

I N D E X

1)	INTRODUCTION	3
	a) Introduction assignment	5
	b) Likes/Dislikes*	
2)	GOOD-PERONALITY(Verb-A,B)	6
	Greetings	7
3)	SENTENCE MAKING(/GENDER) (VERB-C,D)	8
	NOUN	9
	GENDER	12
	NUMBER	14
4)	PRONOUN	16
	MINE/YOURS/THEIRS	20
5)	BODY - LANGUAGE-1	21
6)	BRAIN STORMING (GOOD PERSONALITY)	22
	(Assignment-positive negative)	
7)	ADJECTIVE-COMPARISION	24
	Comparison	27
8)	PARADIGM SHIFT(VERB E,F)	30
9)	SECRET OF HAPPINESS	31
	(ASSIGNMENT-20MOMENT OF H)	
10)	INTRODUCTION TO PROJECT	33
11)	READING ACTIVITY-1	34
12)	QUALITY CIRLE (PROBLEM-SOLUTION)	39
13)	ARTICLE/PRONOUN (G,H,I)	40
14)	TIME TABLE TECHNIQUE	45
15)	TENSES	47
16)	BODY LANGUAGE-2	53
17)	VERB J, K,L	53
18)	ANALYSIS OF SENTENCES	53
19)	APPRECIATION ACTIVITY(STORY-CAR)	53
20)	SPEAKING-FILM/TOPIC ACTIVITY	53
21)	VERB M, N, O, P	53
22)	SECRET OF SUCCESS	54

23)	PRINCIPLE OF LIFE	55
24)	LITTLE PROJECT-DREAM	56
25)	QUESTION ACTIVITY	56
26)	READING ACTIVITY-2	59
27)	ACTIVITY OF TRUST	59
28)	INCREASE BRAIN CAPACITY(MIND)	60
29)	BRAIN STORMING	61
	CAREER COUNSELLING	61
30)	VERB F, G, H, I, J	61
31)	COMMUNICATION-ACTIVITY	61
32)	MODEL AUXILERIES/INTERROGATIVE SENTENCES	62
33)	MARKETTING ACTIVITY	67
34)	VERB K, L, M, N	67
35)	BODY LANGUAGE-3	67
36)	PERSONAL INTERVIEW	68
37)	VERB O, P, Q	70
38)	GROUP DISCUSSION	72
39)	VERB R, S, T	74
40)	SOUL	75
41)	BODY LANGUAGE-4	76
42)	POSITIVE AND NEGATIVE ATTITUDE	76
43)	VERB U, V, W, X, Y, Z	76
44)	PUBLIC SPEAKING	77
45)	ACTIVITY OF LINK	79
46)	FEEDBACK REPORT	79
47)	CURRICULAM VITAE	80
48)	MEMORY POWER	83
49)	OVERCOMING LIFE'S HURDLES	86
50)	SPIRITUALITY	88
51)	BOOKS NAME	
52)	SUBMISSION PROJECT WORK FOLLOWED BY INTERVIEW/GD	

LECTURE – 1 INTRODUCTION

PERSONALITY: The visible aspect of one’s character as it impresses other’s.

- a person as an embodiment of collection of qualities
- the sum total of the physical, mental, emotional and social characteristics of the individual.

NOTE: Personality can be learnt from the surroundings, there is as such no need to attend any course. Emulate all the best qualities that you see in others.

GOOD-PERSONALITY: is the personality which can impress others in short time(3min).

How to impress others?

-if you try to impress others then others will never get impressed but if you try to

- a) think about others comfort
- b) if u care for other
- c) if you think about benefit of others
- d) if you like other unconditionally
- e) if you r intelligent enough to answer her question
- f) if you have potential to understand others emotions(high EQ)
- g) think according to others

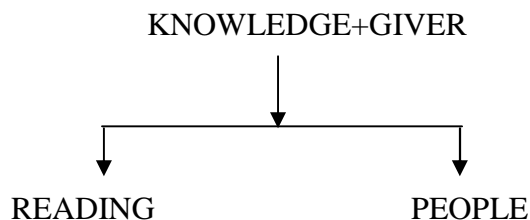
**NOTE: 98% TIME –PEOPLE THINK ABOUT THEMSELVES
10%TIME-ABOUT OTHERS)**

(If you start thinking about others 98% then others will love you)

Two Factor in personality

- a) External(10%)-(dressing, looks, hairstyle, tone, style)-
Important for First impression
- b) Internal (90%)-(attitude, creativity, kindness, knowledge, intelligence,
Communication power, loving, giver, understanding)
Important for first/Everlasting impression

What is one most important factor in Good Person?



GIVER:

YOU GIVE -50%
EXPECT-20 to 100 %

If not fulfilled?
SAD-100%

(If you don't get what you expect then you are 100% SAD. So just keep on doing for others with Zero Percent Expectation)

You get Knowledge from-

- a) Reading(magazine, books, News paper)
- b) People (all)

SPOKEN ENGLISH:

- ENGLISH- READING - (T.O.I, Magazine, books)
- WRITING – (Diary, articles, different topics)
- SPEAKING – (Teacher, Friends, Call Centre etc)
- LISTENING – (News-Times Now, Headlines Today etc)

Why you want to learn English?

- Need- Education
- Profession/job (both are necessary for Quality Life)

Why English is so famous language?

- a) 60% countries national language is English
- b) other 30% countries are ruled by English People
- c) most powerful countries are? USA/EUROPEAN
- d) research and development take place in this countries
(computer, medical, engineering, . etc)

How you can Learn English?

How did you learn your mother tongue in childhood?

By

Environment-24 hr

How to develop 24 hr Environment of English ?

THINK-100% TIME - IN ENGLISH
SPEAK-10% TIME

DAILY - READING (NP,BOOKS)
WRITING (SMS,DIARY)
LISTENING (NEWS-TIMES NOW, MOVIES)
SPEAKING (FRIENDS,TEACHER)

ASSIGNMENT:

1)INTRODUCTION OF STUDENT AND TEACHER

- 1) What is u're name/ qualification/ age
- 2) Family background-father/mother/brother/sister/husband/wife-their profession
- 3) Your Hobbies(5)
- 4) Your specialities(5)
- 5) Aim in life(after 10years where you will be)

2) LIKES/DISLIKES

ASSIGNMENT SHEET

LIKES

Eg. I like Ice cream

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)
- 9)
- 10)
- 11)
- 12)
- 13)
- 14)
- 15)
- 16)

DISLIKES

Eg. I dislike selfish summer

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)
- 9)
- 10)
- 11)
- 12)
- 13)
- 14)
- 15)
- 16)

TOPIC – 2. CHARACTERISTICS OF GOOD PERSONALITY :-

1. Originality:
2. Character:
3. Trueness:
4. Action oriented: 70% Thinkers, 20 % Initiator, 10 % Maintainers
5. Trust:
6. Confidence (achievement is directly proportional to confidence)
RESEARCH → KNOWLEDGE → PRACTICE → CONFIDENCE
7. Hard work infact smart work
8. Self motivation
9. Self realisation: make yourself happy and love yourself then only you will be able to make other's happy.
10. Attitude for others:
11. Self-Control: Controlling anger, Irritation, Depression, Energy, Enthusiasm
12. Positive Attitude:
13. High Ambition:
14. Appreciating others:
15. Flexibility: Bring positive change
16. Caring:
17. Loving:
18. Quality person: Each and every work you do should be a quality work. Make your attitude a quality attitude

SENTENCE MAKING (VERB-A,B)

YOU KNOW EVERYTHING : ONLY THE FEAR HAS TO BE RELIVED

When you meet any one in the day.

- (1) Good morning : [Morning -- 12:00 noon]
(papa/ muma/ grad father/ uncle)
Reply -- v. good morning
- (2) Good after noon : (12:00 noon – 5pm)
Reply -- v good afternoon
- (3) Good noon: exact at 12:00 noon
Reply -- v good noon
- (4) Good evening: [5:00pm ---- sleep]
Reply -- v good evening
- (5) Informal Greeting :- hi , hello.

When you depart after meeting:

- (1) Whole day (Morning --- 3:00pm)
Have a nice day/Good day
- (2) Have a nice evening (3pm ---5pm)
- (3) Good bye – (5pm --- sunset)
- (4) Good night [8:00pm/sunset----- Sleep]

Topic-3- The sentences

È **Kind of sentences** : There are (4) type of sentences

- 1) Statements or assertions (Declarative or Assertive sentence)
 - Eg. 1) Ramesh sat on a wall.
 - 2) He is not a good person.
- 2) Ask questions; (Interrogative sentence).
 - Eg. 1) Where do you live?
- 3) Which express commands, requests (entreaties) (Imperative sentence)
 - Eg. 1) Be quite
 - 2) Have mercy on me
- 4) Those which express feelings; as (Exclamatory sentence)
 - Eg. 1) I am not feeling good!
 - 2) What a shame!

È **When we make a sentence: (sub + predicate)**

- (1) We name some person or thing: & (Subject)
- (2) Say something about that person or thing.(Predicate)

- Eg:
- 1) I am going
S P
 - 2) Rainbow is beautiful.
S P
 - 3) Boy is standing.
S P
 - 4) Earth keeps on revolving.
 - 5) He is sick.
 - 6) We are student.
 - 7) He is intelligent.
 - 8) Down went the Ravi.
P S
 - 9) His singing is horrible.
S P

(Verb C,D)

ACTIVITY: Game of verb (Ask each student & give marks accordingly in class)

Topic – 3. N O U N

(1) **Proper Noun:** - Exact thing

Sita, Radha, Ramesh, Hari, India, Calcutta

(2) **Common Noun** () : - shared by all.

Crowd, mob, team, army, jury, family, nation, parliament, committee.

Eg (1) The police dispersed the crowd.

(2) Pakistan army was defeated Indian army.

(3) The jury found Sanjay guilty.

(3) **Abstract Noun** () : - quality, action or state.

Quality – goodness, kindness, whiteness, darkness, hardness, brightness, honesty, Wisdom, bravery,

- See the brightness.
- Honesty is the best policy.
- Wisdom is better then strength.

Action – laughter, theft, movement, judgment, hatred.

- Theft took place in daytime.
- It was a great judgment.
- My heart is full of hatred.

State -- childhood, boyhood, youth, slavery, sleep, sickness, death, poverty.

- He was very cute in childhood.
- Maximum person gets spoiled in youth
- The days of slavery ended in 1947.
- Sickness makes a person weak.
- I didn't get good sleep last night.
- Death I inevitable.
- Poverty is are evil for economy.
- Death is inevitable.
- Poverty is evil for

Exercise: - (Noun)

(1) Form abstract nouns from the following adjective:

Long – Length Young – youth Humble – humility Decent – decency Cruel – cruelty Bitter – bitterness Broad – breadth Free – freedom Proud – pride Brave – bravery	Strong – strength True – truth Short – shortness Dark – darkness Deep – depth Broad – breadth Free – freedom Novel – novelty Quick – quickness High – height	Wide – width Wise – wisdom Good – goodness Vacant – vacancy Sweet – sweetness Human – humanity Poor – poverty/poorness Just – justice Vain – vanity Sane – sanity Ignorant – ignorance
--	---	--

(2) Form abstract nouns from the following verbs:

Laugh – laughter Obey – obedience Live – life Expect – expectation/expectancy Excel – excellence Know – knowledge Steal – stealth Succeed – success Free – freedom See – sight Judge – judgement	Believe – belief Serve – service Hate – hatred Please – pleasure Act – action Starve – starvation Occupy – occupation/occupancy Relieve – relief Converse – conversation	Choose – choice Move – movement Depart – departure Defend – defense Think – thought Protect – protection Advise – advice Punish – punishment Die – death
---	---	--

(3) Form Abstract Nouns from the following Common Noun :-

King – king hood Man – manhood Thief – theft Infant – infancy Owner – ownership Author – authorship Woman – womanhood Bankrupt – bankruptcy	Mother – motherhood Agent – agency Hero – heroism Beggar – beggary Coward – cowardice Priest – priesthood Boy – boyhood	Bond – bondage Pirate – piracy Pilgrim – pilgrimage Friend – friendship Captain – Captainship / Captaincy Patriot – patriotism
--	---	--

TOPIC-6-BRAIN STORMING (GOOD PERSONALITY)

TOPIC – 44. Public Speaking

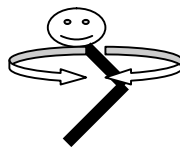
- 1). Why you need public speaking ?
- 2). For whom you speak ?
- 3). Attitude of giving
- 4). Specialist and interest in your topic.
- 5). Why people will call you for public speaking

↪ **Important points for public speaking**

1. Give any topic to student of day before to prepare.
2. Topics like: -
3. Let them speak with one ear closed (Right)
4. Fix the microphone to them & record it and then play them.
5. Nervous:- 1) Take a deep breath (exercise).
2) Thinking: - Other's have all been in this situation and they have no more talent than you do .If they can cop, so can you.

Note: - First you will feel bad but you keep on trying you will be able to do it.

Exercise: - Hold your diaphragm with both hands while you are erect and **breath deeply. Then leave the breath slowly & steady. (20 Times).**
When you hold your breadth count how much you can.



Wrong thing: - Move your shoulder high & breath. See the effect.

↪ **A good speaker needs: -**

- (1) **A carrying voice:** - so other can hear. So pitch your voice about 3 quarter of the way down the length of the room or hall & you'll find it will be easily heard.
- (2) **Confidence:** - or audience will relax & prepare to enjoy the event.
- (3) **Research:** - to know the topic thoroughly which you prepared.
- (4) **Smiling:** - if smile it will attract audience and also relax your muscles.
(Don't smile in sorrow topics)
- (5) **Appeal:** - Try to touch audience or relate to them so that they want to listen, want to understand your message, even entertain them.
- (6) **Sincerity:** - if not they will feel they are wasting time and being hood winked by an 'expert' who is no.

Continued