

SYBCOM (SEM-3)

English Proficiency and Life Skills-3

Study Material

PHRASAL VERBS

CHAPTER: 2 EMPATHY SKILLS

- 1. Take on-accept a job or responsibility for something**
He refused to **take on** any extra duty as he was too busy.
- 2. Put in-give someone trust or responsibility**
Jayesh was **put in** charge of the office when his boss was absent.
- 3. Carry on-continue doing something**
The teacher asked the students to **carry on** reading till recess.
- 4. Swarm with-be full of people and things**
During vacations, the tourist spot **swarmed with** locals and tourists.
- 5. Think up-produce an idea or a plan**
Shravan was trying to **think up** an excuse for his absence in the exam.
- 6. Settle down-get into a comfortable position**
The host requested the audience to **settle down** so that he could begin the programme.
- 7. Spit out-say something fast, with emphasis either in embarrassment, anger or shock**
He **spit out** an insult and marched out of the room.
- 8. Put down-put something down on a surface**
Mother **put down** the bowl on the dining table gently.
- 9. Cut out for-have the qualities and abilities needed for something**
Sachin was **cut out for** becoming a great cricketer.
- 10. Find out-learn something by study or inquiry**
I **found out** about the new restaurant from an online ad.

CHAPTER: 6 POSITIVITY SKILLS

- 11. set up – establish**
Mr Sen **set up** a new business because he was not interested in his father's business.
- 12. save up – keep money for future use**
Nitin managed to **save up** some money for a new car.
- 13. pass by – go past**
We **passed by** a dense forest on our way to Saputara.
- 14. look for – search for**
She **looked for** the lost purse in every corner of the house.
- 15. go out – leave one's house or country**
Jatin wants to **go out** for higher studies.
- 16. set out – leave one's place and begin a journey**

The family **set out** for Matheran in the first week of May.

17. set about – begin a task

She **set about** the business of cleaning the house.

18. wear away – become thin; no longer visible by constant use

The eraser will **wear away** quickly if you overuse it.

19. dawn on – become gradually clear to one's mind

It **dawned on** him later that the stranger was a policeman in civil dress.

20. sit up – not go to bed until late than the usual time

Students often **sit up** late during exam time.

CHAPTER: 8 PROFESSIONAL SKILLS

21. speak up – speak your mind

The teacher asked the student to **speak up** on the impact of social media.

22. tear down – demolish

The municipal corporation **tore down** the unauthorised construction.

23. start for – to leave one place to go to another

We **started for** Ladakh on Sunday.

24. turn up – arrive, appear

The police secretly waited near the mall but the thief did not **turn up**.

25. work out – happen or develop in a particular way

Our boss is unhappy because his sales plans did not **work out** as expected.

26. pass on – communicate a person's wishes, opinion, etc. to another person

The principal asked the teachers to **pass on** the message to all students.

27. start up – to begin work

My friend wants to **start up** a new business next year.

28. gaze upon – observe; watch; notice

The investigating officer **gazed upon** all the proofs of the case.

29. drop over – visit for a short time

The Chief Minister will **drop over** at the science fair tomorrow.

30. go around – move around an obstacle

Jagdish **went around** the huge stone for a while and then pushed it away.

CHAPTER: 9 LEADERSHIP SKILLS

31. pass away – die

My friend's grandfather **passed away** last week due to heart attack.

32. jostle for – compete for

All the children **jostled for** the chocolates at the birthday party.

33. peer at – examine

The detective **peered at** the broken pieces of a vase at the crime spot.

34. peer out – become visible

Some birds **peered out** from the aviary after an hour's wait.

35. look at – stare

Rajesh kept **looking at** the unknown stranger for a while.

36. call at – to stop at a place for a short-time

His boss **called at** his house yesterday to meet his sick mother.

37. resort to – do something when no other option is available

Officials fear that the mob may **resort to** violence.

38. dash out – leave quickly

He just wanted to **dash out** of the house and feel the rain at that time.

39. doze off – fall asleep lightly

The employee found a little time to **doze off** in the afternoon.

40. get out – leave or go out of a place

The fire-fighters asked the customers to immediately **get out** of the mall.

IDIOMS

CHAPTER: 2 EMPATHY SKILLS

1. At the drop of a hat-without any hesitation, instantly

That boy is quarrelsome and ready to fight **at the drop of a hat**.

2. Barking up the wrong tree-looking in the wrong place

The police were **barking up the wrong tree** by trying to prove that person guilty.

3. Cloud nine-feeling extremely happy

Amit was on **cloud nine** after winning the competition.

4. Devil's advocate-to present a counter argument

He offered to play the **devil's advocate** and argue against our case so that we could find our mistakes.

5. Far cry from-very different from

The movie is a **far cry from** the book.

6. It takes two to tango-actions or communications that need more than one person

We really need to cooperate in this matter as **it takes two to tango**.

7. Keep something at bay-keep something away

That kid is very problematic, so the teacher is trying to **keep it at bay**.

8. The last straw-the final obstacle in a series of obstacles that defeats you

It is **the last straw** that breaks the camel's back.

9. Cut a long story short-come to the point, leave out details

To **cut a long story short**, he suffered a lot during his career.

10. Miss the boat-to miss a chance

The online sale ended yesterday and I **missed the boat** to buy some gadgets.

CHAPTER: 6 POSITIVITY SKILLS

1. Best thing since sliced bread – a great object, idea or plan

He thinks wireless Internet access is the greatest thing since sliced bread.

2. **Burn the midnight oil – to work late into the night**
He was burning the midnight oil to finish his project.
3. **Cross that bridge when you come to it – deal with a problem if and when it becomes necessary, not before**
I don't know how we'll pay the bills if you quit your job, but we'll cross that bridge when we come to it.
4. **Cry over spilt milk – complain unnecessarily about a loss from the past**
It's no use crying over spilled milk - he's spent all the money, and there's nothing you can do about it.
5. **Don't put all your eggs in one basket – not put all your resources in one possibility**
I'm applying for several jobs because I don't really want to put all my eggs in one basket.
6. **Give the benefit of doubt – believe someone's statement, without proof, even if you don't entirely agree with it**
I didn't know whether his story was true or not, but I decided to give him the benefit of the doubt.
7. **Jump on the bandwagon – join a popular trend or activity**
After a couple of politicians won elections by promising to cut taxes, most of the others jumped on the bandwagon.
8. **Steal someone's thunder – to take the credit for something someone else did**
Somebody stole my thunder by leaking the designs I had made on the internet.
9. **Horse trading – clever bargaining**
The restaurant owner is famous for his horse trading; he's just exchanged a month of free dinners for a month of free television commercials.
10. **Pull yourself together – calm down and behave normally**
I know it is hard to get over your loss, but try to pull yourself together and get on with life.

CHAPTER: 8 PROFESSIONAL SKILLS

1. **All ears – eager to listen with attention**
Everyone on the plane was all ears when the pilot warned of an emergency landing.
2. **Beck and call – willing to do anything a person asks**
No matter what time of day it is, my friend is always at my beck and call.
3. **Carrot and stick approach – system of rewards and punishment used to motivate people**
He said the carrot and stick approach is in effective when it comes to management.
4. **Dog days – hottest days of summer**
During the dog days of summer, I always plan a long vacation to some hill station.
5. **Fall on stony ground – a piece of advice that is ignored**
Her speech about the need for a peaceful solution to the crisis fell on stony ground.
6. **Go fly a kite – tell someone to get lost**
When the son asked for more money the father told him to go fly a kite.

7. **Hit below the belt – extremely cruel and unfair**
He is very blunt. His comments often hit below the belt.
8. **In the doldrums – feeling depressed**
He has been in the doldrums ever since she left him.
9. **Left-handed compliment – seeming praise which is actually an insult**
She said she liked my hair, but it turned out to be a left-handed compliment when she asked how long I'd been dyeing it.
10. **Nook and cranny – every corner or part of a place**
She has searched every nook and cranny for the lost watch.

CHAPTER: 9 LEADERSHIP SKILLS

11. **Ask for the moon – ask for something impossible**
Please don't ask for the moon. We're working on a tight budget. Please be reasonable!
12. **Beyond one's ken – not within the reach of one's understanding**
Financial matters are beyond my ken, so I avoid getting involved in such matters.
13. **Cheek by jowl – very close together, side by side**
She and her family have to live cheek by jowl with the slum-dwellers.
14. **Find one's feet – establish oneself in a new place**
He was away from business for a long time, so it will take him a while to find his feet again.
15. **Get one's act together – do things effectively**
The official was asked to get his act together if he wanted to keep his post.
16. **Hats off to someone – admire someone**
Hats off to Samarth for finding such a splendid venue for a party!
17. **Kangaroo court – a court of law where justice is not served**
Two foreigners were lynched in Afghanistan by a Kangaroo court last week.
18. **Last but not the least – finally**
I would like to thank my parents, my teachers, and last but not least, my friends for their support during my graduation.
19. **Nose in the air – proud; conceited**
He's a snob and always has his nose in the air when he's around us.
20. **Paper tiger – a weak person appearing to be strong**
The police officer was revealed as a paper tiger during the mob attack.

Answer the questions briefly.

CHAPTER: 2 EMPATHY SKILLS

1 What exactly is empathy?

Ans: In simple words, empathy is the capacity to understand or feel what another person is going through. It means to put yourself in other's shoes. When we feel empathy for any person that means we are emotionally connected to that person. We don't feel empathy for

everyone. Empathy makes person a human being. And it also shows our human quality. Empathy only comes when you are true to somebody's feelings.

2. How is empathy different from sympathy?

Ans: Sympathy is when you understand a person but with your point of view and not the other. Empathy is when you understand a person no matter what the situation is. Sympathy often involves a lot of judgements but empathy has none of these. Sympathy creates a feeling of pity whereas empathy creates a feeling of understanding. Sympathy focuses on statements while empathy is sensitive to non-verbal cues. Sympathy actually means to feel pity for someone's sorrows. To console someone in their time of grief or disappointment empathy is the ability to understand and share the feeling of other.

3. Do you think having empathy is important for human beings? Why?

Ans: Yes, having empathy is utmost important for a human being as it creates understanding between people.

Being a considerate human being makes you grow as an individual. It is also important for your personal growth. The person having greater empathy always shows helping behaviour. Empathy helps to maintain your social order.

4. What kind of workplace skills do we learn or are forced to learn from the architecture of buildings where factories, offices are located? For example, does the building have a lot of natural light or artificial light? How do such architectural features influence the workplace?

Ans: The benefits of natural light in office spaces can be maximized by adding indoor plants and fountains to make spaces feel calmer. Plenty of sunlight and views of the outdoors provide employees with a calm, welcoming environment that makes them healthier and more productive. It helps regulate the body's natural circadian rhythms (sleep-wake schedules). By designing with a focus on daylighting and bringing outdoor elements inside, you'll create a sunny, productive workplace that is warm and satisfying.

5. What kind of workplace skills do we learn from the way in which our co-workers, including managers, interact with us and others?

Ans: Strong interpersonal skills will enable you to talk to and work with all types of people, including managers, coworkers, and customers. Interpersonal skills do more than give you the ability to communicate with other people. Interpersonal skills also help you to develop relationships with people. Workplace learning helps young people to make quick decisions when planning their transition to a fulfilling working life. It aims to help people build their knowledge and skills to do their jobs.

6. What are the advantages of doing some work for which we may not have acquired any proper training? Why would you do such work?

Ans: Taking on work without proper training can be advantageous for personal growth, learning, and resourcefulness. Taking on new tasks can be a great way to learn and develop new skills. It forces you to adapt, problem-solve, and think creatively, which can lead to personal and professional growth. It can lead to innovative approaches and unique solutions to problems. It can broaden your knowledge and understanding of different fields or industries and can boost your self-confidence.

One would do such work to save money and make oneself more versatile and adaptable.

7. Do you think that simply working to earn a living is a meaningful way of living? Is there something that can help us move beyond making money to also helping those who are less privileged than ourselves?

Ans: Different people have different perspectives on this matter, and what may be meaningful for one person may not be for another. Ultimately, whether working solely to earn a living is a meaningful way of living depends on individual values, beliefs, and circumstances. Some people find profound meaning in their work, while others may view work primarily as a means to support their desired lifestyle and pursue their true passions outside of work. It's important for each person to reflect on their own values and goals and make choices that align with what they find meaningful in life.

Yes, there are several ways to move beyond the pursuit of making money and actively help those who are less privileged than ourselves. Many people find great fulfilment and purpose in giving back to their communities and making a positive impact on the lives of others.

CHAPTER: 6 POSITIVITY SKILLS

1. What is hope?

The feeling when you believe that a desired event has a possibility of happening. You keep thinking about how good it would be if the event actually happened. You feel hope when you think about something in the future that you really want to happen, but which is still uncertain. Hope reduces feelings of helplessness, increases happiness, reduces stress, and improves our quality of life.

2. What is optimism?

Optimism is the belief or hope that outcomes will generally be favourable and that a person is responsible for their happiness. Optimism is a hopeful, positive outlook on the future, yourself, and the world around you. It is a key part of resilience, the inner strength that helps you get through tough times. By definition, optimism helps you see, feel, and think positively.

3. What is positivity?

Positivity is the practice or tendency to be positive or optimistic in life. When we are positive, we engage in positive thinking, have positive emotions, and engage in positive behaviours like kindness and generosity. Positivity is a state of mind. It is a choice you make. You need to commit to being positive. Having a positive outlook won't eradicate negativity but you will become more tuned to spotting when negative thoughts are creeping in to your mind.

4. How are hope, optimism and positivity different?

Hope is the process of setting goals and following through on them, while optimism is a positive thought pattern. One critical difference between hope, optimism and positivity is that hope is something you do whilst optimism and positivity are only attitudes or orientations. Even when you can't be optimistic or positive, it still might be possible to start to hope.

5. Are any of these attitudes (hope, optimism, positivity) important in living a good life? What would they be and why?

Hope and optimism help us build and maintain our 'reservoir' of psychological resources and so help us cope better in tough times. This means we're less likely to be stressed or burn out, and we will experience less anxiety. They allow us to keep our goals and dreams in play so we can act on the motivation to keep working toward them. Because of this, optimistic people feel more in control of their situations and have higher self-esteem.

6. Do employed people help other unemployed people find jobs? Why do you think they do so?

Yes, employed people help other unemployed people find jobs. They are supportive and make an effort to keep them engaged, encourage them emotionally and professionally by reminding them what makes them so good. Since job search can be tedious, they support unemployed people so that they can get a good job without getting stressed. By helping an unemployed friend they also keep their own job search skills fresh. They earn trust and confidence by doing so and also contribute to the welfare of the society and nation at large.

7. Does an unemployed person help an employee with his job? How so?

Yes, some unemployed but clever people help employees with their job. It is known that being unemployed is a stressful situation that causes many negative emotions to arise. Unemployed individuals often feel a sense of shame or embarrassment about their situation which often leads to isolation from friends and family. However, staying connected is essential to maintain motivation to find a new job and to promote a healthy mental and physical wellbeing. So helping their employed friends gives them the confidence and motivation to find a new job more quickly.

8. How do you think being unemployed affects both the individual and the organisation? Are there different kinds of unemployment? What could some of them be?

Unemployment means wastage of man power resource. People who are an asset for the economy turn into a liability. Organisations suffer from the scarcity of good employees and thus productivity and progress is affected adversely. There is a feeling of hopelessness and despair among the unemployed people who do not have enough money to support their family. This leads to health problems and a low standard of living.

There are different kinds of unemployment. They are: (1) demand deficient, (2) frictional, (3) structural, and (4) voluntary unemployment.

9. How does an employer treat unemployment in candidates who apply for jobs, especially in less structured sectors such as agriculture, construction, etc?

According to research, hiring managers demonstrate prejudice against unemployed candidates, especially in less structured sectors such as agriculture, construction, etc. This bias starts with perception. Among jobseekers, 77% believe that work is easier to find when you already have it. Among employers, 83% feel the same. Additionally, 70% of people in hiring positions believe that an unemployed person would make a less productive employee. Although unemployment can carry a stigma, it can also motivate job seekers to put more effort into job searches.

CHAPTER: 8 PROFESSIONAL SKILLS

1. What do you understand by the word professionalism?

Professionalism is a set of behaviours and characteristics of people in the workplace that demonstrate their ability to be respectful, hardworking, rational, and reliable and have integrity. In other words, it is the conduct, behaviour and attitude of someone in a work or business environment. Ultimately, being professional demonstrates that you can be relied on to do your job well. Workplace professionalism is characterized by your attire, behaviour, attitude, and communication. The definition of professionalism in the workplace also includes your timeliness, organization, and dedication.

2. Whom would you call professionals? Give at least five examples.

As people become more and more specialized in their trade, they begin to ‘profess’ their skill to others, and ‘vow’ to perform their trade to the highest known standard. A professional is a member of a profession or any person who works in a specified professional activity. The term also describes the standards of education and training that prepare members of the profession with the particular knowledge and skills necessary to perform their specific role within that profession. Examples of professionals include teacher, doctor, farmer, soldier and scientist among many others.

3. Whom would you classify as being non-professionals? Give at least five examples.

A nonprofessional job is a career that an individual can start with little training or education. Often, these are entry-level positions that offer on-the-job training and allow professionals to develop skills to advance their career. In general, non-professional positions primarily involve manual labour duties and trade skills learned through an apprenticeship or training programme. Non-professional jobs focus heavily on training and often provide on-the-job training. Non-professional jobs include craftspeople, plumbers, electricians, installers, food service workers and even traders, contractors, commission agents, etc.

4. Why do some professionals behave unprofessionally sometimes?

Unprofessional conduct” is defined as “one or more acts of misconduct; one or more acts of immorality, moral turpitude or inappropriate behaviour involving a minor; or commission of a crime involving a minor.” Some people do not exhibit a courteous, conscientious, or generally businesslike manner in the workplace. Factors such as excessive work demands, lack of mentoring and supervision, inappropriate work place

practices and assignment of tasks in which the professional does not feel competent due to lack of training or experience may contribute to unprofessional conduct.

5. How does an effective understanding of professionalism help in performing one's job satisfactorily and successfully?

Professionalism is a measure of how well you carry yourself at work, how you treat co-workers and how you handle stressful situations. First of all professionalism helps you get a good job. It helps you to get recognised and earn more respect. It shows that you are responsible and dependable. It makes you more accountable and approachable. Being professional helps you to achieve high-quality results, while impressing and inspiring others and feeling good about yourself. Professionalism thus helps in performing one's job satisfactorily and successfully.

6. How can individuals develop their professional skills continuously throughout their career and their lives?

It is possible to acquire and hone skills to perfection through practice and dedication. Continuous learning increases the number of opportunities available to you on the job market and ensures your qualifications and skills remain aligned with constantly changing needs and requirements. On-the-job training, webinars and workshops, e-learning, blogs and books are various ways to acquire and master new skills. Creating structure for your study plan makes it much quicker and easier to acquire and master new skills. Further, start with core skills step by step, get feedback, learn from experts, find a mentor, set realistic goals, take action and constantly analyse your strengths and weaknesses.

7. What are some of the ways in which you feel you can be more professional in your own life? Do you think you can achieve a balance between duty and personal considerations?

One can be more professional in one's own life in the these ways: Follow company policies and rules, pay attention to appearance, words and deeds, become an asset to the team, treat others with courtesy and respect, avoid office politics and gossip, understand and follow your company's culture, be a responsible employee, and demonstrate a professional attitude.

Being able to strike a balance between your professional and personal lives can help you become more productive and less likely to burnout. This balancing act takes careful planning and preparation, but it is possible through managing time, creating boundaries, handling social media, balancing household work and managing childcare with work.

CHAPTER: 9 LEADERSHIP SKILLS

1. What do you feel are some of the qualities of good leaders?

Leaders shape our nations, communities, and organizations. We need good leaders to help guide us and make the essential large-scale decisions that keep the world moving. Good leaders possess self-awareness, garner credibility, focus on relationship-building, have a bias for action, exhibit humility, empower others, stay authentic, present themselves as constant and consistent, become role models and are

fully present. Good leaders should have integrity, self-awareness, courage, respect, empathy, and gratitude. They should be responsive and create an impact while communicating and delegating effectively.

2. Is initiative an essential quality in leaders? Why do you think so?

Yes, initiative is an essential quality in leaders. Successful leaders do not wait for someone to tell them what to do. They think on their feet and take appropriate action, are proactive rather than reactive, and appear flexible, confident and courageous. This is because taking initiative demonstrates confidence, high self esteem and a willingness to work hard. This is also the case in your personal life, as being confident helps you to feel ready for whatever life throws at you. Taking initiative also means setting goals, achieving goals and completing tasks.

3. Do good leaders keep motivated throughout their lives? How do you think they do so?

Yes, good leaders keep motivated throughout their lives. To do so, they constantly remind people of the company's vision, hold them accountable to targets and goals, mentor them, and support them in their work. They also carry out these activities to keep everyone motivated: read and write often, take appropriate decisions, get inspired, learn from their mistakes, acquire knowledge and wisdom, inspire and contribute, introspect regularly and make corrections, keep their mind and body fit, stay energetic, and respect everyone.

4. How do you deal with a colleague from the opposite sex?

People often deal with backstabbing, manipulation or gossips at workplace from colleagues from the opposite sex. Working with people like this isn't easy, and it can make your job tough to deal with on a daily basis. Fortunately, there are ways you can deal with their behaviour: try not to take things personally, be extra kind and supportive, ignore mean or negative comments, keep personal information to yourself, avoid gossiping with other people, keep a paper trail, and talk to your senior if necessary.

5. How would you handle difficult financial situations?

Every business faces one or the other financial problem. Poor planning or going through a tough time can really reduce the profits. Here are some tips for resolving your financial problems: Identify the problem, Make a budget to help you resolve your financial problems, Lower your expenses, Pay in cash, Stop taking on debt to avoid aggravating your financial problems, Avoid buying new, Meet with your advisor to discuss your financial problems, Be realistic when it comes to resolving your financial problems and avoid repeating mistakes that lead to financial loss.

6. Do your family members enable you to perform your work well? How do they do so? How do you balance your personal relationships with your duties?

Yes, my family members enable me to perform my work well. Family relationships provide resources that can help an individual cope with stress, engage in healthier behaviours, and enhance self-esteem, leading to higher well-being. Family helps in building one's professional career by extending financial, moral and emotional support. Family values define what you and the other people in your family consider right or wrong and help you stay consistent when making decisions in everyday life.

In order to balance personal and professional lives, one needs to share and care, make a schedule, communicate, prioritise tasks and manage finance.

7. Have you ever been in a critical situation? How did you manage your interpersonal relations in the workplace during this time?

Yes, I have often been in a critical situation. I managed my interpersonal relations in the workplace in critical situation in these ways: Actively listening to what other people had to say, Giving people time by staying with them, Developing and working on my communication skills, Being understanding and empathetic, Relying on my network for comfort, Reaching out and talking to others about how I was feeling, Finding new ways to socialize, Playing games, Learning something new every day and even Watching TV together.

Narration of Skills OR Case Study OR Real-Life Experience

1. In a paragraph of 150 words, write about one or two employees you know or have heard of who quit their job to find another one to suit their temperament.

I once heard about a software engineer named Rishabh who left his corporate job because it didn't align with his temperament and passion. Despite the stability and bonuses, Rishabh found the structured 9-to-5 environment creatively stifling. He had always been someone who thrived in flexible and dynamic settings, where he could explore new ideas without the constraints of rigid procedures. His dissatisfaction grew as the monotony of routine tasks took a toll on his motivation. Eventually, he quit and pursued a career in freelancing. Rishabh found joy in the freedom of choosing projects and working at his own pace. This switch not only improved his mental well-being but also allowed him to excel in his field. Another employee, Riya, left her job in customer service to become a yoga instructor. She found that the high-stress environment didn't suit her calm, introspective nature and this career change brought her inner peace and fulfilment.

2. Write a paragraph of about 150 words showing how empathy can help human beings live a meaningful life.

Empathy plays a crucial role in helping humans lead more meaningful lives by fostering deeper connections and understanding among individuals. When we practice empathy, we step into another person's shoes, which enhances our ability to relate to their feelings and experiences. This leads to stronger, more compassionate relationships, whether with family, friends, or colleagues. Empathy promotes kindness and helps reduce conflicts by allowing us to approach situations with openness and patience. By acknowledging others' struggles, we contribute to a more supportive and inclusive community. Furthermore, empathy nurtures self-awareness, as it encourages us to reflect on our own emotions and behaviours in relation to others. Living with empathy allows us to see beyond ourselves, giving our lives greater purpose as we contribute positively to the well-being of those around us. In this way, empathy transforms everyday interactions into opportunities for personal growth and meaningful connection.

3. In a paragraph of 150 words write about someone you know who had to face a lot of hardships in their professional life but managed to make the best of a bad

situation with a positive attitude.

My friend Priya faced significant challenges in her professional life when her company downsized (*to fire employees for the purpose of downsizing a business*), resulting in her unexpected job loss. Instead of surrendering to despair, Priya viewed this setback as an opportunity for growth and self-improvement. She used her severance package to enrol in advanced courses and acquired new skills in digital marketing, an area she had always been passionate about.

Despite the financial stress and uncertainty of the job market, Priya maintained a positive attitude and industriously networked within the industry. Her determination paid off when she secured a position at a reputable firm, where she quickly rose through the ranks due to her innovative ideas and hard work. Priya also started a blog to share her journey and insights, inspiring others facing similar challenges. Her resilience (the capacity to recover quickly from difficulties) and optimism transformed a challenging situation into a period of significant personal and professional growth, demonstrating the power of a positive attitude in overcoming adversity.

4. Write a paragraph of about 150 words showing how hope, optimism and a positive attitude guide people through their lives.

Hope, optimism and a positive attitude serve as guiding lights in the intricate journey of life, illuminating pathways even in the darkest moments. These qualities empower individuals to face challenges with resilience and unwavering determination. Hope acts as a catalyst, motivating people to envision a brighter future and persevere through adversity. Optimism fosters a mindset that sees setbacks as temporary, encouraging individuals to learn and grow from experiences rather than (succumb) surrendering to despair. A positive attitude becomes a driving force, shaping perspectives and influencing actions towards constructive outcomes. Together, these elements create a powerful synergy, enabling individuals to navigate life's complexities with grace. They inspire creativity, resilience and the belief that, regardless of the current circumstances, a positive outlook can pave the way for transformative possibilities. In the face of uncertainty, hope, optimism and a positive attitude become indispensable companions, guiding individuals towards fulfilment and purpose in their life journeys.

5. In a paragraph of 150 words write about an instance where being professional has come at the cost of one's personal life. You may draw from your own experience or you may talk about experiences people in your family or friend circles have had.

Atin, a close friend of mine, experienced a significant impact on his personal life due to his commitment to professionalism. He was working as a project manager for a major construction firm and known for his dedication and ability to handle complex projects. However, this came with long hours, frequent travel and constant availability to meet the demands of his job. Over time, these professional commitments began to stress his personal relationships, particularly with his family. He missed important family events, including his child's school performances and anniversaries, because work always took priority. The stress of balancing a demanding career with personal responsibilities led to burnout and tension at home. Despite his success at work, Atin realized that his personal life was suffering. Eventually, he had to make a tough decision to step back from his role and prioritize his family, highlighting the delicate

balance between career and personal well-being.

6. Write a paragraph of about 150 words showing how a professional can do his or her job well only with the utmost devotion to duty.

The hallmark of a truly successful professional lies in their unwavering devotion to duty. To excel in one's job requires more than mere technical skills; it demands a deep commitment to the responsibilities at hand. Utmost devotion to duty encompasses a strong work ethic, a sense of accountability, and a dedication to achieving excellence in every task. This commitment transcends the ordinary and propels a professional to go above and beyond expectations. It involves a proactive approach, continuous self-improvement, and a genuine passion for the work at hand. With this level of devotion, a professional not only fulfills their role but also becomes an invaluable asset to the team and organization. It is the driving force that propels individuals to overcome challenges, adapt to change, and consistently deliver outstanding results. In the realm of professional success, unwavering devotion to duty is the linchpin that transforms routine tasks into extraordinary accomplishments.

7. Gender discrimination continues to this day in most part of the world. In a paragraph of 150 words write about what gender discrimination means to you and how you would combat it from a leadership position.

Gender discrimination, to me, represents an unfair and unjust treatment of individuals based on their gender, restricting opportunities and spreading inequality. As a leader, combating this requires a multifaceted approach. First, I would implement and enforce clear policies promoting gender equality, ensuring equal pay and opportunities for all employees. Education and training programs would be essential to raise awareness and dismantle (pull apart) biases. It is important to create a culture of inclusivity and respect, where diverse perspectives are valued.

I would also establish a healthy reporting system for discrimination cases, ensuring confidentiality and swift action. Mentorship programs to support the career development of underrepresented genders would help bridge gaps. I would strive to create a workplace where everyone has the opportunity to prosper regardless of their gender by fostering an environment of transparency and accountability and leading by example. Combating gender discrimination is not just a policy but a commitment to fairness and respect.

8. Write a paragraph of about 150 words showing what leadership responsibilities are and how they can help you in your own life.

Leadership responsibilities encompass the ability to guide, inspire and influence others towards common goals. In a broader context, they involve making informed decisions, fostering a positive and inclusive environment and taking accountability for the outcomes of those decisions. These responsibilities extend beyond directing tasks; they involve effective communication, empathy and the cultivation of a collaborative team spirit. Embracing leadership responsibilities in one's own life has been transformative. It has enhanced decision-making skills, refined communication abilities and fostered a sense of responsibility for both personal and collective achievements. Navigating challenges with a leadership mindset has taught resilience, adaptability and the importance of empowering others. Ultimately, leadership responsibilities only facilitate personal growth but also prove invaluable in navigating the complexities of life with a strategic and compassionate approach.

Proverbs (Expansion of Ideas)

1. **Expand an idea: ‘You can only understand people if you feel them in yourself’ in the context of Empathy skills. (Word limit :75)**

Empathy involves not just observing others' emotions but truly feeling them as if they were your own. To understand people deeply, you must connect with their experiences on a personal level. This requires stepping into their emotional space, allowing their joys, fears, or pain to resonate within you. By feeling others' emotions in yourself, you gain insights into their perspectives, fostering genuine connection and understanding beyond words or actions.

2. **‘I do not ask the wounded person how he feels, I myself become the wounded person.’, explain the proverb in the context of Empathy skills. (Word limit :75)**

This proverb highlights the essence of deep empathy, where understanding someone's pain goes beyond asking questions. Instead, it requires immersing oneself in their experience, as though you are the one suffering. By "becoming the wounded person," you internalize their emotions and feel their struggles firsthand. This level of empathy fosters true compassion and connection, allowing you to offer genuine support and care from a place of shared emotional experience.

3. **Expand an idea: ‘I think we all have empathy. We may not have enough courage to display it.’, in the context of Empathy skills. (Word limit :75)**

Empathy is a natural human quality, but often people hesitate to express it openly. Fear of judgment, helplessness or social norms can prevent us from showing genuine care and understanding. True empathy requires courage—to step into another's feelings, to listen without bias and to act with compassion. Developing empathy skills means overcoming this hesitation, practicing active listening and responding with kindness. When displayed bravely, empathy strengthens relationships and nurtures a more supportive and humane society.

4. **‘When a good man is hurt all who would be called good must suffer with him.’, explain the proverb in the context of Empathy skills. (Word limit :75)**

The proverb highlights the collective responsibility of empathy. When a good person suffers, true goodness in others is reflected through their ability to share his pain. Empathy skills teach us to connect with others' emotions, to feel their struggles as our own and to offer support. By standing with those in distress, we not only ease their burden but also strengthen the bond of humanity, proving that goodness is meaningful only when shared in action.

5. **Expand an idea: ‘Empathy is about finding echoes of another person in yourself.’, in the context of Empathy skills. (Word limit :75)**

Empathy is the ability to connect with others by recognizing parts of their experiences within ourselves. It means listening deeply, understanding their feelings and relating them to our own emotions. Empathy skills help us move beyond sympathy, allowing us to truly “feel with” others. By finding these echoes within, we build compassion, patience and stronger human connections. Empathy thus bridges the differences and reminds us that despite diverse lives, our emotions unite us.

6. **‘He who has health has hope; and he who has hope, has everything’, explain the proverb in the context of Positivity skills. (Word limit :75)**

The proverb means that good health is the foundation of a positive and fulfilling life. When a person is healthy, he/she naturally develops hope and optimism for the future. Hope further fuels confidence, motivation and resilience, which are essential aspects of positivity skills. With hope, challenges appear manageable and opportunities become visible. Thus, health nurtures hope and hope brings strength, joy and success that makes positivity skills a powerful tool for overall well-being.

7. **Expand an idea: ‘Hope for the best and prepare for the worst.’, in the context of Positivity skills. (Word limit :75)**

The above-mentioned idea explains that positivity is not about blind optimism but about balanced thinking. By hoping for the best, we cultivate confidence, motivation and a positive outlook. At the same time, preparing for the worst develops flexibility, adaptability and problem-solving skills. Together, they create realistic positivity, where one remains hopeful yet ready to face challenges. Such an approach ensures inner strength, reduces fear of failure and helps in achieving success with confidence.

8. **‘It is never winter in the land of hope’, explain the proverb in the context of Positivity skills. (Word limit :75)**

This proverb illustrates that in a mindset of hope, challenges and difficulties—symbolized by "winter"—never dominate. Positivity allows you to see possibilities even in tough times, keeping your outlook warm and optimistic. Hope creates resilience, driving you to persevere despite obstacles, as you focus on potential growth and solutions. By maintaining hope, you cultivate a mental state where negativity or despair never fully takes hold.

9. **Expand an idea: ‘While there is life, there is hope.’, in the context of Positivity skills. (Word limit :75)**

The above idea teaches that as long as we are alive, there is always a chance for change, growth and success. Positivity skills help us recognize that difficulties are temporary and possibilities always exist. Even in tough times, life itself is a sign of hope and potential. With this mindset, we develop patience, courage and determination to move forward. Thus, positivity transforms every moment of life into an opportunity for new beginnings.

10. **‘Every cloud has a silver lining.’, explain the proverb in the context of Positivity skills. (Word limit :75)**

‘Every cloud has a silver lining’ means that even in difficult times, there is always something positive hidden within. In the context of positivity skills, it reminds us to focus on opportunities rather than obstacles. Challenges may seem discouraging, but they often bring learning, growth or new possibilities. By maintaining optimism and looking for the “silver lining,” one develops resilience and a hopeful attitude, which are essential for personal and professional success.

11. **Expand an idea: ‘Duty knows no family.’, in the context of Professional skills. (Word limit :75)**

The idea demonstrates that professional duty must be carried out with fairness, integrity and impartiality, without letting personal relationships influence decisions. In the context of professional skills, it highlights discipline, responsibility and ethical

conduct. A true professional separates personal emotion from official duties and works for the greater good. By prioritizing duty over family ties or favoritism, one earns trust, respect and credibility. Thus, professionalism demands commitment to duty above personal attachments.

12. ‘Duty before devotion.’, explain the proverb in the context of Professional skills. (Word limit :75)

The above-mentioned proverb suggests that in professional life, fulfilling one’s responsibilities should come before personal feelings or attachments. Devotion reflects sincerity, but without performing duty, it remains incomplete. Professional skills demand discipline, accountability and commitment to work above all else. By placing duty first, a person ensures fairness, reliability and excellence in their role. Thus, true devotion to any profession is shown not in words, but in the consistent and dedicated performance of duty.

13. Expand an idea: ‘Higher duties means greater responsibilities’, in the context of Professional skills. (Word limit :75)

In the professional world, higher duties come with greater responsibilities. As you advance in your career, your role expands, requiring stronger decision-making, leadership and accountability. With more authority, the impact of your actions grows, meaning your choices affect more people and outcomes. This proverb underscores the need for greater diligence, ethical conduct, and a commitment to fulfilling expectations as your professional responsibilities increase.

14. ‘A great position entails great responsibility.’, explain the proverb in the context of Professional skills. (Word limit :75)

The above proverb explains that higher positions come with greater duties and expectations. In the context of professional skills, it emphasizes accountability, leadership and ethical decision-making. A person in a great position must act responsibly, as his actions influence many others. Professional skills like problem-solving, communication and integrity become essential to fulfill such responsibilities. Thus, true greatness in any position lies not in authority or power, but in the responsible execution of one’s role.

15. Expand an idea: ‘It is a man’s duty to go as far as he can on the right road.’, in the context of Professional skills. (Word limit :75)

The above-mentioned idea illustrates that in professional life, one must remain committed to honesty, integrity and ethical practices, no matter how challenging the journey becomes. Professional skills require choosing the right path, even when shortcuts or temptations seem easier. By going as far as possible on the right road, a person demonstrates perseverance, responsibility and moral strength. Such dedication not only ensures personal growth and credibility but also sets an inspiring example for others to follow.

16. ‘If you can’t serve, you can’t rule’, explain the proverb in the context of Leadership skills. (Word limit :75)

This proverb emphasizes that true leadership is rooted in service. A good leader must prioritize the needs and well-being of their team, guiding and supporting them. If a leader cannot serve others by listening, helping and addressing concerns, they cannot effectively lead. Leadership is about empowering and uplifting those you lead, not

just commanding. Service builds trust and respect, which are essential for effective and inspiring leadership.

17. Expand an idea: 'Great chiefs prove their worthiness', in the context of Leadership skills. (Word limit :75)

This proverb underscores that true leaders demonstrate their value through actions, not just titles. Great leaders earn respect and loyalty by consistently showing competence, integrity and vision. They prove their worth by guiding teams through challenges, making wise decisions and fostering growth. Leadership is not about authority alone, but about continuously proving one's capability to lead by example, inspire others and deliver results.

18. 'The master of their people is their servant.', explain the proverb in the context of Leadership skills. (Word limit :75)

'The master of their people is their servant' highlights the true essence of leadership. In the context of leadership skills, it means a good leader does not dominate but serves their team with dedication, guidance and care. By prioritizing the needs of others, supporting their growth and creating a positive environment, leaders earn respect and loyalty. Servant leadership fosters trust, collaboration and long-term success, proving that genuine authority comes from service, not control.

19. Expand an idea: 'He who dictates separates himself from others.', in the context of Leadership skills. (Word limit :75)

The above proverb emphasizes that dictatorial leadership creates distance between a leader and their team. In the context of leadership skills, it shows that imposing authority without listening builds barriers and discourages collaboration. True leadership involves participation, empathy, and open communication. When leaders engage with their team, they foster trust and unity. A dictating leader isolates himself, while a collaborative leader inspires respect, harmony, and collective success.

20. 'If the townspeople are happy, look to the chief.', explain the proverb in the context of Leadership skills. (Word limit :75)

'If the townspeople are happy, look to the chief' means that the well-being of people reflects the quality of their leadership. In the context of leadership skills, it shows that a good leader ensures harmony, growth and satisfaction among the team. When leaders make fair decisions, listen actively, and work for collective good, the results are seen in the happiness and success of their people. Effective leadership is measured by the prosperity of those being led.