CHAPTER -2

LITERATURE REVIEW

Chapter -2

LITERATURE REVIEW
A literature review is made, to involve data collection and evaluation, determining literature to significant contribution understanding of the topic analyzing and making interpretation.

English and personality are interrelated. Authors have written a number of books on English as well as on personality development course. Some books and research papers are explained in short.

According to Ajay Shukla person can be happy of their way of thinking and feelings. It needs changing one’s outlook. Thus by molding ourselves, we can almost change our fate. One can do it. It all depends on us. This book is divided into four lanes like body, intellect, emotions, Spirituality. In the first lane he explains about body. How one can remain healthy with regular exercise and healthy diet. The author has given importance to exercise because it helps the person to reduce weight and remain healthy and fit. In the second lane, he explains us about intellect. He asserts that if one is suffering from stress, one should change from problem to solution. He says that sometime stress due to emotional imbalance and our imagination. One can remove the stress while finding solution from friends. In the third lane he explains emotions. He tells us how emotions create stress in our mind. He suggests increasing self esteem and changing the environment by turning to nature, taking a break, listening to music, engaging in social service, etc. In the fourth lane spirituality, he suggests yoga for removing stress in life. Ajay Shukla writes:

Accept that things are not perfect in this world
And Nature does not know the meaning of justice.\(^1\)

According to Anthony Robbins, man has with their own wish creates anything with their power of thinking. He asserts that with the powerful mind one can achieve success and do everything in their life. He has own wish to do these things with the help of their own thinking and feelings. It is the real value of the person associating from their life. It is the help of human being that can do everything in their beautiful life and help other of it value do these things. Anthony Robbins writes in his book
It is in the hands of human being to make or destroy his fortune.2

Arnav Anand suggests the skills and techniques which help people to enhance physical stamina, memory power, brain potentials, and time management enhance personality attributes. Author has put knowledge and its creative keys to success. Activities and exercises that help to enhance the personality attributes, improves knowledge and, enhance ability to relate things, improve concentration, problem solving skills, increase memory power, boost one’s personality, increase thinking and manage time and stress. Arnav Anand writes:

“Hurdles are those good things you watch when you take your eyes away your aim.”3

Arnold Fox, and M.D. Barry Fox have an idea to improve ourselves. Authors have documented personal testimonials for the benefit of taking action oriented steps to improve a person’s own outlook on life. They say the only person we can change is ourselves. And, by changing ourselves we can become an example to others and thereby to the world. This book is divided into 10 chapters. Each chapter is connected with the story of any person. The authors try to explain the concept with the help of story. They explain us about action. Until we take action we will not get success in life. They say our health happiness, success begin with action. Arnold Fox, M.D. Barry Fox writes.

“Our today’s doubt will be the tomorrow’s realization”4

Arnold Fox, and M.D. Barry Fox’s prescription for what takes to be healthy, happy and terrific in today’s world. They say that one can live healthy by positive thinking. The book is divided into 8 chapters. All the chapters have been explained either from personal example or any story to understand. This book gives one type of medicine suggested by the author. The writers say in his first chapters that many doctors gives us medicine may be of tension relief, stomach pain, heart palpitations, fatigue and spastic colon etc. all the person who are connected will be happy because they earn money like doctor, chemist, company etc. but who suffer patient because he
could not remove pain like headache permanently. Doctor prescribes medicine for support and happiness during consulting. *Arnold Fox, M.D. Barry Fox writes*

“He who has health has hope; and he who has hope has everything”

*Bradley C. McRae, Ed.D* have divided this book into eight chapters, each chapter contains detailed explanation and examples. It is mainly designed for people in business and it covers topics such as when to read mail, how to set priorities, and how to reduce wasted time in meetings, in interviews, and on the telephone. All of these are valuable skills. However, they deal with office-related activities. The purpose of this book is to bring time management out of the office to help us apply its principles to other activities and projects that we would like to accomplish outside work. This is important because our self-esteem is based on how successful we are in all aspects of our life. This book helps us to choose what we want to do about time. When we feel good about ourselves and have high self-esteem, we naturally manage our time better. When we feel bad about ourselves and have low self-esteem, we tend not to manage our time well. This book will help to keep us on the positive self-esteem/good time management cycle and off the negative cycle.

*Charul Jain and Madurita Choudhary* have explain in her paper about the importance of verbal and non-verbal communication which is the basic necessity of life. Authors explain the encoding and decoding method of transfer of message. Also explain linguistic and cut across the language method.

*Christopher M. Tavani & Susan C. Losh,* have examined relationships among student’s academic performance, motivation, expectation and level were also studied. The writers of the paper examined that the parents and teachers attribute their children’s performance

*D. K. Chakradev* has explained various techniques of communication which is very useful for the students during school life and after completion of school studies. He has also explained various
types of communication which is very profitable to the organization. The main aim behind writing this book, to improve the communication skills of the students. 

David Posen, MD has not divided this book into chapters but according to situations. So many small topics are divided according to situations. Some of author’s practical experiences of life are mentioned on the basis of experience. The author is trying to remove the stress of person. Some of the prescriptions are very good like ‘The mind and body connection’ ‘How to leave work at work’ ‘money and stress’ ‘dealing with anger’ ‘relaxation techniques’ ‘dealing with difficult people’ ‘Procrastination’ In this way the author has given various life related problems in the book. The writer is one of the greatest writers of the book. If one follows these prescriptions one really gets something from it and removes the stress up to certain extent.

Domnic Brien has divided this book into 27 chapters. All the chapters in this book are devoted to memory techniques. The author is trying to explain the different effective techniques with the help of which we can memorize, names, numbers, Speeches, directions, learn languages, geographical facts, history, mnemonics, memorize pack of playing cards, improve golf swing, binary numbers, how to win black jack, how to beat quiz machine.

Dr. D.K Sekar The book is divided into different topics, related to stress. It includes about understanding stress, physical reactions of stress, stress among women workers, assertiveness to manage stress, , relaxation exercises, sleep hygiene technique and anger control, use of stress management techniques, stress buster. The book is fully devoted to different types of stress, may be home stress or occupational stress; various techniques are given to overcome stress of life. Lack of self-esteem leads to stress. Stress management workbook help to reduce the stress of people in many ways.

Dr. Diane Hawley Nagatomo writes about Language teachers, who were previously viewed as technicians who applied appropriate pedagogical methodologies, are now recognized as individual agents who hold individual beliefs, knowledge and attitudes toward teaching, and learning.
*Dr. M.S. Sachdeva* has divided this book into 25 chapters. It explains the techniques of English teaching. The book is full of examples and lessons related to different topics. Sachdeva has explained various lessons. There are various chapters in the book like, Place of English in India to-day, teaching English in the schools, Language and its nature, aims and general principles of language teaching, Methods of teaching English, Structural Approach and situational teaching, teaching of vocabulary and use of Dictionaries, a brief outline of English pronunciation etc.\(^{14}\)

*Dr. Roger Vittoz, Christian H. Godefroy* has divided this book into 13 chapters. The author explained different brain functions and define of cerebral control. He explains us about conscious and subconscious mind, which depends on the equilibrium of each of the parts. He deals with control of mind and effects of control on sensations, ideas and actions. Dr. Roger Vittoz, Christian H. Godefroy writes:

> "Efforts of will should not only be directed at actions, but also at modifying ideas, sensations and feelings."\(^{15}\)

*Geoffrey A. Dudley* has given practice passages which will improve our reading abilities and the comprehension passages to measure the improvement. One can do more work in less time. The book is divided into 10 chapters. In the first two chapters he explains why one should read faster, and another chapter focuses on concentration skills, because if one wants to perfect in speed reading, he should be perfect in concentration skills. Chapter third explains some techniques of speed reading, for example how to apply the method and conscious attention. Chapter fourth explains about vocabulary like synonyms, antonyms, prefix, suffix, affix etc. He explains about pronunciation, He says that anybody can improve his/her pronunciation with the help of speed reading. He tries to explain with the help of examples. Chapter fifth explains the line and card techniques. He has mentioned the passages for practice after explaining of above techniques. Likewise all the chapters are explained very effectively. Geoffrey A. Dudley writes:
“We forget something we have read because something else we have read interferes with it”\textsuperscript{16}

\textit{Gini Graham Scott} has given variety of techniques and exercises. He has given variety of reasons to assess the personality of the person. One can easily develop their memory by way of doing any good way. It is the value of various introductory chapters given by author which liked by all given the individual. One can easily understand the work done by any author which can easily be done by any individual.\textsuperscript{17}

\textit{Grant Taylor} has given importance for improving oral English. The writer has given lot of importance to do anything in the life of people. It is given importance to value to concentrate in English. One can easily assess the personality of the person has done by any person. It is the value of the of the person to improve overall the personality.\textsuperscript{18}

The author, \textit{Harris and Harris} gives importance to concentration. He wanted to tell the people how to avoid the problems, embarrassment, and difficulties that occur when the mind wanders or looses focus. 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. This book is divided in three sections. Section one about understand concentration, thoughts on concentration, techniques of concentration. Section second includes many exercises in concentration. Section third explains about different illustrations on concentration. Harris and Harris says:

\textit{“The ability to concentrate is often the difference between success and failure”}\textsuperscript{19}

\textit{Harry Lorayne} has divided this book into 26 chapters. All the chapters are discussed about improvement of memory. There are various techniques are given in the book to improve the memory power of students. Harry Lorayne is one of the best popular writers. He has explained various ideas to get success in life. The book is very useful for the students. It helps them to score the good marks in examination. He has explained various methods of memorization like link method, Peg method, mnemonics, association method, etc. It helps to remember the names,
How the alphabet can aid our memory. Harry Lorayne writes:

“Before the man forget, he must get a thing.”

Harry W. Carpenter has an idea about subconscious mind. According to him, it is easy to learn to use more of our subconscious mind. The author writes how one can change his idea of subconscious has been delaying. Mind can be changes if one take good efforts he has the idea of getting work done by the author of living things. It is the life and mind everything can be done value of doing things. He asserts subconscious mind can help to improve the value of person. He can move everywhere and anywhere by doing things.

“Persons conscious mind set the limit for the human being. When the person relief from these limits his conscious mind take over him permanently.”

J.D. O’Connor the writer tries to explain us how to deal with the sound differently. The different rhythms of sounds are to be done. The different pattern material has to be done. The particular value to human being has to be done.

Jamie Nast tells us how to make idea map also he tells us how to read idea map with the different techniques of persons. Also he tells us different idea map so that one can achieve success easily by way of idea mapping. How one can develop an idea through systematic association. Some are the ideas through which one can easily access and read the different ideas and solution of it. Jamie Nast writes:

“One can meet the different revolutionary demands with the help of different idea Mapping. It makes the person more creative.”
*Janardhana Krishana Pillalamarri* defines personality which leads to a better perception and aspects related to learning that initiates a real feeling of influencing factors on personality formation. He deals with traits of personality and the inert aspects of feelings, starting from childhood to personal matured factors. He further deals with success and failure on a scientific basis, apart from types of successes, detailing parts of personality and its trait, identifying problems in personality, personality formation, structures and enemies of man. He also handles personality formation, contents and the limitations in its processes and “OM THERAPY” a real phenomenon that changes the life in reality. Janardhana Krishana Pillalamarri writes:

‘A person’s maturity is basically an evolutionary trend of affairs, in dealing with things. As Om Therapy is a profactor that enforces factorial performances and enables to restart their charges initiating a better qualitative change’

*Jane Mok* develops and exchange ideas in the innovative classrooms. She put forth to improve English of students in completely different way. The reality of the English classroom has to be done very well. The real classroom observed by the author and understood everything clearly and minutely.

*Jason Ohler & Thousand Oaks: Corwin* has an idea about telling the story through digital classrooms. The first chapter begins explaining new teachers by interesting and creating new ideas with the help of storytelling. Part 2, 3, 4 explains the real time making system which is very useful to students. In the actual classroom one can understand the value of the students. It immense helps to students. They understand very fast and act fast without any difficulty.

*Jerry Minchinton* has divided this book into 22 chapters. It provides valuable information on how one can improve self – esteem and personal and social responsibility. It provides concrete and believable reasons and explanations. Maximum self-esteem brings to light our irrational beliefs about ourselves, our relationships, and life in general. These false assumptions cause us to dislike ourselves, have devastating, and crippling effect on us and every aspect of our lives. This book explores those beliefs, traces their origin, explains how believing them makes us think poorly of ourselves, and then presents accurate, self-esteem –enhancing beliefs to replace those
which cause so much harm. Number one part contains a self-esteem inventory, to give us an idea of our feelings about ourselves. This is followed by information self esteem: what it is and is not; why we are lacking in self-esteem; what we can do to improve our feelings about ourselves, and techniques to help with this process. Jerry Minchinton says in his book:

“It is useless to suffer much: Using human capacities created unknowingly with the help of lack of intelligent.”

John Medina has divided this book into 12 rules. All the rules are related to brain techniques. The author explained each rule in details. The author’s goal to introduce the rule first: which helps to exercise boosts brain power. He suggests that exercise plays very important role to improve brain power. The rule second is ‘the human brain evolve too’ He explains us how the brain conquered the world. The rule third explains that furious brain develops not once but twice. The rule fourth explains that we must give rest to the brain because brain needs break. The rule fifth explains that we must repeat to remember anything. We must repeat if we are reading anything we can easily fit in our mind. Rule seventh suggests that we must take rest by sleeping. John Medina writes:

“We have three brains in our heads, to keep breathing we have to start lizard rain. One can added brain with cat’s then top those with the cortex”

Joseph Murphy has designed this book to teach us that our habitual thinking. He has dare to explain in the simplest language of our great fundamental truths. He explains the art of working life. He improves the people’s powers and knowledge that all the persons have in their life. How to be wealthy, happy and satisfy and get all the things from life. It is easy for the people to increase memory and art from the life of human being. Joseph Murphy writes:

“Right way to make aware with the 2 working of your mind is to look upon your own mind as a garden. You are a looking after the garden, and you are putting seeds (thoughts) in your subconscious mind all day long, based on your daily thinking. As you sow in your imaginary mind, so shall you grow in your body and environment”
Julie – Ann Amos has given us sound advice, hints and tips for managing what we do with our time. One can easily manage time by proper use of time we want. How one should do and what one should do to make proper use of time by the person. He says time should not be considered as our enemy but a friend who guide us at every step of our life. No one make huge changes the way he work. If we just change a dozen small things, we would end up with quite a substantial change overall, as the cumulative effect of the changes adds up. Each chapter concentrates on a different area associated with time management. Julie – Ann Amos writes in his book:

“Time is one of the best investments” 30

K. Sudhesh has designed this book to equip students with skills and competencies that will stand them in good stead for the rest of their lives. The book has four units, Unit 1 deals with information processing, learning and study skills. Today, there is deluge of information. Knowledge is not only growing in geometric proportions but often upstaging past knowledge. We can stay over the flood waters of information only if we have sound independent research and study skills. This section acquaints the student with the fundamentals of information processing, learning, memory and outlines excellent study strategies. The role of communication can never be overstated in building positive human relationships and a happy sociality. Unit second is devoted to explaining the process, types, and barriers of communication. It also outlines the techniques of overcoming barriers and principles of effective communication. Unit third deals with personality which gives us that slender edge to stay ahead of others. It has the scope to help us actualize our potential and achieve personality integration. Time plays very important role in humans life, it explains the how to plan our time and how to get the most out of time management. Stress brings down the human beings life. So it suggests some yoga tips and how to control stress. It explains the health related tips to use these tips one can get success in life. Unit fourth deals with task management. It suggests few guidelines for performing the task effectively. K. Sudhesh writes:

“Task Management is an excellent CHANGE MANAGER” 31
Klinic Community Health Centre deals with this small book on stress relief. He says stress is cause of all the disease suffer by human being. It can be controlled by the people of human being. It is the bondage of all the things. One can control on it by doing different relaxation exercises. It is very easily explained by the author. In the beginning of this manual meaning of stress, sources of stress and types of stress are explained. Sources of stress are environmental stress, social stress, psychological stress, thought etc. Types of stress are positive and negative stress. Some techniques of stress are mentioned to overcome the stress. With the help of meditation one can remove stress, anxiety, depression, and other negative emotions. One can also remain fully engage in the activity easily and carefully. It explains that one should focus on breathing. Other techniques are body scan, walking meditation, mindful eating.32

Kun-hui Wu has written about poor quality of communication of students. He discusses feasibility. He suggests the innovative techniques of teaching English to students. He explained the different techniques which is easily used by person.33

Lakshmi Bangalore has divided this book into eight chapters like brain basics, origins of nervous system, neuro-genesis birth migration and differentiation of neurons, wiring the brain: growth and guidance of axons and dendrites, network connectivity: formation and strengthening of synapses laying the insulation: adaptive brain: neural plasticity advances in neuroscience. The author tries to explain that our nervous system is a vast network of billions of building blocks called neurons. Neurons are specialized cells that transmit messages between the brain and the rest of the body. He deals with different types of brains and its functions. The brain is divided into left and right hemispheres. The left hemisphere controls function. The brain controls everything we do and feel. As an essential part of the nervous system, it functions through a network of billions of neurons. Neurons are electrically charged relay stations. They carry messages to and from the brain in the form of electrochemical signals. Lakshmi Bangalore writes

“The brain receives and interprets messages arriving from all parts of the body and creates responses based on prior experiences and physical needs.”34
Lawrence C. Katz, Manning Rubin is a growing interest about interest in the value of time and time management. The book is divided into nine chapters. First chapter explains about Neurobics the new science about brain exercise. The full chapter explains about how brains functions internally, everything is explained with the help of personal examples. Second chapter explains about ‘how the brain works’ our brain work as guide for our actions and emotions. It receives and organizes very tactfully and easily for our perusal. One can get and uses of proper mind my using different techniques. They explain about cerebral cortex and hippocampus. They explain about drug and diets. Chapter 3rd explains about ‘how neurobics works’. Different neurobics exercises are explained. The chapter third explains about starting and ending of the day. The regular works of human being like brushing, washing eyes, watching shaving are explained. Lawrence C. Katz, Manning Rubin writes:

Our brain works as old factory which guide the internal parts of body. It helps to navigate the internal parts of the body. One can enhance the memory by using places, people, events or things which uses very powerful way.

Ashraf Rizivi develops student’s skills with the help of reading speaking, writing and listening. He explains the easy and simple showing and using every step with the help of discussion and showing different modules to the people. M. Ashraf Rizivi writes:

“Listening Comprehension is the act of understanding an oral message”

Merrill Douglass has divided this book into six topics, like Managing time, setting goal, being professional, getting ahead, managing better, managing stress and below that small sub-topics are explained. If we take first topic ‘managing time’ it tell all about time management like quality time, just a minute, speak up to avoid pressure, scheduling tips. Second topic ‘setting goals’ He explains about how one should reach the goal with the help of different topics. The
sub-topics are ‘what success means, goals are roadmap, reviewing and renewing, realistic goals. Merrill Douglass writes:

“Changing what you say to yourself can help you to become a better person”  

*MSBTE handbook on development of life skills* writes about soft skills covering the interpersonal skills for the development of the students. It deals with motivation, attitude, assertiveness, confidence building and SWOT analysis. Concepts of each topic are explained and general guidelines are provided for self advancement. It also deals with the study techniques that provide theoretical concepts related to education psychology and learning. Further guidelines are given to enhance memory and improve concentration. Methods of acquiring information from library and also through internet, inputs for conducting interview to get information from individuals, goal setting, creativity, and emotional intelligence are lucidly elaborated enabling learners to provide direction for self development, which includes improving efficiency and effectiveness of individual, awareness about time management, health management, stress management and practical tips for managing self.  

*Murali M* has views that English plays very important role not only in India but other countries. He says that use of English in India is much everywhere. Therefore, he insists that it is unavoidable in education system in India. He says that there are some factors that affect the English teaching learning like regional language used from primary as a medium of communication. Secondly, he says that classrooms, labs etc. are not adequately established. The teacher plays very important role in this field. In this book he explains two important things: one is delivering technique of the teacher and other is understood of the students. Computer knowledge should be given to the students to designed software. 75 percent students come from regional language schools they want improve their career and philosophy. He has made the syllabus in the very different way to achieve success in the every field of philosophy. 

*National Council of Educational Research and Training*. The paper explains the importance of English in India. The paper explains why English is needed in India. In the olden times, it was
called English as a library language and window of the world. It explains that private schools treat the English differently while the government schools treat the English differently. The child makes aware of the language proficiency and help to develop the different ways of life of the student’s council of education and proficiency and improve efficiency. It helps to create multilingual activities in the different ways of life of the human being. One can achieve success of the human anatomy of the value of the students. The aim of English to achieve success and should understand by all the people of the background.\textsuperscript{40}

National Knowledge Commission, (Government of India). The aims of commission that the quality of education must be given to all the students, for that the government has introduced the 11\textsuperscript{th} five year plan to make aware the citizen of India to use up of the different value education and understanding of the knowledge of the human. The set the such examination and value education to be understood by the students. National knowledge commission has put various recommendations before government of India like more flexibility in disbursal of funds, decentralization and greater local autonomy, expansion of functional literacy, planning for school infrastructure, enabling and regulating mechanisms for private schools, database on school education, more co-ordination between departments, national evaluation body for monitoring quality, teachers and teacher training, reforms in the curriculum and examination system use of information and communication technology, English language teaching. NKC has given importance to English language teaching. The English should be taught from 1\textsuperscript{st} standard, so that student should be able to employ. The school leaver must be trained because they are always handicap in the world of higher education.\textsuperscript{41}

Paul R. Scheele teaches us not just how to read faster but we learns at speeds many times faster than before. With photo reading whole mind system we develop extra ordinary communication with our brain. Photo Reading bypass the limited capabilities of conscious mind and help us find our personal genius. The book includes three parts. In part one, we overview the whole mind system and new choices we have available as a reader. Part two guides us step by step to learn photo reading whole mind system. It contains preview. Part three helps us integrate our new knowledge and skills, so we can successfully use them every day. It contains, prepare to photo read, and enter the accelerative learning state; close the process with a sense of mastery. Affirm
concentration, impact and purpose, enter the photo focus state maintain steady steps while flipping pages, emails, web pages, and electronic files. It contains five time management strategies, Use the photo reading whole mind system on all the kinds of material. Paul R. Scheele writes

“The multiple read approach of the photo reading whole mind system duplicates the appropriate way to learn anything new”

Philip Carter and Ken Russel’s The book is divided in five Chapters. We discuss the first chapter creativity. It contains Preparation, incubation, illumination, verification etc. It includes so many tests on creativity. Progressive matrices tests which are good exercise for the brain. Chapter second deals with problem solving. Problem solving is broadly all the process the processes are involved. Chapter third deals with memory. Four different types are distinguished by psychologists recall, recollection, and recognition and relearning. Different types of memory tests are given in the book. Likewise, chapter fourth and fifth contain detail explanation and examples. Philip Carter and Ken Russel writes Henry ford proverb in his book:

“He says one can do what he thinks in mind, he cannot do more than what he thinks”

Richard Denny’s has divided this book into 11 chapters. Each chapter is completely devoted to sell your speech, mastering nervous tension, preparation, content, holding attention, prepare yourself, delivery, avoiding bad habits, Developing good habits, questions, Function speaking, visual aids. The second chapter explains master of nervous tension; here he explains how one has to remove nervousness while speaking. Chapter third ‘Preparation’ explains the steps of preparation. While in the chapter fourth ‘content’ explains the techniques of public speaking. Chapter fifth explains about the some techniques of attention to audience. Chapter sixth ‘prepare’ contains speaker’s way of walking and standing that effects on the minds of the audience. Chapter seventh explains about non-verbal communication during presentation like eye contact, speaking position, standing near the lectern, pacing, posture, body language etc. chapter eight explains about avoiding bad habits like apologizing, alcohol or bad habits, facts and
figures, jargon, talking down, public criticism etc. Chapter ninth explains on developing good habits like punctuality, accents, use of pronouns, etc. Chapter tenth explains about questions from the audience after completion of speech. Techniques of questions, questions time, types of questions etc. Chapter eleventh explains function speaking like on arrival, venue, introducing speaker. Chapter twelfth explains about visual aids Microphone, lighting, slides, pointer etc. Richard Denny’s writes:

“The only way to conquer fear is to keep doing the thing you fear to do”

S.K. Singh, M.P. Singh has divided this book into 31 chapters. It is full of explanation of grammar and exercises. Grammar explanation is given in Hindi, so that the student can easily understand the grammar. The book contains various techniques to understand the grammar very easily and very fast. In this book the main stress has been laid on clear cut concept with the help of illustrative examples and exercises. The book contains the grammar from beginning. The person who have zero knowledge of grammar, can easily perfect after reading the book sincerely. The book contains part of speech, articles, the sentence, correct form of verb, tenses, changing into interrogative/negative, voice, degree of comparison, use of some prepositions, use of adjective, question tags, interchange of affirmative and negative, interchange of exclamatory and assertive. Interchange of assertive and interrogative, wh-type questions, polite request and command, remove too /use to, etc.

S.P. Sharma deals with problems due to negative thinking. He tries to explain the difference between success and failure which is purely a matter of attitude. Every moment in life throws up bouquets as well as brickbats, depending on our attitude. Each problem holds a hidden opportunity, provides we have the right attitude to uncover it. This book shows us how to transform from failure into success with the right attitude, the right approach and right living. The book is divided in 27 chapters. The chapters contain how to adopt the right perspective towards work, making it a source of great fulfillment. He explains holistic view of problems and deals with them philosophically, strengthen physical and mental faculties through meditation and self-control exercises, deal with difficult people, situations and circumstances without getting into a collision course, rectify past mistakes and convert disadvantages into advantages, sing the
song of your soul, maintain a balanced outlook, start charity from home, nourish holiness, discipline the child within, learn to deal with criticism and slander.\textsuperscript{46}

Sarah Freeman teaches English composition, grammar and letter-writing cover a wide variety of topics, narrative, descriptive, expository and reflective. Comprehension has been carefully selected and cover a wide variety of subjects to test vocabulary, usage and correct handing of sentence structures and grammar.\textsuperscript{47}

Sharon J Gerson, Steven M Gerson This book is divided into seven units. Like defining technical writing, correspondence, visual appeal, technical applications, electronic communication, report strategies, handbook. If we discuss about the Unit 1\textsuperscript{st}, it mentioned the definition of technical writing. This unit explains about the team work. How the team work is effective and why is team work is important. It explains how the conflict arises in the teamwork and how to resolve the same. Unit second explains about the business correspondence. It helps to understand the email messages and etiquettes of email message. It helps to write the business letters. Unit third explains clarity and conciseness in the letters. Unit fourth explains about the grammatical errors. Unit fifth explains electronic communication like computers. How one can communicate effectively through computers. Unit sixth explains about the summary. It gives few tips about the summary writing.\textsuperscript{48}

Shiv Khera has a good idea on success. He has encouraged the human being by giving various examples on real life of person. This book is used as manual. It helps the person how to get success in life. With the various examples he tries to prove that everybody can get success in life if he changes thinking. One will think positively he will get success in life. It depends on man how he thinks. Positive thinking brings positive result negative thinking brings negative results. The man who works honestly will be able to work very carefully. The real value of person to get success in life. Shiv Khera writes

\textit{“Success is the one type of goal of human being who continually help others”}\textsuperscript{49}
Swami Muktibodhananda has divided this book into 22 chapters. Most of the chapters are devoted to yoga techniques while few chapters are explained about mind and consciousness. The author explain us with the help of yoga technique help to realize the reality of life by performing different yogic techniques to the people of different language group. It is inner feeling of the person who believes in the yoga and different yogic techniques. Swami Muktibodhananda writes:

“The sound we hear with the ears and the faculty of the brain is only one level of perception”

Tanushree Podder suggests different memory techniques which are very useful for the students to learn and get the good marks in the examination. Many mental techniques with the help of this anybody can be memorized difficult topics. There are various methods of memory are explained like peg method, link method, etc.

Theron Q. Dumont stimulate in the second lesson ‘and the third lesson ‘How to Gain What You Want through Concentration’ explains brain related knowledge. Theron Q. Dumont writes:

“Concentration means control of the mind and body. One cannot secure control over one without the other”

Todd Wissler shows, our conscious mind has nothing to do with areas of person. The way mind analyzes information so will be our thinking. Chapter first is how your subconscious mind works. The Subconscious Mind gives what we want quicker than anything else. Chapter second deals with Relaxation. The author explains us about relaxation technique of mind. He says music plays very important role in relaxing the person. Likewise chapter third explains us about our affirmations. The title of the book is explained by the author very nicely. Todd Wissler writes:
“Subconscious mind work in the depth of the real value of the persons efficiency in the work it is one step down from conscious mind”

Tony Buzan’s book on memory has divided into 21 chapters. Whole book is dealing with different types of memory techniques.

Tony Buzan has divided this book into 23 chapters. In the beginning book quiz is given to judge the person about the speed reading. The writer has given brain training exercises in the beginning of first chapter. He explains about left and right brain which work smoothly during examination. Mind map is a very good technique which works well during examination. Here he explains different techniques to learn the long answers, grammar, vocabulary etc. In the chapter second he explains the history of speed reading. How the child learns the alphabets from the beginning in the school and also explains how to improve speed reading from beginning. Chapter fourth and fifth explain about gaining control of eye movement. Eyes plays very important role in gaining speed. Various exercises are given to train the eyes movement. Physical control, availability of material, comfort ability while reading the passage. These things are very important if person want to improve the speed reading. Tony Buzan writes:

“Your brain is relativistic organ and can become used to accelerate norms The metronome reading and training method allows you to maintain and increase your reading speed”

V. Saravanan is attempting to explain in his paper, the employability of the engineering students. What are the qualities should the engineering students have that help them to employ in the company. The writer wants to suggest to the person that employability in the engineering places of the college. The students can be work out in the various ways of thinking and teaching of people. The writer wants to say the in engineering colleges various groups of persons are working but many students are unaware of the various society conscious values which should be increase the value of the person.
Victor Devich has divided this book into 3 parts. Part one is ‘Meditation’. Part - 2 ‘is Eight weeks meditation Programme’. Part-3 is ‘The Upgrade’. Part one begin with short tour of meditation which gives us valuable process of meditation. We will learn what word meditation means, how easy to meditate. How meditation programme works. We will learn effective meditation posture. We will learn simple, jargon free, failure proof meditation instructions. Part two contains eight sections, one for each week programme. Each week programme contain material that help us transition from one week to next. We will upgrade after the gap of eight weeks. Part three contain training schedule and special meditation in action template enables us to bring meditation in every day of life. Quite simply meditation can change our life. It is much better and a real deal a way to live in this complex world with calm and happiness. Victor Devich writes

“Meditation is not a noun, but a verb, It is dynamic process, like the liquid flowing state of water as opposed to frozen ice. What you seventh grade English teacher called an “active verb”” 57

Weinstein and Mayer in his book characterize the cognitive learning cognitive value to the person must work honestly and clearly. According to the work force the person value. It is recognized. He explain various ideas how to work on the new ideas. The writer has various thinking power and thinking value education. The writer tries to explain the various angles of the thinking and feelings.

References:
3. Arnab Anand, “Personality Development” Vee Kumar Publication, New Delhi, p27
19. **Harris and Harris (2009)** *Improving your Concentration Skills*, Jaico publishing Mumbai p11


29. **Joseph Murphy,** *‘How To Tap The Incredible Secret The Power Of Your Subconscious Mind’*.p17


33. **Kun-hui Wu,** *‘The Feasibility and Difficulty of Implementing Communicative


37. **Merrill Douglass, ‘Success Secrets’,** Pustak Mahal, Delhi. p185


47. Sarah Freeman (2007) ‘Written Communication in English’ Orient Black Swan publisher


53. Todd Wissler (2009) ‘How to talk to your Subconscious mind’p13


56. V. Saravanan, ‘, The Indian review of world literature in English’. Vol-5, No. II,


58. Weinstein and Mayer, ‘Memorization technique a study’, Perfect journal vol-3,