positive thinking brings laurels in the life of students. Negative thinking brings destruction.

Maintaining a positive attitude even in difficult situations is important characteristic that will help students to achieve success in learning English. A positive attitude is seeing glass half full against half empty. It means to keep a set of ideas, values and thoughts that tend to look for the
good to advance and overcome problems to find the opportunities in every situation to look as they say on the bright side of life.

**There are five cardinal virtues everyone must embrace if they are to enjoy health and success in life.**

- Belief
- Forgiveness
- Love
- Enthusiasm
- Perseverance

**BELIEF:**

As Mark said, *…all things are possible to him that believeth*. Belief is the psychological state in which an individual holds a proposition or premise to be true. Belief system is the actual set of precepts from which one lives his daily life, those which govern his thoughts, words, and actions. Belief is just inside once brain and it is the ‘eye’ of spirit. Belief is the root or foundation of way of thinking. What one sees (believes in) is what one gets. If one sees health, happiness and success his spirit will respond to that great vision by setting motion biochemical events that lead to increased energy, productivity and health. If one believes that he is smart, he become smarter, stronger and more talented than he thinks he is. But doubt, fear and hesitation have tightly bound to the talents in chains. It is said that *Faith can transform a slender willow into an iron pillar*, when one believes in oneself, enthusiastically believe in oneself his great faith gives him spirit, the strength, iron and much more. One must keep his mind’s eye clear and his body filled with the shining light of belief. Believe that you are a worthwhile person. Believe that you deserve great health, bountiful happiness and much success. Believe with all your heart. Something wonderful happens when one believe in himself. Eyes are better able to find solutions and to see beauty, quicker to spot opportunity. All the circuits in brain open wide, allowing the knowledge and wisdom already there to circulate freely. Emotional channels open wide, allowing one to love and be loved, to enjoy life to the
fullest. All talents are mustered by belief; they are brought together into a great army called success; success is every aspect of life.

Belief helps to improve English. When one believes that he is perfect in English, every cell in his body will work overtime towards his success and will play new record on his mental stereo, one that sings, *I am perfect in English*. That record will open his eyes and mind to the possibilities. The things will work out and he/she ultimately will be able to score what is expected.

- **FORGIVENESS:**

As Alexander Pope had said: *To err is human, to forgive is divine.*

Forgive means allow someone to be free from mind permanently. Forgiveness is one kind of medicine which works so well because it rids the mind of the negative emotions that drag one down into disease and depression, allowing him natural defenses to keep him healthy and happy. Forgiveness instructs subconscious to banish negative feelings from mind. When one says, “I forgive you” to someone, he is also saying “he want to be healthy “to himself.” One should forgive with all his heart. One should think that the word “Forgiveness” has two messages to convey, one to the person he forgives, and another, much more important, to himself. The power of forgiveness is amazing. A few simple words, coupled with strong belief, can turn his life around. Simply mouthing the words is not enough. But act, walk, talk, think and behave as if you truly forgive-as if you are already forgiven. The key is to forgive, freely and forever because “un-forgiveness” is a terrible scourge that can ruin the person, emotionally, spiritually and physically. Forgiveness allows his body to turn down the manufacture of those chemicals which are tearing him apart, body and soul. When one forgives others immediately and unconditionally, he frees himself from terrible burden of carrying and nourishing hatreds and hurts forever, and then he is free to enjoy his life.
Forgiveness relieves the person from all the tensions which creates disturbance in the study. Once the person starts forgiving others he would be healthy and healthy person can study English peacefully and with full concentration. He understands grammar or lesson in first attempt as compared to unhealthy person.

• LOVE:

As Mother Teresa had said, *Love is a fruit in all seasons, and within the reach of every hand.*

Love is feeling of strong attachment or agreement between mind, body, and heart. Love is a projection of once good feeling into others. It is impossible to freely love others if one does not love himself. He cannot love himself, unless he believes in himself. One must believe he is good person; worthy of the best life has to offer, he must believe in himself, not the income, not the family background, not the possessions, not the job. One must believe in himself. Begin with belief and then add enthusiasm. Believe enthusiastically! Don’t offer lip-service to the concept, really believe in himself. Walk, talk act and behave as if he believe in himself enthusiastically! That’s how one develops the kind of self-love that will fan the flames of his spirit. Self-love is another way of saying “self-image” and self image is the key to behavior, personality, health and success. Poor self-image is a serious problem, for his self-image is his mental blueprint, the foundation upon which his behavior and personality are built.

Mental blueprint is written instruction to once spirit. What’s written on his mental blueprint is likewise; his world view is constructed in his head. If a person’s mental blueprint says, “I am nothing, I am two inches tall. Everything I do turns out wrong,” the person cannot help but act, feel, behave, walk and talk as if he is a nothing. This terrible belief is invariably reflected in his lack of success. If one believes he is a failure, his subconscious, that very reliable servant, translates the feeling into action and reality.

*A strong positive self-image makes your world comfortable and full of the possible.*

Improve your self-image. Learn to love yourself. Fill your mental blueprints with love and other good feelings. Rewrite your mental blueprints with affirmations. Repeat this affirmation for self-esteem several times a day, until you develop the kind of self-love that makes living a pleasure.
The more you love yourself, the more you can love others. The more you love others, the more you will be loved in return.

Love is fuel for the flame of the spirit. Without love, the spirit dies. Love is infinite. One cannot possibly give away all he has because the more he gives; the more he gets from within and from others. When one has learned to love like this, he will be rewarded many times over with health, joy and love. Love is that thing which makes life worth living. It is the spark of the divine within all, the summation of all good things.

Once, he learns to love himself, automatically, he loves others. Therefore, surrounding will change. That changed surrounding will remove negative and bring positive atmosphere. Positive atmosphere changes our mind and mind will works in right direction filled with positive feelings. These Positive feelings help one to study English confidently and peacefully with continuous success.

• ENTHUSIASM:

Enthusiasm is feeling of excitement or eagerness. It is glowing, fiery-hot passion, zeal and eagerness. Enthusiasm is a part of positive thinking. Enthusiasm is a magic word. It is sparkle in our eyes that makes everything seem extra bright and shiny. It is bounced in step, the bright side on face and the joy in heart. Good cheer, confidence, trusts, determination, boldness, justifiable pride, willingness to give and love is the qualities of enthusiastic person. Enthusiastic person acts enthusiastically, walks enthusiastically, talk enthusiastically, and behaves enthusiastically, which can be summarized as under:

1. The enthusiastic person lives life to the fullest, and looks forwards for sharing life’s joy with his loved ones.
2. The enthusiastic person feels that he has achieved good things, and looks forward to accomplishing more.
3. The enthusiastic person finds meaning and purpose in life.
4. The enthusiastic person faces life with cheerful optimism and confidence.
5. Enthusiast person recites the affirmation for enthusiasm. An affirmation is a verbal statement describing I can…..I do……I must……Enthusiast repeats affirmative words
again and again in mind. An affirmation is an instruction to subconscious mind. An affirmation is a way of seeing ourselves as we desire ourselves to be. One should affirm only the positive, and keep his affirmation in mind at all times.\textsuperscript{71}

Enthusiastic person tackles the problems of English positively. He has confidence in ability to understand difficult lesson, poems, questions and answers. He describes the difficult part of English tactfully and gets success in life.

- **PERSEVERENCE:**

  \textit{As Miguel de Cervantes said}, \textit{He who loses wealth loses much; he who loses a friend loses more; but he who loses courage loses all}

  Perseverance means try to do or continue doing something in a determined way despite difficulties. Perseverance requires mastery of the first four virtues.

  First, perseverance is belief. To persevere, one must believe in himself. One must have the unshakable conviction that he deserve to succeed.

  Second, Perseverance is self-love. To persevere, one must have the self-confidence (self-love) necessary to withstand any number of defeats and turn downs. One must know that he is a worthy person, despite his temporary lack of success.

  Third, perseverance is forgiveness. To persevere, one must be able to forgive himself his momentary failure to reach the goal and forgive others their inability to realize that they should be helping you. Unconditionally, forgive them for turning you down.

  Fourth, Perseverance is enthusiasm. Enthusiasm is essential to perseverance. One must have plentiful supplies of enthusiasm in order to put himself wholeheartedly to the task once again; no matter how many times success has eluded.

  When one put it all together belief, self-love, and forgiveness and enthusiasm, he has perseverance. He must have the courage, determination and patience to never give in.

  Fear is the enemy of perseverance; perseverance is the antidote to fear. Perseverance is built on the other four virtues: enthusiasm, belief, self-love, forgiveness. When one stuck in the mud of
failure and has not the courage to go on, he should give himself a spiritual transfusion of enthusiasm, belief, self-love and forgiveness. Then he will be able to push through the muck and continue onward. One must use this affirmation for perseverance. One must repeat this affirmation over and over again, especially when he is mired in a difficult situation. He should bolster his perseverance by saying the affirmations for enthusiasm, belief, self-love and forgiveness as well.\textsuperscript{72}

If one has quality of perseverance can handle any difficult part in English learning. The person with quality of perseverance is determined to handle the task confidently and get success. He can quickly tackle problems in English with the help of quality of perseverance.

\textbf{There are some more virtues one must understand and follow in their actual life.}

- Thinking
- Wording
- Action

- \textbf{THINKING:}

Mind plays very important role in shaping the future of human being. The success begins in the mind, the power of attitude and belief to shape destiny. Success initially depends on the way one thinks. As \textit{Dr Joyce Brothers} have rightly said \textit{Success is a state of mind. If you want success, start thinking of yourself as a success.}\textsuperscript{73} One must think the mental filter through which he experiences the world. Some students see the world through the filter of optimism (the glass being half full) while others see life through a filter of pessimism (the glass being half empty).\textsuperscript{74} The person with the negative attitude thinks “I CAN’T.” The person with the positive attitude thinks “I CAN.” To maximize potential and achieve goals, one needs to apply certain time-honored principles of success. What do these success principles have to do with attitude? In a word — EVERYTHING! Attitude is everything without a positive attitude, one can’t activate the other principles.\textsuperscript{75} As \textit{Hugh Downs has rightly said, A happy person is not a person in a certain set of circumstances, but rather a person with a certain set of attitude}\textsuperscript{76}. Success in life begins and ends with attitude.
Similarly, if one wants success in English language he must have positive attitude that he can speak in English. He can score good marks in English then he can definitely achieve his goal. Negative attitude towards English language brings poor result. As William Shakespeare has rightly said: *There is nothing either good or bad, but thinking makes it so.* If student concentrates his mind and has positive attitude, he can easily score good marks in English.

- **Wording:**

As Anthony Robbins said, *The words you consistently select will shape your destiny.* The attitude is reflected in words. Words have incredible power. They can build a bright future, increase opportunity and help to maintain the status quo. Words reinforce beliefs... and beliefs create reality. One can think of this process as a row of dominos that looks like this: THOUGHTS > WORDS > BELIEFS > ACTIONS > RESULTS. Everything that one achieves in life flows from his beliefs.

People who feed themselves a steady diet of negative words are destined to have a negative attitude. It’s a simple matter of cause and effect. One can’t keep repeating negative words and expect to be a high achiever. Negative words will always lead to the reinforcement of negative beliefs — and eventually to negative outcomes. Therefore, Rudyard Kipling has rightly said, *Words are, of course, the most powerful drug used by mankind.*

The English vocabulary affects emotions, beliefs and effectiveness in life. How certain words impact once emotional intensity. The students can hear and learn positive phrases and negative phrases in English. Like *I prefer, I hate.* The students should use the positive phrases in English to heighten the positive emotions. The students should use positive phrases like, *Terrific, Fantastic, Great, Excellent, Super, I’m on top of the world,* Instead of negative phrases like *Lousy, Terrible, I’m tired, it’s not my day, Thank God, its Friday don’t ask.* If one uses negative words it will definitely diminish his energy. Therefore, Plutarch has rightly said: *In words are seen the state of mind, character and disposition of the speaker.*

One can learn the grammar if he repeats daily several times a day that *I am perfect in English grammar.* Whatever words we uses, will fix mentally and feel as true, subconscious mind will accept and bring forth into experience.
**ACTION:**

Even if one thinks positively and speaks positively he won’t achieve his dreams until he acts. One can’t sit back and just expect success to pay a visit. One should learn the action steps that will turn his dreams into reality. If one THINKS, SPEAKS and ACTS in ways that support his positive attitude and bring success. As someone has rightly said: *We become part of what we are around.*\(^1\) If one wants to improve his attitude, he must change his dreams into action. Searching for the answer is a positive action. Forgiving someone is a positive action. Applying for a new job, developing a new skill, asking the right questions, going someplace; these can all be positive actions. One must takes action to create a new fact. The answer is not always available, and it may not be the answer he wants. But if he doesn’t act, he will not find the right answers.\(^2\)

We should not accompany people who love negative thinking. The negative people are just like toxic; they stop us to take action. They spread the poison in mind and become negative person and will not be able to achieve the goal of life.

On the other side nourishing people are positive and supportive. When we’re around people who are positive, enthusiastic and supportive, we quickly take action.

English has connection with action. Action plays very important role in English improvement. If one thinks to improve his English and speaks about it but if he does not take action to learn it, he will not be perfect in English. One must take quick action to learn English with positive attitude in mind.
Creativity is the ability to generate or produce items, ideas, and solutions using imaginative skill. In this developing world where there is a lot of competition and commitment, the ‘creativity’ is a must. The creativity is a tool to achieve success. It develops the personality by inventing new techniques and solve the problem very fast and makes the person smart, clever, active and at the same time naïve. Creativity is often linked with imagination, playfulness and originality; it is the creation of something original. Whereas imagination is developing new ideas, innovation is the application of those new ideas and creativity is the link between the two.  

It has been seen that students, due to lack of creativity cannot apply techniques in study. Success is based not only on what you know, but on one’s ability to think and act. Therefore, creativity helps the students to use brain creatively, so that they can easily finds the creative solutions to unexpected problems. Creativity helps the English teacher to use different types of techniques in the classroom to improve English of the students. The English teacher thinks critically about the things and finds the new ways of solving problems. The creative teacher uses numerous activities and games which include experiments, role-plays, simulations, cooperative learning activities, group projects, technology etc. The student generates planned and improvised creative ideas of grammar, poetry, fables, plays etc and variety of creative techniques such as dance, music, drama, etc. Creativity improves Synthetic Ability, Analytical Ability, Practical Ability, Imagination, Intellect, and Attitude etc., which are described below:
• **SYNTHETIC ABILITY:**

Synthetic ability is what we typically think of as creativity. It is the ability to generate novel and interesting ideas. Creativity improves synthetic ability. Often the person who is creative, is a good synthetic thinker and makes connections between things that other people don't recognize spontaneously.\(^8^4\)

**Teaching: VOCABULARY:**

This is a very good activity for learning new words and for reviving some words knowledge. Students can improve vocabulary with the help of synthetic ability, by making words from letters in a long word.

The class is to be divided into 2-3 teams. Give each team a dictionary and write on the board a long word. Students should compose different words from the letters of this word. After some time, the teams give their words. The team that has the most correct words wins.

For example:

**RETribution**

Return Tribute Iron Notion Note Tone Rib Tube Bruit Tent Tribe Bur Button Rent Burin Nob Bite Burr Run Route Tire Tore Bent Bet Bonnet Rub Nib Net Nub Bin Nut Bit Rube Ruin Rob Rot Unit Union Unite Tier Tie Tin Tint Tone Toe Brute Burn Brunt Butt Butter Riot Tot Tenet Tenure Terrier Retro Bone Boot Born Bout Totter Tote Tour Bore

Then you can ask them to learn these words.\(^8^5\)

**ANALYTIC ABILITY:**
Analytical ability is the ability to study or examine in order to discover something. Analytic ability is typically considered to be critical thinking ability. Creativity improves analytical ability in human being. A person with this skill analyzes and evaluates ideas. Everyone, even the most creative person, has better and worst ideas. Without well-developed analytic ability, the creative thinker is likely to pursue bad ideas. The creative individual uses analytic ability to work out the implications of a creative idea and to test it. Analytical ability helps the student attempt the unseen passage quickly. He finds the question’s answer in the passage very fast and saves the time during examination.

**Teaching: STRUCTURE OF SENTENCE:**

**Preparation:**

- Print out three sentences (negative, positive, and question) of the tense you want to review.
- Cut each sentence into words.

**The Activity:**

- Students work in groups.
- Give each group of student words of a sentence and ask them to make the sentence.
- Students already know parts of speech.
- The students will analyze the words, to make the sentence in order.
- The teacher will give the hints $(S + HV. + O.) \ (S + HV. + Adv. + O.) \ (HV. + S + Adj. + O)$
- Draw a table on the board and ask students to tick sentences at suitable positions, positive, negative, or question.

**Example:**

- **Three Sentences:**
  - I am a student.
  - I am not a student.
  - Are you a student?

- **The Rules:**
  - TO BE at the present simple
    - I am a student.
  - Positive: $S + am/is/are + O.$
    - I am not a student.
  - Negative: $S + am/is/are + not + O.$
    - Are you a student?
  - Question: (Ques. words) + am/ is /are $+ S + O?$
**PRACTICAL ABILITY:**
Practical ability is the ability to translate theory into practice and abstract ideas into practical accomplishments. Creativity improves practical ability. The creative person uses practical ability to convince other people that an idea is worthy.

Teaching: **AUXILIARY VERB**
This is very interesting game where students learn the auxiliary verb and use that auxiliary word in the sentence in practical life.

   a. Change all the auxiliary verbs in the code word and tell students the code e.g. each code letter represents the letter that comes before it in the alphabet \( a \) is \( b \), and \( m \) is \( n \), if code word `dbu` is `cat` etc.
   
   b. Write each auxiliary verb on the card, like nvtu, dbo, xpvme, tipvme, njhiu (Actual words are must, can, would, should, and might)
   
   c. Divide all the students in groups and each group handover 5 cards to each group containing auxiliary verb in code word form.
   
   d. Teacher to use all the auxiliary verbs in the sentence and write on the black board.
   
   e. Tell the students to reverse the code word and make original word
   
   f. Find the sentence on the black board, containing same auxiliary word.
   
   g. Read those sentences loudly in front of all the students.
   
   h. The group of students who write all the words correctly, will wins the game.

**IMAGINATION:**
Imagination is ability to form mental pictures, ideas or something that is not perceived through the senses. It is the ability of the mind to build mental scenes, objects or events. Creativity improves the imagination. Imagination has an important role in the achievement of success in any field. Creative person imagines continuously and brings new ideas in mind and solves the
problem in English learning. It helps for learning English poems, grammatical rules, questions and answers, painting a picture or writing a book. Good imagination has an effect on personality of person.

Teaching HOMOPHONES

This is a very good imagination exercise, where students enjoy the game as well as learnt the English ‘HOMOPHONES’ with the help of creativity:

1. The English teacher divides the whole class into two groups, and
2. Writes the one word on the blackboard for e.g. ‘Join’
3. Teacher asks students to change it into opposite and tell the homophone.
4. The teacher gives clues in the form of broken models, cut outs, broken pictures.
5. The students tell the opposite word ‘BREAK’ and imagine for finding the same word but different spelling Like, BRAKE, (Homophone will be ‘BREAK, BRAKE’).
6. The teacher will tell the meaning of both the words.
7. The winner team will be declared on the bases of maximum points.

Some homophones are like 1) DESCENT- ASCENT/ ASSENT.
2) NOISE- QUITE/QUIET.
3) TIGHT- LOSE/LOOSE etc.

• INTELLECT:

Intellect means person with reasoning, thinking, knowing, and understanding ability. Creativity improves the reasoning and understanding of the person. The person creates new ideas and uses in the actual life. It actively examines and encourages the critical examination of the values inherent in creative ideas to generate system. The role of educators is perhaps to encourage students to examine the possible wider effects of their own ideas and those of others, and to evaluate both choices and worth. The creative intellectuals have extraordinary learning capacity which creates positive effect on the Personality.

SPELLING REVIEW:
The spelling plays an important role in English. Wrong spelling changes the meaning of the word. The English language teacher uses the following creative techniques to reduce spelling mistakes in English examinations, and students come out with flying colors, e.g.:

1. The English language teacher organizes a spelling contest.
2. The English language teacher divides the large class into teams.
3. The teacher writes a short form of words or a sentence on the board, depending on the level of the students to spell. Some of the words are given below:

   I.1.2.C.U = I want to see you
   R.U.O.K? = Are you O.k.?
   I’s T = Iced tea
   I.C.Q = I seek you
   I.O.U. = I owe you
   E.Z. = Easy
   B.Z. = Busy
   I.8 = I ate
   U.2 = you two/ you too.
   Y? = Why?
   C.U.@.9 = See you at nine

4. Students have to spell out these words correctly without mistakes.
5. The team of students that has scored more points will be the winner.

- ATTITUDE:

Creativity is also an attitude. Attitude is the way of thinking and feelings. The creativity improves the ways of thinking and feelings of person. It is the ability to accept change and willingness to play with ideas and possibilities, a flexibility of outlook, the habit of enjoying the good, while looking for ways to improve it.
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