



This book has been issued to (First Name) (Family Name)
of Session on (DD/MM/YY)

THIS PROGRAM WILL BUILD

MINDSET

- Develop self-confidence
- Improve decision-making
- Find creative solutions
- Learn from successful mentors

DIGITAL SKILLS

- Learn MS Word and Excel
- Develop online search skills
- Practice typing and computer operation

LANGUAGE

- Build English speaking skills
- Expand English vocabulary and grammar
- Practice listening comprehension
- Master public speaking and debate

CAREER-BUILDING SKILLS

- Learn about various careers
- Discover how to find a job
- Develop interview skills
- Prepare a resume
- Work with career guides to find the right career for you

Learn while having FUN

Many students more than double or triple or even quadruple their incomes by completing the FEA course. Are you going to be one of them?

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Lesson 81:

Knowledge Wrap-Ups

Title: "Nature's Classroom: 5 Fun Lessons We Learn Outside"

Nature is like a big classroom where we can learn lots of cool things! Let's explore six lessons we can learn from nature in a fun and easy way.

Strong Like Trees: Trees are like superheroes! They stand tall and strong, even when it's windy. Just like trees, we can learn to be strong and brave when things get tough. Remember, you're as strong as an oak tree!

Change is Cool: Nature changes all the time, just like how seasons change from sunny to snowy. Change can be exciting! Think of a caterpillar turning into a beautiful butterfly. Change helps us grow and become even better!

Teamwork Makes the Dream Work: Have you ever seen bees buzzing around flowers? They work together to make sweet honey! Just like bees, we can achieve amazing things when we work together and help each other out.

Be Patient, Be Awesome: Did you know some plants take a long time to grow? Like bamboo! It grows super tall, but it takes its time. Being patient means waiting for good things to happen, just like waiting for a flower to bloom.

Curiosity: Imagine how curious a squirrel must be when it explores its surroundings and finds hidden treasures! Nature encourages us to be curious and explore the world around us. Who knows what amazing things we'll discover!

Respect for All Life: From the tiniest ant to the tallest tree, every living thing has its place in nature. Nature teaches us to respect and appreciate all forms of life, no matter how big or small.

Conclusion: Nature is our amazing teacher, showing us fun and important lessons every day. From being strong like trees to appreciating the beauty around us, there's so much to learn and enjoy in nature's classroom. So let's go outside, explore, and have fun while learning from the wonderful world of nature!

Part B: Practice this Exercise in Pairs

<https://test-english.com/grammar-points/a1/this-that-these-those/>

Typing Lesson 10: Accuracy

- <https://test-english.com/grammar-points/a1/this-that-these-those/>

Lesson 82

Listening To Instructions

Part A. Read the examples and write 3 sentences of your own:

Examples:

Rohan is climbing a tree.

Or

There is a black dog near my cycle.

Or

I like eating mangoes

Think of your sentences:

Part B- Draw as you listen:

(you may draw stick figures as well)

Part C: Role play topics

1- You are a reporter for a newspaper in your village. One day a popular bollywood actor comes to your village to shoot a movie scene. Your role is to prepare simple questions, and conduct a friendly interview with the actor.

2- You are a sports reporter. You meet Rohit Sharma. Your role is to prepare simple questions to ask Rohit Sharma about the next match.

3- You are a crime reporter. There is a robbery in your village. There is one man named Mohanlal who saw the robbers. Your role is to interview the witness Mohanlal. Ask him about robbers and what happened that day.

Lesson 83: Good and Bad Behaviour

A. EXAMPLES

What impression would it give if:

1. You stand in the queue? (Queue means knowing who is in front of you and who is behind you.)

(Additional question: Why is it necessary to be patient and not jump the line? If other people are breaking the queue, would you still be in the queue? What impression does it give if someone pushes with a bag and backpack when standing in a queue?)

2. You talk loudly and create noise pollution?

(Additional question: What if the person is very far away and wants to communicate something? What if someone has repeated himself/herself many times and the other person isn't able to understand?)

3. You do not hold the door open for the person behind you?

(Additional question: If someone holds the door for you, how would you feel?)

4. You do not speak while chewing food?

(Additional question: Suppose you are eating with family or friends, would you be quiet every time there is food in your mouth? Would you not wait for the food in your mouth to be over to answer a question?)

5. You bite nails and scratch body parts?

(Additional question: If you are outside somewhere, your body is itching badly, what would you do?)

6. You pick your nose/teeth?

(Additional question: You are outside and ate something that is stuck between your teeth. It is making you very uncomfortable, what would you do?)

7. You do not spit in public places?

(Additional question: Why do people do this? Are there any ways to reduce this?)

8. You do not sneeze/burp without covering your face?

(Additional question: Why is this necessary?)

B. SITUATIONS

1. Your uncle has just given a sweater-vest for your birthday. You absolutely dislike the colour. What would you do?



2. Your friend borrowed Rs. 2000 from you. However, he is not returning the same. You too feel awkward asking for the same. What will you do?



3. Your group starts gossiping about a classmate. You decide to be a part of the group but do not participate in the gossip. Did you do something wrong? Why/.why not?



4. What would you do if your boss/colleague has a habit of standing very close to everyone including you while talking or discussing work related issues?



5. One of the people you know dresses well but wears far too much cologne. Another smells as if he doesn't shower at all. What is the right way to be around them? Should this be addressed and how?



6. A friend/relative offers you some food, but you did not like the taste/smell. You replied honestly that you disliked the food. Did you do the right thing? Why/why not?

Lesson 84

Talking to Parents or Guardians 2

Interview an important adult in your life. What do you want to know about their life and experience? Write a summary of their answers.

Childhood or Youth:

- Question:
- Answer:

Family Life:

- Question:
- Answer:

Career, Hobbies, or Interests:

- Question:
- Answer:

Other (*topic of your choice*):

- Question:
- Answer:

Wrap-Up:

- Question (*choose one*): What *advice/questions* do you have for me?
- Answer:

Lesson 85

Present Tense

1. Dialogue.

Fill in the correct present tense verbs. Then, read the dialogues aloud.

Dialogue A

Person 1: What do you do in the morning?

Person 2: I _____ (*wake/wakes*) up at 7:00. Then I _____ (*eat/eats*) breakfast.

Person 1: Do you _____ (*cook/cooks*)?

Person 2: No, my mother always _____ (*cook/cooks*).

Person 1: What do you do after breakfast?

Person 2: I _____ (*ride/rides*) my bicycle to school.

Dialogue B

Person 1: On Saturdays, I always _____ (*play/plays*) chess. Will you join me?

Person 2: I can't, I _____ (*work/works*) every Saturday.

Person 1: Your sister _____ (*play/plays*) chess. Is she free on Saturdays?

Person 2: No, she always _____ (*dance/dances*) on Saturday mornings.

Person 1: What does she do in the afternoons?

Person 2: After her dance class, she _____ (*go/goes*) to her friend's house. They _____ (*study/studies*) together.

Dialogue C

Person 1: Every week, I _____ (*sing/sings*) with my music group. Do you _____ (*sing/sings*)?

Person 2: No, I don't, but I _____ (*like/likes*) listening to music.

Person 1: Do you _____ (*paint/paints*)?

Person 2: Yes! My friend and I _____ (*go/goes*) to an art class every Sunday. I _____ (*paint/paints*) and my friend _____ (*draw/draws*)

Practice Exercise: Click on the link and practice as a pair.

<https://test-english.com/grammar-points/a1/present-simple/> (easy)

<https://test-english.com/grammar-points/a2/present-simple-continuous/> (advanced)

Lesson 86: DEAR

My First Salary

The first salary is always special for everyone. It was special for me as well. The very thought of getting a paycheck that you have worked hard for is so exciting! I think most of us put a lot of thought into what we want to do with our first salary. Gifts for loved ones, treats for friends or a reward for self as a mark of self-love, everyone has a different plan to spend their first salary. And the planning to do that almost starts as soon as you start your job.

My first paycheck came when I decided to work for a cafe. I had to take orders from the visitors and also suggest to them what's new for them. I was nervous on my first day at work but excited about the experience and financial independence it would bring me. I started thinking of what I will do with my first salary and on what all I will spend it on.

So, after a month I got my salary which was Rs. 6000. When the money came in my hand I felt so happy and proud of myself. I felt a sense of **accomplishment** after my first salary. Because it was the result of my hard work and my energy. It made me feel independent.

When I received my salary, the first thing I did was to take out Rs 2000 from it and keep it aside as savings. Left with Rs 4000, I decided to buy a gift for my mom. She is the one who has always supported me, helped me in taking decisions and encouraged me to do various things. So I took her to the market and bought her a suit that she really liked. After that, we went to a restaurant for a treat. It gave me so much joy to see her happy face after I bought her that suit. She was so proud of me, and though she didn't say anything I could feel it.

I also spent a part of my salary on buying new clothes for myself. I love dressing up for work so this was a little treat to me, from me!

Being independent

Earning money gives confidence because then we can be financially independent and not have to be dependent on others for paying the bills. Hence, when I got my first salary not only did it put me on the path to chase **financial freedom** but also **social freedom**. Once you know what it feels like to earn a paycheck, there is simply no going back.

Adapted

:
<https://www.shethepeople.tv/home-top-video/first-salary-confidence-financial-independence/>

Here are some fill-in-the-blank questions based on the story. Use your notepad to write the answers

1. The narrator's first job was working in a _____.
2. The amount of the narrator's first salary was _____.
3. The narrator decided to set aside Rs. _____ as savings from their first salary.

4. The narrator bought a _____ for their mom as a gift.
5. After buying the gift, the narrator and their mom went to a _____ for a treat.
6. The narrator also spent a part of their salary on buying new _____ for themselves.
7. Earning their first salary made the narrator feel _____ and _____.
8. The narrator believed that earning money provided both _____ and _____ freedom.
9. The narrator's mom was _____ of him after receiving the gift.
10. The narrator felt a sense of _____ upon receiving their first salary.

Lesson 87A

Present Tense Recap

Write stories.

Read the first sentence of each story. Then, add 2-4 more sentences.
Use present tense verbs.

The girl goes to the park.



The man buys a guitar.



The leopard sees a frog



Source: clipart-library.com

Create Your Own Story (write in your notepads)

Lesson 87B

Dealing with Angry People

A. **Read and discuss** the scenarios below.

Scenario 1

Situation: Ram's younger sibling, Aman uses his mobile data. More than half of Ram's mobile data is exhausted. Aman used it for his studies but didn't realize that he used quite a lot. Due to this, Ram is unable to complete his official work on time.

Reaction: Ram gets very angry. He shouts at Aman and starts beating him.

Questions:

What could happen if Aman also starts shouting? What could it lead to?

What could happen if Aman tries to stay calm and controls the situation to an extent?

What would the benefits be?

Scenario 2

Situation: Sarita is driving her car. The car in front of Sarita applies the brakes suddenly as a dog crosses the road. This leads to Sarita banging into the car in front of her. Both the vehicles get small scratches, but the passengers are safe.

Reaction: Sarita starts arguing with the person in the other car. She is adamant that she will charge money from the other person and will call the police too.

Questions:

What could happen if the person in the car ahead of Sarita also starts arguing?

What could happen if the person in the car ahead of Sarita tries to stay calm and controls the situation to an extent? What would the benefits be?

Lesson 89

English Recap

Complete the text below with the words in the box.

and ~~at~~ because but from in next that
then usually when

Every morning, I get up **0** at 7:30 and I have breakfast. I **1** have coffee and toast for breakfast, **2** sometimes I don't eat breakfast **3** I don't have time. After breakfast, I have a shower and I get dressed. **4** I walk to school. I have lessons **5** 8:30 a.m. to 3:30 p.m. At 12:30, we have a break for lunch. **6** I finish school. I go home **7** I play video games or watch some YouTube. **8** the evening, I go to football practice. I train for one hour. Then, I go back home and I do some homework before dinner. **9** , I have dinner with my parents, and we watch TV. **10** After , I go to bed.

Lesson 90A

Around the world

A. Discuss the word from the box that describes the position of the ball in relation to the person/goal post

in	out	beside	under	between
In front	over	on top of	behind	



B. Puzzle

a. Six girls namely A,B,C,D,E and f are sitting in a round table in specified order:

- i) A is sitting to the exact left of D.
- ii) C is sitting to the exact left of E.
- iii) C is sitting opposite to D.
- iv) B is sitting to the second left of E.

Draw the seating arrangement in your notepad.

a. Six people are sitting in a circular row facing the centre. Avinash is to the left of Prakash. Sunil is between Anil and Parveen. Rakesh is between Avinash and Anil. Who is to the left of Sunil?

b. A,B,C,D and E are sitting on a bench. A is sitting next to B, C is sitting next to D, D is not sitting with E who is on the left end of the bench. C is on the second position from the right. A is to the right of B and E. A and C are sitting together. Where is A sitting?

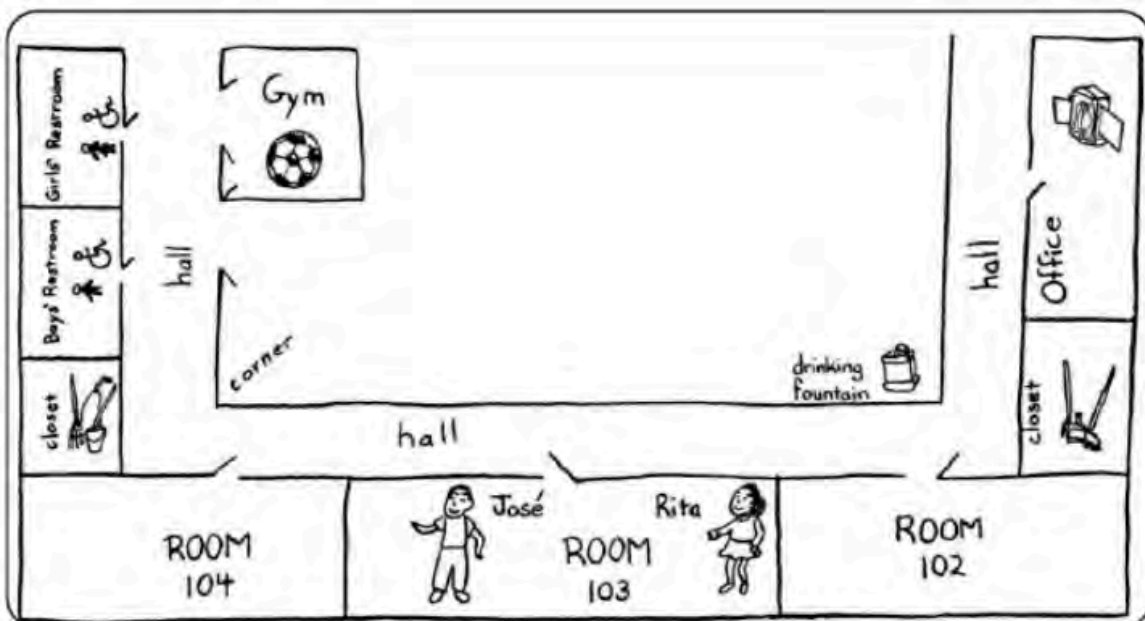
- i) Between B and D
- ii) Between B and C
- iii) Between E and D
- iv) Between C and E

C. Directions

Rita and Jose are in Room 103. They both need directions. Help them find the way by tracing the path with your pencil in the picture below

- a. Jose needs directions to the office.
- b. Rita needs directions to the restroom.

In the table below, organize the directions in the correct order from the first step to the final step:



Jose: Directions to the office.

↑ ____ Go down the hall.

⊞ ____ Go out.

↶ ____ Turn left at the drinking fountain.

↷ ____ Turn right.

↑ ____ Go straight down the hall.

____ The office is on the right.

Rita: Directions to the restroom.

↷ ____ Turn right at the corner.

↑ ____ Go down the hall.

⊞ ____ Go out.

↶ ____ Turn left.

↑ ____ Go straight down the hall.

____ The girls' restroom is across from the gym.

Practice Exercise:

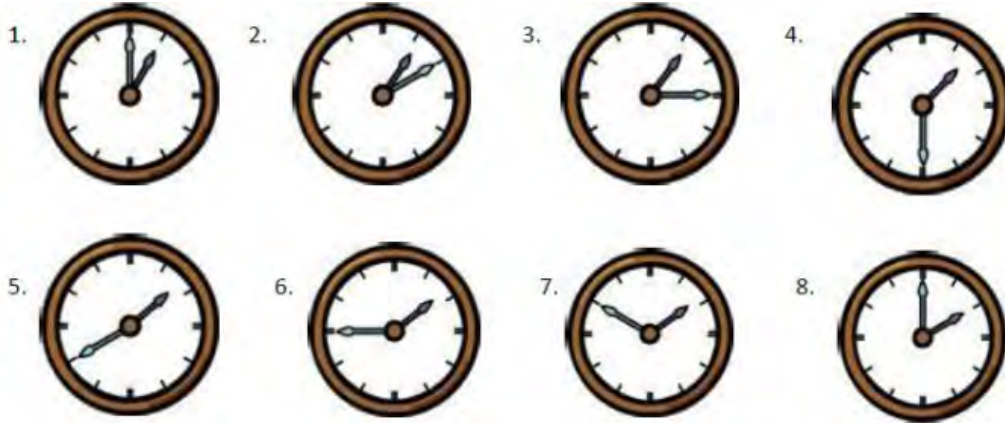
Click on the link and practice this listening activity as a pair

<https://test-english.com/listening/a1/city-transport-a1-english-listening-test/>

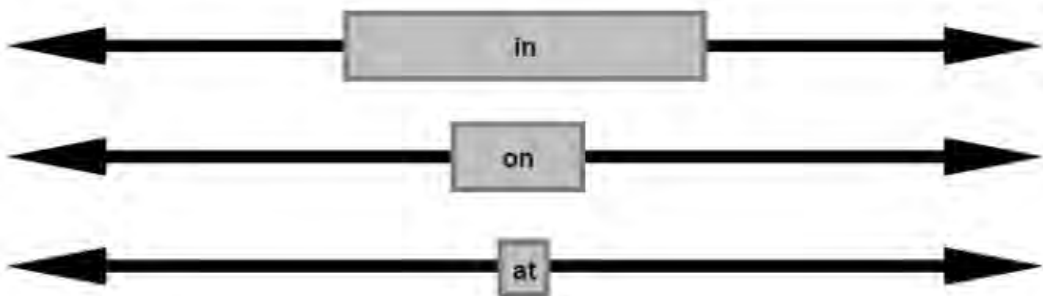
Lesson 91

Quarter Past 11 vs Quarter to 11

A. What's the time?

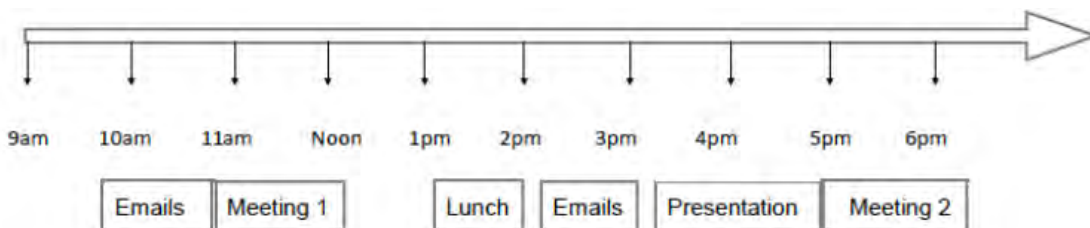


B.1. In, On, At



In	months/seasons/year	morning/evening/after noon	long period of time
On	weekend	dates	day
At	night	an exact time	

2. Before, After, Between, from/To, Till:



C. Place and Time:

1. It gets cold _____ night.
2. The museum is open _____ 9:30 _____ 6:00
_____ Sundays.
3. The evenings, I like to relax _____ home.
4. Did you go _____ the market _____ the weekend?
5. She loves to read _____ going _____ bed.
6. Ravi goes _____ the beach _____ summer.
7. The mosquitoes fly _____ my head _____ the evenings.
8. Morning _____ evening, I am _____ the office.
9. January and March, it gets very busy _____ work.
10. The sun was _____ me _____ 10 o'clock.

D. Write your daily timetable in 5 sentences using at least 5 words from the list:

before	until	from/to	on	since
at	after	by	in	at

E:

<https://test-english.com/listening/a1/what-did-you-do-last-weekend-a1-english-listening-test/>

(practice this listening exercise as a pair)

Lesson 92

Impromptu Speaking

Use notepads to write your answers

I Fill in the blanks with the correct form of the verb:

1. She _____ (like) to read books.
2. They _____ (play) soccer every Saturday.
3. She goes to the gym _____ (in, on) Mondays.
4. My brother is _____ (tall, taller) than me.

II Preposition:

1. The cat is _____ the table.
2. We are going _____ vacation next month.
3. He is good _____ basketball.
4. We usually have dinner _____ 7 o'clock
5. She is waiting _____ the bus stop.
6. The keys are _____ the table.

III Change the sentence to negative:

- a) She likes ice cream. b) He has a dog. c) They go to school on weekends.

IV Choose the correct word to complete the sentence:

- a) I like _____ (swim, swimming) in the pool.
- b) They are _____ (play, playing) in the park.
- c) My sister _____ (cook, cooking) dinner right now.

V Change the sentence to a question:

- a) He likes chocolate ice cream. b) They live in New York. c) She has three brothers.

Lesson 93

Public Speaking

Read the tips to to improve your public speaking skills

I. Start your speech

1. Start your speech by giving a statistic, an interesting anecdote, or a quotation, or
2. by asking a question.
 - Example 1- “According to a survey, only 17% of the working women in India reach any managerial level. Why is this so?”
 - Example 2- “Imagine a big explosion as you climb through 3,000 ft. Imagine a plane full of smoke. Imagine an engine going *clack, clack, clack, clack, clack, clack, clack*. It sounds scary. Well I had a unique seat that day. I was sitting in seat 1D...”

II. The Middle

1. Use short sentences. If they're too long or complicated, you risk losing your listeners.
2. You do not have to write down everything you're going to say. **Write an outline**, the sequence of ideas to ensure they are logical and easily followed.
3. Remember to explain or illustrate your points with examples.
4. Your speech should sound like you talk, not overly formal.

III. Conclude

1. Conclude your speech with a summary, a quote, or a strong statement that your audience is sure to remember.
 - Example 1- “Let’s **do** it together. We’ve heard what we have to **do**. We’ve seen what we need to **do**. Now is the time to **do** it, and, together, we can **do** it.”

Part B: (To be done if the internet doesn’t work):

Practice exercise: Fill in the blanks with the correct prepositions of time.

1. The parent-teacher meeting is _____ 10 A.M.
2. I do not have any classes _____ Sunday.
3. This year it started to snow _____ November.
4. Yasmin’s birthday is _____ 31st December.

5. The stars twinkle brightly _____ night.
6. I'll meet you _____ Thursday.
7. The principal is not present _____ the moment.
8. My mother will come back _____ minutes.
9. Dimple will visit her grandmother _____ March.
10. _____ 1857 the Sepoy Mutiny took place.
11. Yash's uncle passed away _____ Monday.
12. _____ the winter, we prefer staying indoors.
13. _____ Sunday, they'll talk about the Pyramids on the National Geographic channel.
14. My uncle will arrive _____ the dinner time.
15. Tina had learnt to speak French _____ 6 weeks.

Lesson 94

Public Speaking 2

A. Select one of the topics below for your speech.

Topics:

1. People with great passion can make the impossible happen.
2. We've come a long way, but there is still a lot of discrimination.
3. Growth is uncomfortable; you have to embrace the discomfort if you want to expand.
4. Corruption is like cancer.
5. What are three skills that every job requires?
6. Learning a new language can make you smarter.

B. Use the checklist as a guide while you prepare your speech.

Started with a quote, statistic, or question	1 2 3		Started with a quote, statistic, or question	1 2 3
Logical sequence of events	1 2 3		Logical sequence of events	1 2 3
Illustrations and examples	1 2 3		Illustrations and examples	1 2 3
Attention-grabbing	1 2 3		Attention-grabbing	1 2 3
Eye contact and body posture	1 2 3		Eye contact and body posture	1 2 3
Clear speaking	1 2 3		Clear speaking	1 2 3
Conclusion	1 2 3		Conclusion	1 2 3
Total out of 21			Total out of 21	

C: My Wonderful Family:

I live in a house near the mountains. I have two brothers and one sister, and I was born last. My father teaches mathematics, and my mother is a nurse at a big hospital. My brothers are very smart and work hard in school. My sister is a nervous girl, but she is very kind. My grandmother also lives with us. She came from Italy when I was two years old. She has grown old, but she is still very strong. She cooks the best food!

My family is very important to me. We do lots of things together. My brothers and I like to go on long walks in the mountains. My sister likes to cook with my grandmother. On the weekends we all play board games together. We laugh and always have a good time. I love my family very much.

Did you understand the text?

Please answer the following questions of understanding:

Question 1:

My mother is a...

- a Doctor
- b Nurse
- c Writer
- d Waitress

Question 2:

My house is near the...

- a City
- b Monastery
- c Mountains
- d Italy

Question 3:

How old was I when my grandmother came?

- a Three years old
- b Just born
- c Ten years old
- d Two years old

Question 4:

On the weekends, we...

- a Play board games together
- b Go to a movie
- c Clean the house
- d Cook pasta

Question 5:

My sister is kind, but also...

- a Mean
- b Quiet
- c Nervous
- d Strong



Lesson 95A









Success Summits


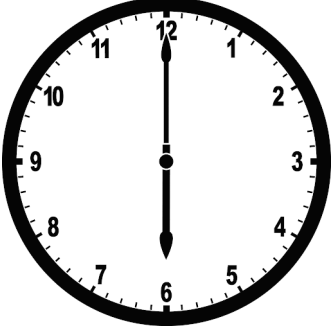


A. Watch the video, then answer the questions.

1. At what time does he wake up?
 - a. 7:30am
 - b. 8:00am
 - c. 7:00am
2. Which of these things does he not have for breakfast?
 - a. Fruit
 - b. Toast and Jam
 - c. Juice
3. How does he go to school?
 - a. He goes by bus.
 - b. He goes by car.
 - c. He walks.
4. At what time does he have a break for lunch?
 - a. At 11:00am
 - b. At 12:00pm
 - c. At 12:40pm
5. Where does he have lunch?
 - a. In the town centre.
 - b. At the school.
 - c. At home.
6. What does he think about school food?
 - a. It isn't good.
 - b. It's good.
 - c. It's very good.
7. What does he do when he arrives home?
 - a. He relaxes.
 - b. He helps his mum.
 - c. He has dinner.

B. What's your routine? Discuss what you do at different times of the day.

<p>I wake up at six thirty in the morning.</p>		
--	---	--

<p>I brush my teeth at a quarter to seven.</p>		
<p>I take a bath at seven o'clock.</p>		
<p>I eat breakfast at seven thirty.</p>		
<p>I go to work at half past eight.</p>		

<p>I cook dinner at six in the evening.</p>		
<p>I go to bed at nine fifteen.</p>		

Read the Passage:

Letter from Abhinav Bindra to his younger self.

Dear 14-year-old Abhinav,

I hope this letter finds you well. I know you might not fully understand everything I'm going to say, but I want to share some thoughts with you.

Firstly, don't worry if you feel different from other kids your age. You have your own interests and talents that make you special. **Embrace (accept)** them, even if others don't always understand.

You might not be into sports like cricket or football, and that's okay. You'll discover your passion for shooting, and it will become a big part of your life. Your coach, Colonel Dhillon, will be like a **guiding light (someone who provides direction)** for you. Listen to him carefully and make the most of every moment you spend with him.

Remember, your family is your biggest support system. Your parents and sister will always be there for you, cheering you on every step of the way. Their love and encouragement will give you strength, even during tough times.

As you continue your dreams of Olympic success, you'll face challenges. But never lose sight of your goal. Believe in yourself, work hard, and stay determined. Success may not come easily, but it will be worth it in the end.

Along the way, you'll meet many people who will help shape you into the person you're meant to be. Some may push you out of your comfort zone, but always remember to respect them and learn from their guidance.

And finally, remember that true success isn't just about winning medals. It's about having self-respect and being proud of the person you've become. So, no matter what happens, always hold your head high and never lose sight of what truly matters.

Take care, young Abhinav, and keep chasing your dreams.

Best wishes, Your older self

Adapted from <https://www.hindustantimes.com/>

1. What would be your 'Olympic gold medal' in life?
2. How are you preparing for it?
3. What did the speaker say about perseverance, persistence and hard work? Do you agree? Explain.
4. What did the speaker say/write about the role of teachers/guides/mentors? Do you agree? Explain.

Lesson 95B

Public Speaking 3

A. Use the rubric to provide feedback to your classmates about their speech presentations.

Observation 1

Observation 2

Speaker's name:

Speaker's name:

Lesson 96

Voyage

A.



B- You are a tour guide.

Instructions: Prepare your speech and then give a guided tour. Be prepared to answer the tourists' questions

Good morning/afternoon everyone!

Welcome to this tour of _____ (place) by _____ (transport).

My name is _____. I'm your guide.

The tour will take _____ hours.

First we will see _____

Then we will see _____

After that we will see _____

Finally we will see _____

Any questions?

You are a tourist. Instructions: Prepare some questions to ask your tour guide. Ask lots of questions because you want to practice your English!

Can you tell me where is _____ ?

Will we visit _____ ?

Is there a _____ on the tour?

What time is _____ ?

Where can I buy a _____ ?

Students can add more questions.

Lesson 97

Describing People

A. Image



B. Appearance

About	Descriptive words
Age	Old, young, middle-age, teenager, minor, adult, senior citizen, child
Height	Tall, short, medium-height
Body type	Fat, thin, skinny, muscular, well-built, chubby
Hair	Dark, long, short, straight, curly, bald
Face	Round, oval, long
Skin	Fair, dark, pale
Eyes	Dark, small, big, black, green, blue, gray, brown
Size	Big, small, tall, short, petite

Example:

My friend Naveen is a tall boy. He is muscular. He has short hair, round face. He is pale and has brown eyes.

Create your own sentence:

C. Personality

Word	Other Words	Someone you know
Good	Kind, polite, wonderful, honest, friendly, happy, enthusiastic, disciplined, organized	Word- Person-
Bad	Terrible, awful, horrible, dishonest, rude, unkind, mean, disorganized, boring	Word- Person-
Funny	Amusing, witty, comical, hilarious, entertaining	Word- Person-
Others	Shy, talkative, serious, sober	Word- Person-
Happy	Delightful, thrilled, glad, pleased	Word- Person-
Sad	Gloomy, unhappy, depressed	Word- Person-

Example:

My friend Neha is a polite girl. She makes us laugh and her jokes are really amusing.

Example 2: My younger brother Suresh is friendly and talkative. But he is disorganised and doesn't keep things in place.

Create your own sentences:

D. Write your appearance and personality of your friend's appearance and personality. Use descriptive words.

I am (2 physical details): I am (2 special characteristics):

Lesson 98

Drive

Scenario 1A:

You are a farmer living in a village near a growing city. Each season, you work hard for a few weeks to plant your crop, the way you learned to do from your parents. Then you rest until it is time for the harvest.

Scenario 1B: You are a farmer living in a village near a growing city. You find books, articles and radio programs and agricultural extension agents to learn new techniques and methods to increase crop yields. You gather together with other farmers to discuss what new methods you are using, discuss challenges and learn from each other. Each season, after you work hard for a few weeks to plant your crop, you look for new ways to process your products to add value, new markets in the city where you could sell your crops for a higher price, and new crops to try planting next season. You also experiment with new business ideas and opportunities until harvesting time.

Scenario 2A: You are a high school student. You follow your teachers' instructions, study hard and take the same exams as your classmates, hoping for a good exam result, and a good job.

Scenario 2B: You are a high school student. To improve your study skills and effectiveness, you create a study group with some friends and encourage each other to learn extra content outside class assignments. You find local free classes to attend, and find opportunities to access the internet and pursue a course of self-directed learning in a new skill and language. You research different career paths, interview people engaged in different types of work, and those who have started their own small businesses in your town. In addition to the standard exams, you develop a few entrepreneurial ideas and apply for a variety of jobs in your town and others.

Activity C: Take a look at the Excel table. Recreate a similar table in a new Excel document."

	D	E	F	G	H	I
1	Item	Gender	Quantity Sold	Price	Total	
2	Shoe1	W	12	29.99	359.88	
3	Shoe2	M	45	23.45	1055.25	
4	Shoe3	W	32	19.87	635.84	
5	Shoe4	W	27	31.99	863.73	
6	Shoe5	W	31	14.99	464.69	
7	Shoe6	C	19	10.99	208.81	
8	Shoe7	M	6	45.99	275.94	
9	Shoe8	C	11	12.45	136.95	
10						

Lesson 100

Career Guidance Group Session

Plan Yourself (PY)

VCC-1 Date:

My career goal is –Teacher :

Primary class (1st-5th class)

Teacher : Secondary class (6th -8th class)

Teacher : Senior secondary class (9th -12th class)

(tick as per your interest area)

To reach my goal, I will...	When?	Completed (Yes/No)
Complete 12 th class with good grades (Leave this step- if already completed 12 th class)	xxxxxx	
Specialize in a Subject- (graduation/ post-graduation) Think about a subject which interests me the most and see how I can specialize in it. It can be Mathematics, Science, English, Social Studies, Biology, Homescience, etc.		
Search about different Teaching Courses (Degree/Diploma/Certification - B.Ed, D.El.Ed, B.El.Ed, NTT, BTC, etc) and note down details of courses found:- 1. <u>Course name</u> Eligibility Duration, Estimated Fees, Online/offline College(s) name Entrance exam (if any)	xxxxxx	

<p>2. <u>Course name</u> Eligibility Duration, Estimated Fees, Online/offline College(s) name Entrance exam (if any)</p> <p>3. <u>Course name</u> Eligibility Duration, Estimated Fees, Online/offline College(s) name Entrance exam(if any) [Use separate sheet for noting more details. (Optional)]</p>		
<p>Complete Degree/Diploma/Certification in teaching course from a recognized institution</p>		
<p>Prepare for Teaching entrance exams: Stay informed about entrance exams conducted by various State/ Central government agencies. Exam planning shall include:-</p> <ol style="list-style-type: none"> 1. Understand the Syllabus: Familiarise yourself with the exam syllabus and focus on the relevant subjects and topics. 2. Practise Previous Papers: Solve previous years' question papers to get a sense of the exam pattern. 3. Take Mock Tests: Mock tests will help you assess your readiness and improve time management. 4. Stay Updated: Keep up with current affairs, as some exams include a section on general knowledge. 		

<p>5. Join Coaching Institutes or practice from online resources: If required, consider enrolling in coaching institutes that specialise in TGT exam preparation or refer the online resources.</p>		
<p>Attend education related online webinars/events to network with professionals in the field. Speak about my career plans within known network to get more knowledge about this profession.</p>		
<p>Prepare a well-written resume with mine qualifications, experience and passion for teaching</p>		
<p>Prepare for the interview through mock interviews, checking the frequently asked questions, etc.</p>		

Lesson 101A Going to the Bank

Customer Notice

Dear Esteemed Customer,

This is to inform you that all our branches will be closed on **Saturday 24th, December 2022** from **12.00pm** to enable staff engage in end of year celebrations.

Branches will re-open to the public on **Tuesday 27th, December 2022** at **8:30am**.

Our banking services will remain available 24 hours through our ATMs, Redshop Agents, Mobile Banking, Internet banking and Leo-Chat banking.

Who would be interested in this notice?

B. Vocabulary- Match the word with its meaning:

Vocabulary	Meaning
Income	Borrowing money from the bank to be paid back, usually with interest.
Interest	It allows the bank to make payments to someone.
Bank	Taking money out of your bank account.
Expense	Money received for work.
Saving	Money left over after meeting expenses.
Deposit	A place where you put your money for safekeeping.
Withdrawal	Money used or spent.
Loan	Putting money into a bank account.
Cheque	Total money in the account.
Signature	The cost of taking/using money that belongs to someone else.

C. PEOPLE IN THE BANK:



Bank manager



Teller



Customer

D. ROLE PLAY: (Use notepads to write)

Teller: Good _____, How can I help you? Customer:

I would like to deposit some money in my account. Teller:

Would you like to deposit cash or cheque?

Customer: I would like to deposit cash.

Teller: Certainly, sir/ma'am. Fill up this form. Write the account information and the details of the currency notes and give it along with the cash.

Customer: Here is the completed form and the money.

Teller: Thank you, sir/ma'am.

Teller: I have updated your account. Have a good _____.

Customer: _____ for your help.

Teller: Have a good day.

Lesson 102

Practice Time

Create this table with car details on word document

Car Name	Showroom Price (INR)	On Road Price (INR)	Mileage (km/l)
Maruti Swift	5,73,000	6,50,000	23.2
Hyundai i20	6,79,000	7,65,000	20.35
Honda City	10,89,000	12,50,000	17.8
Tata Nexon	7,49,000	8,30,000	21.5

B. Work in pairs. Student 1 types odd number sentences and student 2 types the even number sentences.

1. My brother's dog barks a lot.
2. Does he play tennis?
3. The train leaves every morning at 18 AM.

4. Water freezes at 0 degree celsius.
5. I love my new pets.
6. We drink coffee every morning.
7. My Dad never works on the weekends.
8. She doesn't teach chemistry.
9. I do love my new pets.
10. Mary brushes her teeth twice a day.
11. He drives to work.
12. Mary enjoys cooking.
13. She likes bananas,
14. You don't listen to me.
15. I run four miles every morning.
16. They speak English at work.
17. The train does not leave at 12 AM.
18. I have no money at the moment.
19. Do they talk a lot ?
20. Early in the morning I will go for a morning walk.
21. Does she drink coffee?
22. You run to the party.
23. You have some schoolwork to do.
24. Do you eat ice cream?

25. The train leaves in ten minutes.

26. Do pigs like milk?

27. California is in America.

C: Read this Passage

Once upon a time, in the heart of rural India, there lived a determined young woman named Laxmi. Growing up in a village where clean water was scarce, Laxmi witnessed the struggles her community faced every day. Children fell ill from drinking contaminated water, and families spent precious resources on purchasing clean water from unreliable sources. Determined to help, Laxmi got to work.

With her background in engineering and a big heart, Laxmi came up with a brilliant idea after months of research and brainstorming: the water ATM. Just like a regular ATM, but instead of cash, it would dispense clean water. Laxmi knew this could change everything for her community.

After lots of planning and hard work, Laxmi built the first water ATM prototype. With support from local leaders and some funding, she installed it in her village. People could now get clean water by just inserting a token.

The water ATM was a hit! Families no longer worried about dirty water making them sick. Laxmi's invention made life easier for everyone.

Word of her success spread, and soon, more villages wanted water ATMs too. Laxmi worked tirelessly to install them, making clean water accessible to more people.

Today, thanks to Laxmi's invention, many villages have clean water at their fingertips. She's a hero in her community and an inspiration to people everywhere. Laxmi showed that with determination and a good idea, anyone can make a big difference in the world.

Questions for Group 1 and 2 :

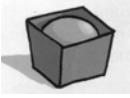
What qualities did Laxmi demonstrate that made her successful?

Questions for Group 3 and 4:

What role do you think young people like Laxmi can play in making positive changes in their communities?

Lesson 103A: Where is it?

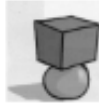
A. Unscramble and **say** the sentences to describe the pictures.



Example: "The ball is in the box."



on	the ball	the box	is
----	----------	---------	----



the box	under	is	the ball
---------	-------	----	----------

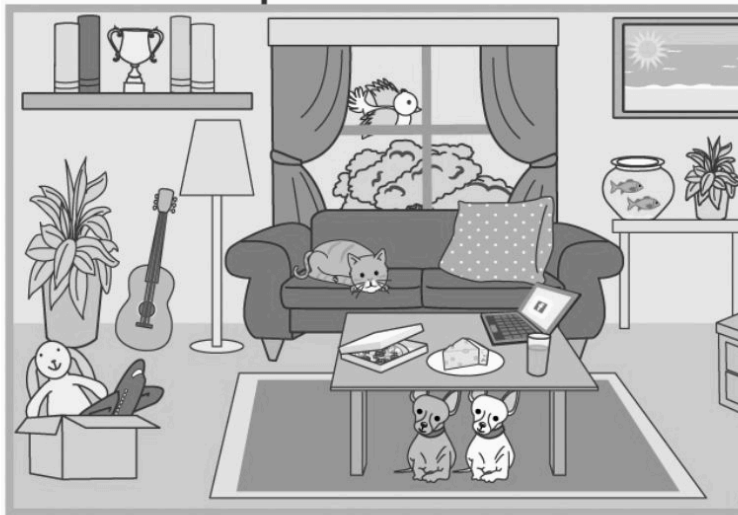


is	the ball	in front of	the box
----	----------	-------------	---------



between	the boxes	the ball	is
---------	-----------	----------	----

B. Describe where the objects are in the picture below.



Source: liveworksheets.com

Where is the...

...laptop?

...cat?

...lamp?

...airplane?

...pizza?

...trophy?

...guitar?

...bird?

Where are the...

...dogs?

...fish?

Lesson 103B

Plan B

A. Read the chart. Discuss the questions below and use it as a guide to discuss the scenarios in Part B.

When will you start?	After Plan A has failed. <ul style="list-style-type: none"> ● Choose a different career in a different field. ● Adapt your Plan A, such as relocating or choosing a similar career in the same field. 	At the same time as you pursue Plan A. <ul style="list-style-type: none"> ● Make money and build experience while working toward Plan A.
Is it relevant ?	Does it match your skills and interests?	Does it help you build useful experience for Plan A?
Is it accessible ?	Is this career easier to achieve than your Plan A?	Can you start this career now and still work toward Plan A?

Discuss:

1. What is an example of a relevant Plan B job for someone who wants to be a doctor?
2. What is an example of an accessible job for someone who wants to be a movie star?

B. Read the scenarios and discuss the answers

<p>1. Priya and her friends all want to become teachers in their village. They are preparing for their exams. Their village has one school where they hope to work, but they do not know if there will be vacancies any time soon.</p>	<p>What might be a problem with Priya’s plan?</p> <p>How could she adjust her plan?</p>
<p>2. Zahira wants to become a lawyer. She was the top student in her class and feels confident that she can get into law school. However, she wants to return to her village to live after law school, whether or not she can get a job as a lawyer.</p>	<p>What might be a problem with Zahira’s plan?</p> <p>How could she adjust her plan?</p>

<p>3. Sid sees the success of the cell phone repair shop in his village. Everyone in town uses that shop for all of their cell phone needs. Sid wants to open his own cell phone repair shop in the village.</p>	<p>What might be a problem with Sid's plan?</p> <p>How could he adjust his plan?</p>
---	--

C. Number the job qualities from 1 (*most important*) to 6 (*least important*) to rank how important they are to you.

Type of work	Location	Opportunity for promotion
Initial Salary	Schedule and hours	Fulfilling purpose

Lesson 105

Practice Time

A: After looking closely at the image think about these three questions and discuss with your partner:

1. Why do you think one person is shooting arrows into the sky?
2. How does the environment in the image make you feel?
3. What do you think might be the cultural background of the people in the image?
4. What questions do you have about what you see in the picture?



B:

1- Doris, the customer, wants to buy a jacket.

- a. True
- b. False

2- She tries on a blue jacket in a large size.

- a. True
- b. False

3- She finally takes a black jacket.

- a.True
- b.False

4- She doesn't like the grey cardigan.

- a.True
- b.False

5- She tries on two medium cardigans.

- a.True
- b.False

6- She finally takes the black cardigan.

- a.True
- b.False

7- She pays £89.98 for the jacket and the cardigan.

- a.True
- b.False

C:

1- _____ sugar do you take in your coffee?

- a.How long
- b.How much
- c.How many

2- We _____ the sofa.

- a.didn't buy
- b.didn't bought
- c.wasn't buy

3- When we _____ at the park, it was warm and the sun _____.

- a.arrived ... was shinning
- b.were arriving ... was shinning
- c.arrived ... shone

4- It's too early, _____ we will have to wait.

- a.but

b.because

c.so

5- I have a friend _____ works for Google.

a.which

b.who

c.that he

6- I love Shimla. I _____ there three times, and I will go again soon.

a.travelled

b.was

c. have been

7- You _____ me that everything was ok

a told

b.said

c. asked

8- The three cars are fast, but the green one is the _____.

a.faster

b.fastest

c.most fast

9- _____ my friends came to the party.

a.Most

b.The most

c.Most of

10- You _____ mix this medication with alcohol.

a.must not

b.don't have to

c.haven't to

Lesson 106

Let's go to a restaurant

A. Objects

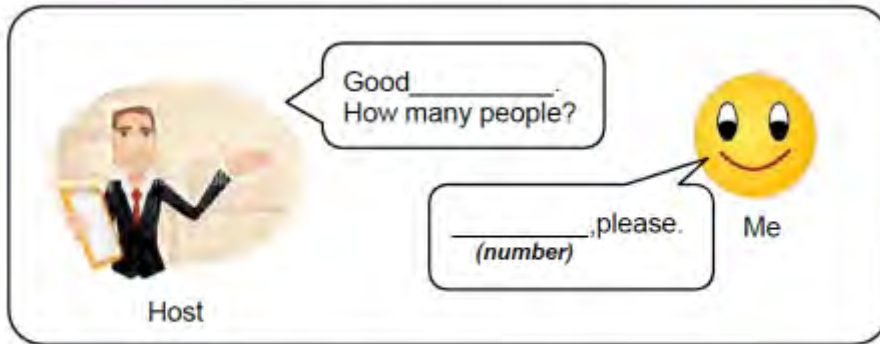


B. People



C. Complete the Conversation

Ordering



A cartoon host in a suit holding a menu is on the left. A yellow smiley face labeled 'Me' is on the right. The host's speech bubble says: "Good _____.
How many people?". The 'Me' character's speech bubble says: "_____, please.
(number)".

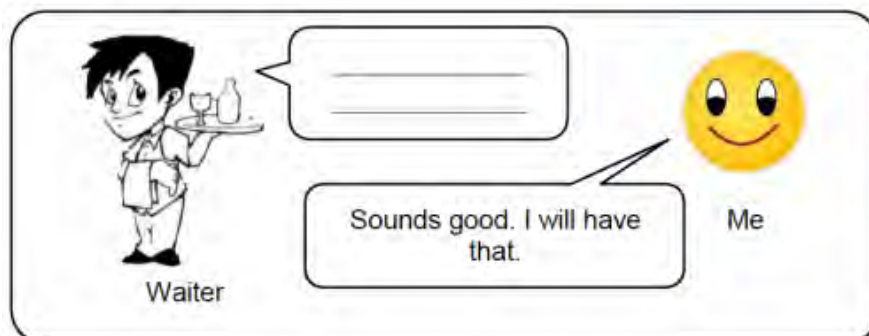
The host/hostess takes you to a table for _____.




A cartoon waiter in a white shirt and apron holding a tray with a glass and bottle is on the left. A yellow smiley face labeled 'Me' is on the right. The waiter's speech bubble says: "Good _____,
How are you?". The 'Me' character's speech bubble says: "_____, thank you. Can
you bring me the menu,
please?".



A cartoon waiter in a white shirt and apron holding a tray with a glass and bottle is on the left. A yellow smiley face labeled 'Me' is on the right. The waiter's speech bubble says: "Sure Sir. Here it is.". The 'Me' character's speech bubble says: "Thank you. What is today's
special?".



A cartoon waiter in a white shirt and apron holding a tray with a glass and bottle is on the left. A yellow smiley face labeled 'Me' is on the right. The waiter's speech bubble is empty. The 'Me' character's speech bubble says: "Sounds good. I will have
that.".



Would you like something to drink?

Me

Waiter




I will repeat the order.

That is correct. Thank you

Me

Waiter

The waiter / waitress brings your order.



Here is your order. Enjoy your meal.

Me

Waiter

After you have finished your meal.



I hope you enjoyed your meal. Can I get you some dessert?

No thank you. I'd like the check, please.

Me

Waiter

D:

1- The woman orders Soup of the Day for her starter.

a.True

b.False

2- The woman orders chicken and rice for her main course.

a.True

b.False

3- The man orders a burger with bacon and cheese.

a.True

b.False

4- The woman orders wine and the man orders beer.

a.True

b.False

5- The man chooses apple pie and cream for dessert.

a.True

b.False

6- The woman chooses white chocolate cake for dessert.

a.True

b.False

Lesson 107A

Shanti Se

"Please click on the following link to learn more about FEA's efforts to decrease noise levels."

<https://www.shantise.org/>

Lesson 107B

Presentation Time

Select any One picture for a 1 minute speaking activity

Image 1:



Image 2:



Image 3:



Image 4:



Image 5:



Image 6:



Image 7:



Image 8:



Lesson 108

Replacing Coaching

Part A: Peer Reflection- 20 mins.

Part A:

First Step : Think about the times you have been a self-directed learner. Think about what describes your role in a particular situation as a self-directed learner. In doing so, consider the elements

1. When and why did you take the initiative to be a self-directed learner?
2. What did you want to learn?
3. What materials were required for this learning process?
4. How did you implement your learning strategies?

Second Step: Talk to a classmate in your FEA class about how they learned things on their own. Compare it to your own experience. This conversation will help you understand how self-learning works and might give you new ideas. Ask your classmate how they learned on their own. Then, think about what they said and see if you can learn from it. Write down any new ideas you get from the conversation.

Part B

Scenario 1:

You just finished school and want to find a job. You know there will be group discussions in interviews, but you're not sure how to do well. What do interviewers look for in group discussions?

Scenario 2:

Abhimanyu wants to be a teacher, but he's not sure how to start. He doesn't know what qualifications he needs or how much teachers get paid. Can you help him find the answers?

Scenario 3:

Neha wants to study Arts after school. She wants to know what jobs she can get with an Arts degree. Can you help her find some career options?

Scenario 4:

Amit wants to start a business making incense sticks, but he doesn't know how much money he needs to start. Can you help him find out?

Scenario 5:

Kavita is getting ready for a job interview as a salesperson. She's not sure what questions the interviewer will ask or how to answer them. Can you help her find some common interview questions and good answers?

Lesson 109

Replacing Coaching 2

Students will research the following aspects:

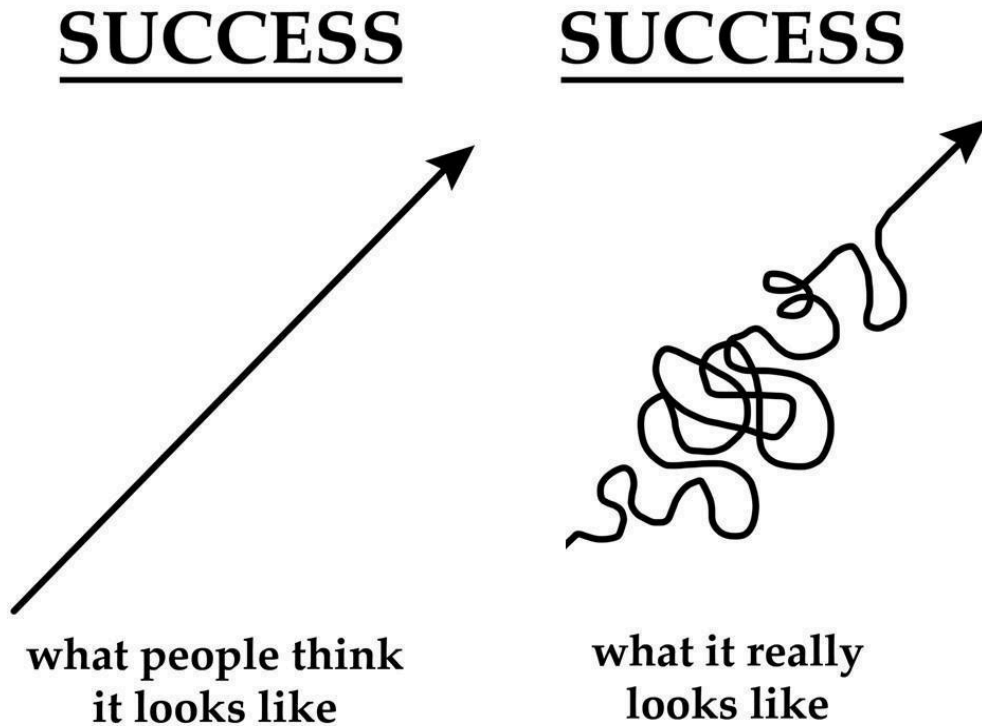
Choose your field:

Now search online :

- What education is required for entry into your field?
- What are some free online resources to study for your career?
- What skills and qualities are important for success in your field?
- What types of jobs exist within this field?

Lesson 111: Listening to others

A. Success



B. Topics for discussion

1. Is social media good or bad for society?
2. Can money buy happiness?
3. Hard work is the key to success.

C: Read this Interview :

Now you have spent nearly 30 years in Hindi movies, what do you think are the moments that shaped your career?

Honestly, Darr and Bazigar. After these intense films, I just decided to do very simple, family stories. Something which I refused when I was 26. I did my first family love story when I was 30. That was DDLJ. I think it was a huge defining moment. Another moment came when I turned producer with Phir Bhi Dil Hai Hindustani, which flopped miserably. I was very **disheartened (sad or disappointed)** for three days. Then it made me very strong. Sometimes you need to fall down to know your mistakes so that you are ready to fight again. **If you give**

up after failure, you will miss many beautiful things life has planned for you. So I got up

Does Real stardom take about 10 years to achieve?

Let me **elaborate (give more details)** with a small incident. I had gone to meet a friend in south Delhi. He wasn't there. I wrote a small note saying, I came, and gave it to the watchman. He looked at me and said, have you written your name on it? I looked at him and said, yes. Then he said, "Have you written the address?" I said, ji. He said, also write what it is that you do. And I stood there and thought there is still one man, a security guard in a posh Delhi locality, who does not know me. So I still have to work. It's been 20 years but there's still one man in this country who doesn't know me. So I need to work harder. If you want to create an impact, you must work harder than yesterday.

What are you most terrified (afraid) to be remembered as?

A **mediocre (ordinary)** actor. I'm scared that after so many years if people say, "Shah Rukh was okay. He was sweet; not too bad nor too good." I'd be quite disappointed if people remembered me for these. I want to be remembered as someone who tried his best. I want to be remembered as someone who was honest with his work.

What keeps you going when things are challenging?

The belief and hope that one more try and the problem can be **rectified (to correct something)**. **If you keep hitting your head against a door, one day the door will fall down.** I have the energy to get up and try again. So I keep trying. I always give it one more shot, one more attempt. I've done the most difficult of things only because I put my mind to it and I want to succeed.

You have 20 seconds to advertise anything you want. Go.

I would advertise 'focus' to a lot of people who don't know what it means. I'd tell them to concentrate, think hard, be clear headed for a moment. Focus on what they are supposed to do- work, learn, sleep, whatever. **Focus is the essence of life.**

Adapted: Times of India- Interview with Shahrukh khan.

Group 1 to discuss Question 1, Group 2 to discuss Question 2 and Group 3 to discuss Question 3.

1- What does Shah Rukh Khan say about focus? Do you think this advice is valuable? Why?

2- If you keep hitting your head against a door, one day the door will fall down. What does this mean to you? Discuss examples from your life.

3- If you give up after failure, you will miss many beautiful things life has planned for you. So I got up. What does it mean to you?

Lesson 113

Making a Difference Through Action

"We but mirror the world. All the tendencies present in the outer world are to be found in the world of our body. If we could change ourselves, the tendencies in the world would also change. As a man changes his own nature, so does the attitude of the world change towards him. This is the divine mystery supreme. A wonderful thing it is and the source of our happiness. We need not wait to see what others do."

~ Mahatma Gandhi

Discuss:

- What do you think the quote means?
- Do you believe that changing our own habits could have an effect on the world or community around us?

A. Discuss the questions under the topic assigned to your group *after* watching the video.

Keeping Your Community Clean:

1. Have you ever thrown waste on the ground? Where do you think you learned to do this?
2. What if people saw you throw waste in the trash bin instead or clean up trash off the ground? What if they saw you cleaning trash off the street in front of your home? How might this affect them?
3. Describe how your village might be different if people did not throw trash on the ground. How would it feel?

Honking:

1. In what situations is honking helpful and necessary? In what situations is honking unnecessary?
2. What are some negative effects of frequent horn honking for...
 - ...the drivers?
 - ...the people living nearby?
 - ...the animals living nearby?
3. Describe how your village might be different without honking. How would it feel?

Queueing:

1. What are some negative effects of crowding, pushing, or cutting to get served before others?
2. If you started waiting your turn in a queue, how do you think others would respond?
3. Describe how your village might be different if people stood in a queue and took turns based on who arrived first? How would it feel?

Lesson 115

Jeopardy

Some people spend a lot of money on their wedding ceremonies. However, others feel like it is unnecessary to spend a lot. Let's discuss both view points.

Some people prefer to have a lavish wedding and they do not mind spending a lot of money on it. Others say that such celebrations are a waste of money.

An expensive wedding has many benefits. For example, it creates memories that the couple can remember for their life. It is also an opportunity for young people to celebrate their happiness with their friends and family. Consequently, many people spend too much money on this occasion to make it memorable and to show off their wealth and status. Moreover, such occasions give family members and friends an opportunity to get together.

On the flip side, a big wedding can also waste a lot more money. Couples can achieve better things in their life with this money. For example, they can invest it for their child's education. There are some people who take loans to celebrate their marriage **lavishly**. They have to repay the debt for years to come and that takes away all the joy in their life.

Another disadvantage of lavish weddings is that they spur competition. When someone holds an **extravagant** wedding celebration for themselves or their children, their friends and neighbors feel compelled to do so. This mentality eventually leads to a lot of problems in society.

To conclude, although many people believe that spending a lot of money for marriages would bring happiness and contentment, I personally think that saving this money for use in the future is a much better idea.

Answer these Multiple Choice Questions: Write the answers in your notepads

- 1. What is one benefit of having a lavish wedding, according to the passage?** a) It allows couples to save money for the future. b) It creates memories that last a lifetime. c) It discourages family and friends from attending. d) It promotes financial responsibility.
- 2. What potential drawback of lavish weddings is mentioned in the passage?** a) They often result in financial debt. b) They foster a sense of community and togetherness. c) They encourage responsible spending habits. d) They have no impact on societal norms.
- 3. How does the passage suggest couples could use the money spent on lavish weddings more wisely?** a) By investing it for their child's education. b) By hosting extravagant parties. c) By purchasing expensive gifts for guests. d) By planning luxurious vacations.
- 4. What negative consequence of lavish weddings is highlighted in the passage?** a) They promote financial stability. b) They discourage competition among friends and neighbors. c) They contribute to a cycle of overspending. d) They encourage prudent financial planning.
- 5. What is the author's viewpoint regarding spending a lot of money on weddings?** a) The author believes it is necessary for happiness. b) The author believes it is unnecessary and advocates for saving the money. c) The author believes it is solely a personal choice. d) The author believes it has no impact on future financial goals.

Lesson 116

Amenities in Communities.

A. Write your own answers in your notepad. Then, find a partner and ask the questions to them.

Question	My answer	My partner's answer
<p>What do you like most about your community?</p> <p>What is one thing you want to change about your community?</p> <p>What is one thing you can do to help your community?</p>	<p>I like...</p> <p>I want</p> <p>I can</p>	<p><u>Please don't write here. Use your notepads</u></p>

B: Read these paragraphs. Can you find the mistakes?

Paragraph 1: Pi live in citi call new york. my best frend name is sarah. we go too the park every sunday. sarah has dog name max. he is very friendli. i like to listen musik and go to concert. do you have pet? what you like to do in your free time

Paragraph 2: i have an job interview next week at big company. i hope i do good. i always wanted work in that place. my friend name is tom. he works as teachr at local school. we like to go to coffe shop together and talk about life. do you have any advices for my interview?

Lesson 117

Individual Plan

Part A:

Vocabulary:

Write down the following words in your notebook, and beside the words, write down the meaning, as you understand it.

Systematic

Process

Resources

Part B:

Step 1: What do I want to learn?

Write down three ideas in your notebook. For example, you may want to learn a new skill, or learn about a career path, or prepare to pass an exam.

Try to be detailed. What skill would you like to learn? For example, you may want to learn how to speak a language, how to run a small business, how to prepare a food, how to code, how to find a job, how to analyze data, or how to design a website.

Or you may want to learn about a specific career path, for example, becoming a teacher, or a sales person, or a musician.

Your ideas may include learning how to pass a particular exam, or qualify for a certain program.

Part C:

Step 2: Why do I want to learn this?

Knowing why you want to do something is as important to knowing what you want to do. The ‘why’ will give you strength to to learn when it is difficult or you are tired.

Beside each of the three topics you have written in your notebook, write down why you want to learn about that topic. For example:

“I want to learn carpentry because I enjoy wood-working and so that I can build and sell furniture and earn some extra income.”

Other reasons may include:

- I am curious about this topic.
- It will help me find a job.
- I need to learn this for an exam.
- I want to understand new ideas and concepts.

Part D:

Step 3: Break your learning goal into smaller pieces

Choose one of the three learning topics you have written down in your notebook. On a new page, write down the learning topic at the top of the page, and write down your goal underneath it. For example:

Topic: Carpentry

Goal: To be able to build and sell furniture and earn some extra income.

Next, answer the following questions in your notebook:

1. What do I already know about this topic?
2. What don't I know? What do I need to learn? What questions do I have about it?

For example, you may write:

1. I know:
 - How to carve small wooden objects using basic woodworking tools.
 - How to identify high quality and beautiful wooden furniture by looking photos or examining it.
 - How to build rough tables and stools.
2. I don't know:
 - How to identify different types of wood, and where to buy them for a good price.
 - What kinds of tools and glue I need for furniture and where to get affordable tools.
 - Where to learn the skills for building furniture.
 - Where to find good designs.
 - What kinds of designs people want to buy, and how much they would pay.
 - How to sell the furniture I make.
 - How to transport the furniture I make.

You can use this list to break your learning goal into smaller pieces. Write a list of smaller and more achievable goals that you can reach over the coming months or years.

For example, you may write:

Learning goals:

1. Gain a basic knowledge of different types of wood and basic materials.
2. Make a list of materials I need and find out where to get them for an affordable price.
3. Identify practical and beautiful wood furniture designs and create a file of them.
4. Learn to build simple pieces like tables or benches.
5. Learn to build more difficult pieces like chairs or dressers.
6. Learn to do effective marketing for furniture.
7. Learn how to cheaply transport and deliver furniture.

Part E

Step 4: Making a plan

To achieve any important goal, you need to spend time and energy on it. Look at the learning goal you have identified. How much time are you will to spend on it? Each day? Each week? Each month? Write your answer down in your notebook.

Next, you can start to make a plan. Now that you have a list of smaller goals, decide how much time you will take to reach each goal. Don't make the mistake of filling all your time - remember to account for time you need to spend eating, resting or helping your family.

Write your plan in your notebook. For example:

I plan to spend 3 evenings per week (Mondays, Wednesdays and Fridays from 6-9pm) and one whole Sunday (8am-6pm) learning and practicing carpentry.

My plan:

	Learning goal	Duration	Time	Location
1	Learn about wood and basic materials	1 week	March 1-7	At home, using my mobile phone.
2	Make a list of materials I need and find out where to get them for an affordable price.	1 week	March 8-15	At home, using my mobile phone.

3	Identify practical and beautiful wood furniture designs and create a file of them.	2 weeks	March 15-31	Computer at FEA branch
4	Learn to build simple pieces like tables or benches.	1 month	April 1-30	Uncle's workshop, and at home, using my mobile phone.
5	Learn to build more difficult pieces like chairs or dressers.	2 months	May 1 - June 30	Uncle's workshop, and at home, using my mobile phone.
6	Learn to do effective marketing for furniture.	2 weeks	July 1-15	Computer at FEA branch
7	Learn how to cheaply transport and deliver furniture.	2 weeks	July 16-31	At home, using my mobile phone.

By August, I plan to begin producing and selling furniture pieces for a small profit.

Make your own plan and write it in your notebook.

After you have made your plan, check it and answer the following questions with a partner:

- Is your plan is detailed enough to be useful?
- Is your plan flexible enough to allow for eat, sleep, rest and emergencies?
- Did you allow enough time to achieve each learning goal?
- Did you consider other schedule issues that may impact your plans? Such as school exams, weddings, holidays, or work responsibilities?
- Did you set a suitable location for your learning?

Part F

Step 5: Finding learning resources

While you may sometimes feel alone on your learning journey, the world is filled with resources that can help you on your way. These include free resources, and resources you need to pay for. Here are some examples:

Free resources:

- YouTube
- Podcasts
- Written newspaper or magazine articles
- Written online articles
- Mentors
- Peers
- FEA facilitators
- Events

Paid resources:

- Books
- Training courses
- Coaches / tutors/ teachers
- Paid events, conferences/seminars

1. Discuss with your class: what are the advantages and disadvantages of each type of resource?

Your discussion may have shown that one disadvantage of some resources, especially free internet resources, is accuracy. This means you need to do more work to verify all the information you find. Outdated or incorrect information is unfortunately very common.

2. Now, in your notebook, write down the resources you will use to fulfill your learning goals.

One question you will face is how to keep track of what you are learning. Discuss some ideas with a partner and answer the following question in your notebook:

3. How will you keep track of what you are learning? Will you save documents and resources in a file? In a special notebook?

Part G

Step 6: Tracking your progress

The most important part of a plan is carrying out a plan. How can you make sure they carry out a plan?

First, you need to check your progress. Just like teachers in school give you feedback through exams or reports every few weeks or months, you can check your own progress to make sure you are progressing in your own learning goals. The way to do this is to set check points—special times when you will check your progress and reflect. At these points, you can ask yourself how well you are learning? What worked well so far? What did not work well? What are your biggest challenges? How can you solve them? You can even give yourself a little feedback report in your notebook.

1. As part of your plan, write down in your notebook when you will check your progress. Will it be every week? Every month? At certain points in your plan?

You can also set a small reward for yourself when you accomplish something from your self-directed learning plan. This could be something delicious, a walk outside, or a small celebration with friends or family. Take a moment to include some rewards into your plan to give you a sense of accomplishment and motivate you.

Many people make a strict plan with enthusiasm, stick to it for a while, and then throw it away and lose hope. It is normal for our plans to no longer fit us after a while. Remember that to stick to a plan, you need to be able to adjust it. Life and situations change. Every so often, you need to review your plan and adjust it. The important thing is not to throw your plan away.

H- Practice Time

1. There is _____ interesting book on _____ shelf. (use a, an or the)
2. There is _____ beautiful park near _____ river. (use a, an or the)
3. I want to buy a new phone _____ a laptop for my birthday. (use 'and', 'but' 'or')
4. I need to finish my homework _____ go to bed early tonight. (use 'and', 'but' 'or')
5. Jane is not feeling well, _____ she still went to work. (use 'and', 'but' 'or')
6. I live in _____ apartment on _____ fifth floor (use a, an or the)
7. Alok is sitting _____ Sameer and Prem (use the correct preposition)
8. The keys are _____ the drawer (use the correct preposition)
9. She sat _____ the chair (use the correct preposition)
10. The teacher stood _____ of the class to explain the lesson. (use the correct preposition)

Lesson 119:

Creative Solutions to Daily Life Problems

A. **Creative Brainstorming** - Anything goes! Write down as many possible solutions as you can think of with your group. *Solutions could be a business, a product, a volunteer effort, a public awareness campaign, or anything else you can think of.*

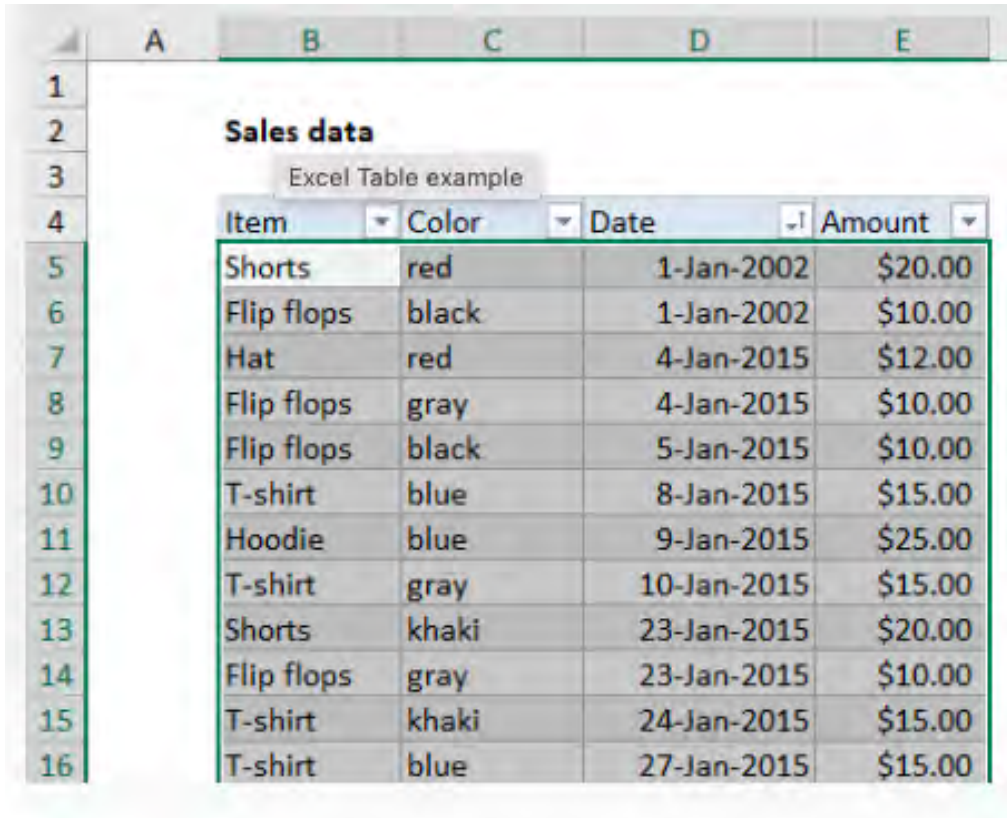
<u>Creative Brainstorming “Rules”</u>
<ol style="list-style-type: none">1. Accept all ideas - no criticizing.2. Write as many ideas as you can.3. Build off each other’s ideas. It’s okay if your idea is similar to someone else’s.4. Welcome silly ideas, too!

Ideas: Keep track of your growth! After taking the Typing Masters test, record your results in the grid. Please write in your notepads.

Lesson 120A

Reflection

A: Work independently and create a table on excel.



The screenshot shows an Excel spreadsheet with a table titled "Sales data". The table has four columns: Item, Color, Date, and Amount. The data is as follows:

Item	Color	Date	Amount
Shorts	red	1-Jan-2002	\$20.00
Flip flops	black	1-Jan-2002	\$10.00
Hat	red	4-Jan-2015	\$12.00
Flip flops	gray	4-Jan-2015	\$10.00
Flip flops	black	5-Jan-2015	\$10.00
T-shirt	blue	8-Jan-2015	\$15.00
Hoodie	blue	9-Jan-2015	\$25.00
T-shirt	gray	10-Jan-2015	\$15.00
Shorts	khaki	23-Jan-2015	\$20.00
Flip flops	gray	23-Jan-2015	\$10.00
T-shirt	khaki	24-Jan-2015	\$15.00
T-shirt	blue	27-Jan-2015	\$15.00

B: Write an email to a travel agent asking for details for a 2 day trip to Manali.

Lesson 120B

Adaptability

A. Read the scenarios below and **discuss** how they could be adaptable.

Scenario 1: You have been working for a textile company, but you broke your arm in a car accident and cannot perform your usual job for 6 weeks.

How can you adapt to the new situation?

Scenario 2: You saved up money for months to take a computer class so you could apply for a tech job, but when you arrive you find that the price of the class has doubled.

How can you adapt to the new situation?

Lesson 121 A

D.E.A.R

Read this passage and answer the questions

Once upon a time, a daughter complained to her mother about how tough her life felt. She said it seemed like she was always facing problems and didn't know how to handle them.

Her mother, who was a chef, decided to show her something in the kitchen. She boiled water in three pots and put potatoes in one, eggs in another, and ground coffee beans in the third. The daughter was confused but watched as her mother let them cook.

After some time, the mother took out the potatoes, eggs, and coffee and asked her daughter to see what had happened to them. The potatoes had turned soft, the eggs had become hard, and the coffee had made the water delicious.

Her mother explained had the same problem- boiling water. Each item represented how people react to tough times. The potato was strong before the problem but became weak in boiling water. The egg was weak, but the heat made it strong inside. The coffee beans, however, changed the water into something better.

The mother asked her daughter to think about which one she was like. Did she become weak like the potato, strong like the egg, or did she make the best of hard situations like the coffee bean? The story helped the daughter understand that tough times could change people, but it was up to her how she wanted to react to them. She decided she wanted to be like the coffee bean, turning challenges into something positive.

Here are some multiple-choice questions (MCQs) based on the story:

1. What did the mother decide to show her daughter in the kitchen? a) How to cook a meal b) How different ingredients react to boiling water c) How to bake a cake d) How to make coffee
2. What did the mother put in each pot of boiling water? a) Potatoes, eggs, and carrots b) Potatoes, eggs, and ground coffee beans c) Rice, eggs, and tea leaves d) Apples, oranges, and bananas
3. What happened to the potatoes after boiling? a) They became hard b) They turned soft c) They remained unchanged d) They became crispy
4. How did the eggs react to the boiling water? a) They became soft b) They remained unchanged c) They became hard d) They dissolved
5. What did the coffee beans do to the boiling water? a) They made the water bitter b) They made the water sweet c) They changed the water into something delicious d) They had no effect on the water
6. What did the mother want her daughter to think about regarding the different ingredients? a) How they tasted after boiling b) Which one she liked the most c) How they reacted to tough times d) How they were grown
7. Which ingredient did the daughter decide she wanted to be like? a) The potato b) The egg c) The coffee beans d) None of the above

Lesson 121 B

Much, many, some, any – quantifiers

A: Usage of each quantifier:

- **"Much" and "many"** are used with uncountable and countable nouns respectively.
- "Little" and "few" are used to indicate a small amount, with "little" used with uncountable nouns and "few" with countable nouns.
- **Some:** We use "some" when we're talking about things we have or want in a positive way. It means there is a bit of something, but not necessarily a lot.
Example: "I have some cookies in my lunchbox."
- **Any:** We use "any" when we're asking questions or talking about things we don't have, or when we're not sure if there's something. Example: "Do you have any pencils?" This means I'm not sure if you have pencils, so I'm asking if there are any.

So, remember:

- We use "some" when we're talking about things we have or want in a positive way.
- We use "any" when we're asking questions or talking about things we don't have, or when we're not sure if there's something.

B: Fill in the blanks with the appropriate quantifier (much, many, little, few, some, any).

1. There aren't ____ apples left in the basket.
2. How ____ books do you have on your bookshelf?
3. Can you bring ____ water to the table, please?
4. Do you have ____ plans for the weekend?
5. There's too ____ noise in this room.
6. I have ____ friends who live abroad.
7. He doesn't have ____ patience to wait in line.
8. Have you bought ____ gifts for your friends yet?

C: Practice any of these exercises in pairs:

<https://test-english.com/grammar-points/a2/much-many-little-few-some-any/>

or

https://elt.oup.com/student/solutions/preint/grammar/grammar_03_012e?cc=global&selLanguage=en

Lesson 122

Success Summits

Part A: Create a table on google docs with the following information:

Unit Test Mark Sheet

Name	Roll Number	Subject	Marks
Alok Singh	101	English	65/100
Priya Sharma	102	Mathematics	71/100
Neha Kumari	103	Physics	83/100
Rajesh Kumar	104	Chemistry	52/100

Lesson 123

Navigate

A. Look at the map below. Choose a starting point and an end point on the map.

Tell your partner the starting point but not the end point.

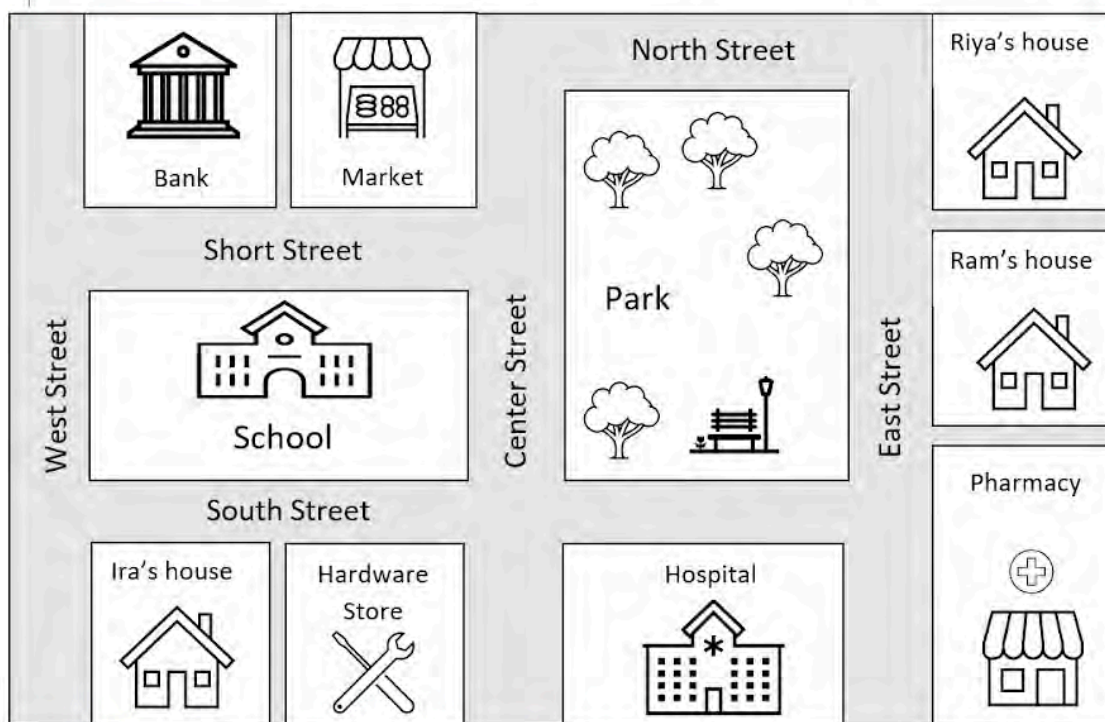
Give directions for how they could get to the end point.

Example: Starting point - Bank End point - Riya's house

- Go down Short Street toward the park.
- Turn left on Center Street.
- Turn right on North Street and continue straight to Riya's house.



“Please tell me where to go.”



Word Order

Part A: Word Order

Subject: The subject is the person, place, thing, that is doing the action in a sentence. It's who or what the sentence is about. For example:

- In the sentence "Sameer eats apples," "Sameer" is the subject because he is the one doing the action of eating.

Verb: The verb is the action word in a sentence. It tells us what the subject is doing. For example:

- In the sentence "Sameer eats apples," "eats" is the verb because it shows the action of Sameer eating.

Object: The object is the person, place, thing, that is affected by the action of the verb. It's what or whom the action is done to. For example:

- In the sentence "Sameer eats apples," "apples" is the object because it's what Sameer is eating.


Part B:



















1	take / photos / they / every Monday	<input type="text"/>
2	goes / every day / she / to school	<input type="text"/>
3	football / Eric / after school / plays	<input type="text"/>
4	is making / he / at the moment / breakfast	<input type="text"/>
5	to the club / the girls / go / on Saturdays	<input type="text"/>
6	o'clock / school / at / 8 / starts	<input type="text"/>
7	Tuesday / the boys / their bikes / ride / every	<input type="text"/>
8	I / home / going / am / now	<input type="text"/>
9	Simon / on Fridays / the dishes / washes	<input type="text"/>
10	are / questions / we / answering / the / now	<input type="text"/>

Lesson 126

Revision

A. Poster Discussion


FREEDOM EMPLOYABILITY ACADEMY
Building ethical, productive mindsets
and core employability skills

SUCCESSFUL PEOPLE	UNSUCCESSFUL PEOPLE
Read every day 	Watch TV every day 
Compliment 	Criticize 
Embrace Change 	Fear change 
Forgive others 	Hold grudge 
Talk about ideas 	Talk about people 
Continuously learn 	Think they know it all 
Accept responsibility for their failures 	Blame other for their failures 
Have a sense of gratitude 	Have a sense of entitlement 
Set goals and develop life plans 	Never set goals 

Lesson 127

Your Voice is your Power

A. Choose the images:



Lesson 128

Are you Smart with your Money?

A. Look at Kumar's current income and debit below.

Discuss:

- Is Kumar saving money or losing money?
- How could he save more money? Write at least **3 actions** he could take.

Please don't write here. Use your notepads

Kumar's Income and Debit:	Current Income	Current Debit
Mechanic Work	5000 R .	
Food for Family		1500 R.
Clothes, Shoes		500 R.
Tuition for Daughter		880 R.
Cell Phone Data		220 R.
Holiday Celebration		1900 R.
Doctor's Visit		250 R.
New Wrist Watch		350 R.

Lesson 129

Introduction to Entrepreneurship

A.

Entrepreneurship	Entrepreneur
Entrepreneurship is the process of starting or maintaining a business, often involving big risks and benefits.	An entrepreneur is a person who sets up a business to make a profit.

B. Let's read a true story now!

Dreams to Reality - Surya Varshan

Once upon a time, in a small town in South India, there was a young boy named Surya Varshan. He had big dreams and a strong determination. Surya didn't just dream of traditional careers like being a doctor or engineer; he wanted to start his own business.

At the age of 18, Surya began his journey with only Rs 200 saved from his pocket money. He decided to create something special - a magical bath soap made with love and special ingredients to help people's skin.

He made a list of people who were close to him and thought they would support his dream. He contacted them, hoping they would buy his products. But sadly, they did not seem very excited and did not support him. Surya was disappointed, but he didn't let that stop him.

He thought of doctors who might understand the benefits of his products. He reached out to them, and finally, a kind doctor gave his soap a chance. The doctor's parents found relief using Surya's special creation, and she wanted more. This was a turning point that filled Surya with hope and confidence. Surya worked hard, all alone, day and night. He even traveled long distances to study in college, but he didn't stop chasing his dream.

Surya worked hard, learning about online advertising and digital marketing to promote his business. With every challenge, he grew stronger. He saved his earnings to expand his business, and today, his brand, Naked Nature, is a big success. He turned his dream into reality through hard work, learning from failures, and never giving up.

Here are some multiple-choice questions (MCQs) based on the story:

1. What was Surya Varshan's dream? A) To become a doctor B) To start his own business C) To travel the world D) To become an engineer
2. How much money did Surya Varshan start his business with? A) Rs 100 B) Rs 500 C) Rs 200 D) Rs 1000
3. What was Surya Varshan's first product? A) Magical shampoo B) Magical bath soap C) Magical face cream D) Magical hair oil
4. Who did Surya Varshan initially reach out to for support? A) Doctors B) Friends and family C) Teachers D) Celebrities
5. What was the turning point in Surya Varshan's journey? A) When his friends bought his products B) When he started studying in college C) When a doctor gave his soap a chance D) When he traveled long distances
6. What did Surya Varshan learn about to promote his business? A) Traditional marketing methods B) Digital marketing and online advertising C) Sales techniques D) Product development strategies
7. What is the name of Surya Varshan's successful brand? A) Shiny Skin B) Sparkling Suds C) Naked Nature D) Pure Essence

Lesson 130

Kaun Banega Udyami?

A. Identify which entrepreneurial skills and qualities have been used in the scenarios below -

Scenario 1

Simran was a young entrepreneur. She started a home-cooked tiffin service and was very excited about it. But she faced a big problem - not many people were ordering food from her, even though her food was very tasty. Instead of giving up, Simran decided to fix this problem. First, she asked people about what kind of food they liked. Then, she changed her menu to include different types of food that more people would enjoy. Simran also started a special program where customers could get discounts if they brought in new customers. Because of her hard work and smart ideas, Simran's tiffin service became very successful!

Scenario 2

Ali was a friendly personal trainer. He saw that his client was having a hard time staying motivated to exercise. So, Ali decided to help his client. He talked to his client about his goals and problems. Ali listened carefully and said nice things to encourage his client. He also made the workouts fun and challenging. Because of Ali's help, his client felt motivated and worked hard to reach their fitness goal. This shows that a little encouragement can make a big difference.

Scenario 3

Ruhi was a smart and creative young girl from a small town in India. She wanted to help her mother sell the beautiful homemade Diwali diyas they made. Ruhi made colorful signs and put them up around the town to tell people about their special diyas. She also made a simple and interesting video showing how they made the diyas and shared it on social media. People liked the video, and soon they started ordering diyas. Ruhi's clever marketing and love for her mother's work not only sold more diyas but also made their Diwali happy and successful.

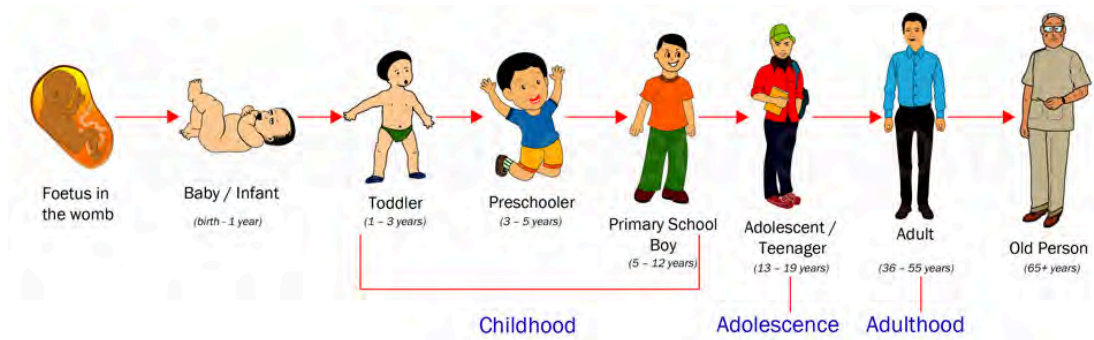
Answers to the D.E.A.R Activity in Lesson 129

- B) To start his own business
- C) Rs 200
- B) Magical bath soap
- A) Doctors
- C) When a doctor gave his soap a chance
- B) Digital marketing and online advertising
- C) Naked Nature

Lesson 131

Types of Enterprises

A. Human Life Cycle

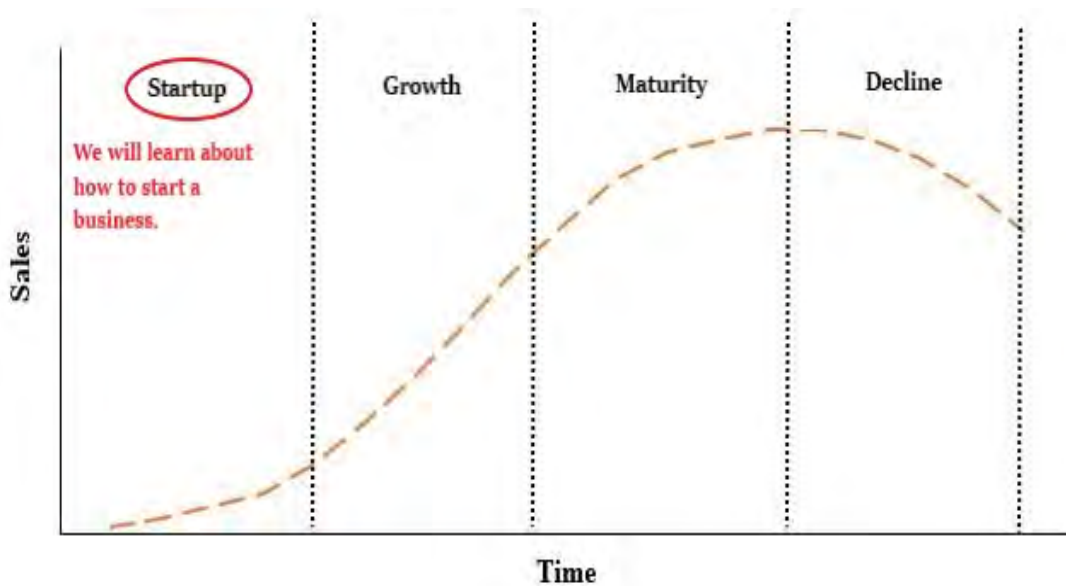


The human life cycle is how people are born, grow up, become adults, and get older over time. Each stage in life has different needs and wants.

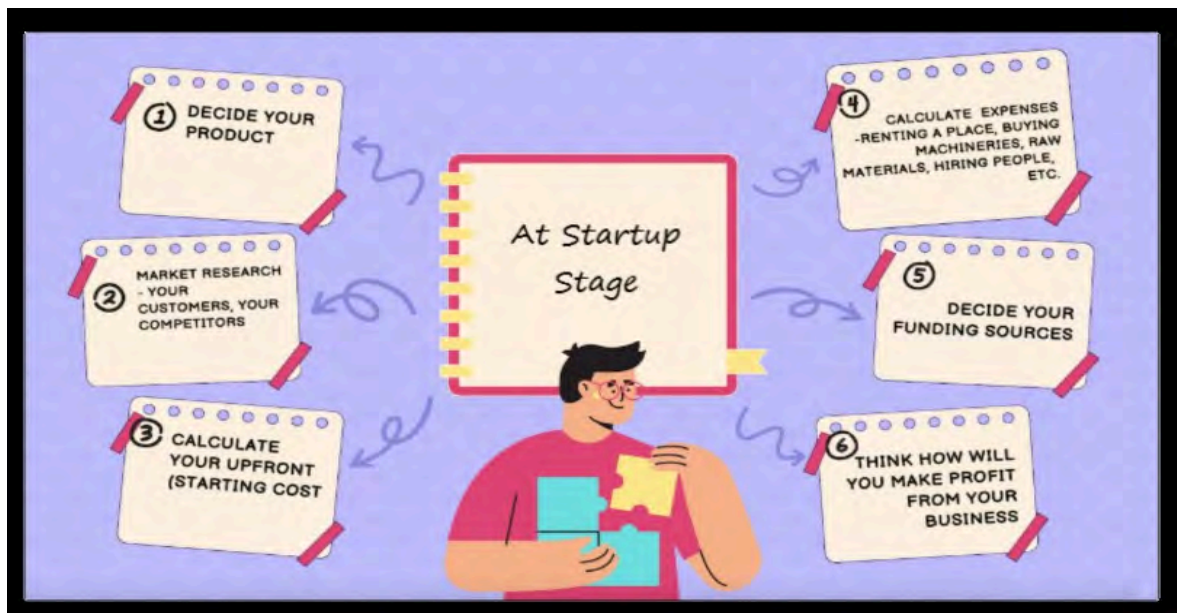
B. Can you name some 'Needs' and 'Wants' at different stages of life?

C. Enterprise Life Cycle

The enterprise life cycle is like the story of a business. First, it starts with an idea and becomes a small company (introduction/startup). Then, it grows bigger and more people know about it (growth). After that, it becomes really successful and well-known (maturity). Finally, it might slow down or stop as new things come along (decline). Just like a human life cycle, a business also goes through these stages.



D. Before starting a business you need to consider these:



Lesson 134A

Wh Family

A. Read the questions and find the answers.

- | | |
|---------------------------|--------------------------------|
| 1. How are you? | a. She is my sister. |
| 2. What do you do? | b. It is difficult. |
| 3. Where is your school? | c. It is a book. |
| 4. What are you studying? | d. I am fine, thanks. |
| 5. How is the class? | e. I bought it yesterday. |
| 6. Who is that woman? | f. Yes, it is new. |
| 7. Is she a nurse? | g. No, she is a doctor. |
| 8. What is that? | h. My university is in Mumbai. |
| 9. Is it new? | i. I am a student. |
| 10. When did you buy it? | j. I am studying business. |

B. Find the question word from the box. Each word is used only once.

Who	What	When	Where	Why	How
-----	------	------	-------	-----	-----

- _____ is your favorite movie?
- _____ did you first see that movie?
- _____ is your best friend?
- _____ did you meet your friend?
- _____ is your favorite place to go on weekends?
- _____ do you like that place?

C. Ask your partner the questions from Activity B. Use the sentence frames below for your answers.

My favorite movie is...

I first saw it...

My best friend is...

We met...

My favorite place to go on weekends is...

I like that place because...

Lesson 134B

Social Etiquette

A. Read and discuss these four techniques for making a positive first impression:

1. Eye Contact - People speak with their eyes as well as their voices. Maintain eye contact to show interest.
2. Facial expressions - Don't forget to give a genuine smile.
3. Energy in your voice - Remember to show interest. Make sure you speak loudly enough for the other person to hear you and, of course, get rid of the "Ums" and "Uhs!"
4. Polite greeting – "Good Afternoon, Hello, Great to see you"

Lesson 135

Excellence

A: Discussion

Which of the following statements do you agree with more? Discuss with a partner and share your conclusions.

1. People often do their work well when someone in charge checks on them. If they do a good job, they might get a reward, but if they don't do well, they might get into trouble.
2. When people want to do their best, it's because they feel that way inside. This feeling helps them work hard and do their job well.

B: Discussion

We can be motivated by more than one thing. But some motivations are stronger and more important, while others are less important. Do you agree with the statement? Why?

B.1: Rank the following motivations in order of importance to you (there are no "right" or "wrong" answers as everyone is different):- Please use your notepads.

- The approval of superiors.
- Receiving a salary.
- Desire to be a good teammate and colleague.
- Getting a promotion.
- Providing for my family.
- Satisfaction of doing a good job.

- Contributing my talents to society.
- Striving for excellence in whatever I do.

Which of the above motivations most inspires you to reach for excellence?

C: Discuss the following questions in your group. Each group will answer the questions for one of the listed jobs. After discussion, each group will share their takeaways with the class.

doctor, teacher, construction worker, tailor, lawyer, shop manager, a government official

Describe how this worker will do his or her job when they are trying not to get fired.

Now describe how they would do their job if they go for excellence.

Lesson 140B

Dealing with Criticism & Rejection 1

A. Read and discuss the strategies for dealing with criticism and rejection.

1. Remain calm. Don't be tempted to criticize back or behave rudely.
2. Allow yourself to feel all the emotions you feel. Take time to cool off. You could be alone for some time if that helps.
3. Reflect on the facts that led to criticism and rejection. Learn from your experience and mistakes and eventually try to improve.
4. Surround yourself with supportive people.
5. Do not lose your self-esteem, stay confident and persevere.

Lesson 141

Replacing Coaching

Today during digital learning time, I will work on -

I will start by:

Lesson 142A

Forms & Applications 1

A. Read and discuss the scenarios with a partner.

1- Rani is filling out an application for a passport. She does not read the instructions and fills it out with a pencil. However, the instructions require that the application is filled out in black pen. What do you think will happen?

2- Vinay fills out a form to apply for a bank account. When it asks for income, he is not sure whether to write his personal income or his family income. What should he do?

B. What is the purpose of the forms below?

1.

Employee Leave Request Form Sample.pdf | Adobe Acrobat Reader DC (32-bit)

File Edit View Sign Window Help

Home Tools Laura - Upwork Cer... Employee Leave Re... 100%

Sick - Self Sick - Family Sick - Dr. Appointment

Worker's Comp Family and Medical For _____

Leave of Absence Funeral - Relationship: _____

Other _____

LEAVE REQUESTED

From _____ Time _____ a.m/p.m Total Number of Hours Requested _____

To _____ Time _____ a.m/p.m Total Number of Days Requested _____

Other _____

Employee Signature _____ Date _____

SUPERVISOR USE ONLY

Search Fill Form

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Adobe Export PDF

Convert PDF Files to Word or Excel Online

Select PDF File

Employee_Sample.pdf

Convert to

Microsoft Word (*.docx)

Document Language: English (U.S.) Change

Convert, edit and e-sign PDF forms & agreements

Free 7-Day Trial

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8:33 AM 8/24/2022

2.

AutoSave | iBrag Form (2) - Compatibility Mode | Search/Alt+G | Laura Roffa

File Home Insert Draw Design Layout References Mailings Review View Help

Times New Roman 11 A A A

ONLINE SBI REGISTRATION FORM

To: The Branch Manager
ABCD Bank

I wish to register as a user of ABCD's Internet Banking Service.

Name of Customer (25 Characters):

Mobile Number: +91 _____

E-Mail: _____

Date of Birth: DD MM YYYY

My Account Numbers	Single/Joint* Accounts	(Branch Use) Transaction Rights (Y/N)	(Branch Use) ** Limited Rights (Y/N)

Page 1 of 1 131 words Text Predictions: Off Accessibility: Unavailable

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3.

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2021060441.pdf 1 / 2 100%

	School Code:	
	U-DISE Code:	
	Status:	Government
	School Admission Number:	
	Admission Date:	/ /
Session:		
Type of Admission:	New / Re-admission/ Transition	
If re-Admission, Old Admission No:		
Unique SRN (Student Registration Number) generated by MIS:		
Enrollment No if allotted by Board:		
<p># Please read the following instructions carefully before filling Admission Form.</p> <ol style="list-style-type: none"> 1. Use CAPITAL letters only. 2. Tick (e.g. <input type="checkbox"/>) wherever applicable and strike-off (e.g. Male / Female) whichever not applicable. 3. Fields marked with * are mandatory. 		
Students/Parents shall fill in the form from section '1. Student Information' onwards		
1. Student Information		
Class of Admission:	Stream/(for 11 th /12 th): Arts/Commerce/Science	
Name* (as on Aadhaar):	Mr/Miss/Mrs	
Date of Birth*:	/ /	Gender* Male/Female
Aadhaar No:		
EID No (if Aadhaar is not available):		
Place of Birth	Country*:	State*:
District*:	Tehsil*:	City/Village*:
Email ID:	Mobile No:	
Nationality*:	Domicile of Haryana*?	Yes/No
2. Parent/Guardian Information		
Father's Name (as on Aadhaar)*:		
Father's Aadhaar No:	Mobile No*:	
Father's Occupation*:	Agriculture (Farmer)/ Laborer/ Self Employed/ Private Job/ Haryana State Govt. Employee/ Other State	

Please paste passport size (35 mm (w) x 44 mm (h)) colored photograph with white background here.
Photo should not exceed borders.
Do NOT staple.

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Lesson 142B

Turning Challenges into Growth

A. Prepare a role play for one of the scenarios below.

1. You spend a long time cooking your favorite dish for a company dinner. One of your colleagues brings the same dish to the dinner, and nearly everyone chooses to eat her dish instead. They all say that hers is one of the best dishes they have ever tried while yours is mostly untouched. How would you feel? How could you deal with it?
2. Your classmate has organized a birthday party. You invited him for your birthday and are looking forward to attending his party. He doesn't invite you. You start assuming that the reason could be that your classmate thinks that you would be a misfit at his party. How would you feel? How could you deal with this?
3. You and your best friend get into a fight, and he/she shouts that you are bossy and always have to do things your way. The next day, you see your best friend with a new friend, and he/she seems to be ignoring you. How would you feel? How could you deal with this?
4. You apply for a job that you have been working hard for over the past year. Once the result is out, you find out that you aren't selected for this job. How would you feel? How could you deal with this?
5. There is a meeting scheduled at your workplace. You share an idea for a project, but your boss says that your idea would be too difficult to implement and dismisses it. How would you feel? How could you handle this?
6. In class, while you are looking out the window, your teacher scolds you in front of everyone for not paying attention during class. He or she says that is the reason your grades are poor. How would you feel? How could you handle this?

Lesson 143

Inner Strength

1. Part A- Reflection

What does inner strength look like?

Think of a person you admire.

1. Did this person face challenges in his lives?
2. How did this person deal with failures?

2. Part B- Learning from bamboo

The Chinese Bamboo Story

Once upon a time, there was a man who was disappointed with his life. He worked very hard all day, but he always faced failure. So one day he left everything and went to the forest. He met a Hermit there. Seeing the frustrated man, the Hermit asked him why he was living in the woods. The man told the Hermit about his failure and asked, "Please tell me one reason why I should not give up my sad life?"

The Hermit told him the Chinese bamboo story. He showed the man two plants and asked, "Do you see the two plants there? The fern and the Chinese bamboo?" The man nodded in yes. Hermit then told him that he had planted the seeds of both the plants together. He said, "I took proper care of both plants. I gave them the required food, water, sunlight and fertilizer. But the fern grew quickly within a short period but the bamboo did not." The man was confused and asked the Hermit why it was so.

The Hermit continued, "I nurtured the Chinese bamboo for four years but nothing happened. There was no sign of growth. But, I did not give up on the tree and continued to nurture it. In the fifth year, the Chinese bamboo tree grew almost 90 feet tall within two months." Hearing this the man became stunned. He asked the Hermit, "So nothing happened in the bamboo tree seed for the first four years, but it grew to a shocking height only in a few months! How is it possible?"

The Hermit laughed and explained to the man that the little bamboo tree was using all the nourishment to grow below the soil and to develop its strong root system that would help it grow very tall. The Chinese bamboo developed a strong foundation to help sustain itself in its later years.

The Hermit then asked the man, "Do you now understand why you should not give up on your life?" The man finally learnt his lesson that all his struggles were building his foundation for a better life. He thanked the Hermit and left the forest to start his life afresh and to fulfill his dreams.

Now that we have read the story, let's check our understanding.

- 1- Why did the man feel disappointed with his life?
 - a) He couldn't find his way in the forest
 - b) He faced constant failure despite hard work
 - c) He was lost in the woods
 - d) He couldn't meet the Hermit

- 2- Who did the man meet in the forest?
- a) A teacher
 - b) A Hermit
 - c) A magician
 - d) A farmer
- 3- What did the Hermit show the man to teach him a lesson?
- a) Two plants
 - b) Two animals
 - c) Two rocks
 - d) Two birds
- 4- Which plant grew quickly initially?
- a) The bamboo
 - b) The fern
 - c) Both grew equally
 - d) None of the above
- 6- How many years did the man nurture the Chinese bamboo before it grew significantly?
- a) 1 year
 - b) 2 years
 - c) 4 years
 - d) 5 years
- 7- What did the Chinese bamboo focus on during its initial years?
- a) Growing leaves
 - b) Developing roots
 - c) Reaching sunlight
 - d) Producing flowers
- 8- What did the man learn from the Chinese bamboo?
- a) To give up easily
 - b) To nurture patience and perseverance
 - c) To ignore failures
 - d) To rush through life
- 9- Where did the man decide to go after learning the lesson?
- a) To deeper into the forest
 - b) To start afresh
 - c) To his old life
 - d) To avoid challenges

Lesson 144

Group Discussion Practice

A. Reflect and discuss:



Match the question to the answers.

1. How old is that car?

About three years old.

2. How much does a train ticket cost?

Just a week.

3. What times does the plane leave?

At ten tonight.

4. How long did you stay in Vietnam?

\$20

5. What is your house address?

14 London Road.

Find the extra word in each sentence.

1. How old age is your little sister ?

2. When time did you arrive at school ?

3. Where from can I buy a pen ?

4. Where country do you come from ?

5. What is your favourite of food ?

Lesson 145B

Forms & Applications 2

A. Scavenger Hunt: Answer the questions about the form.

Badminton Players Club Membership Form

New Member <input checked="" type="checkbox"/>	Membership Renewal <input type="checkbox"/>
---	--

Name: Sunny Ngumyn

Address: 999 Endow Road City: Victoria

Province / State: B.C. Postal code / Zip code: A2B 2B3

E-mail address: NA Occupation: Student

Date of Birth: 22 / 3 / 84 Sex: M F

The Badminton Players Club publishes a magazine that is sent to members 4 times a year. Would you like to receive this magazine? Yes No

Membership dues: Individual: \$25.00 per year Family: \$40.00 per year
(2 adults and up to 3 children)

Source: <https://continuingstudies.uvic.ca>

1. What type of club is the applicant joining?
2. Has the applicant been a member of the club before?
3. What is the applicant's surname?
4. Does the applicant have a job?
5. What question did the applicant mark "not applicable"?
6. What is the applicant's gender?
7. How many magazines will the applicant receive each year?
8. How many family members are joining the club with the applicant?

B. Practice: Fill out the form below.

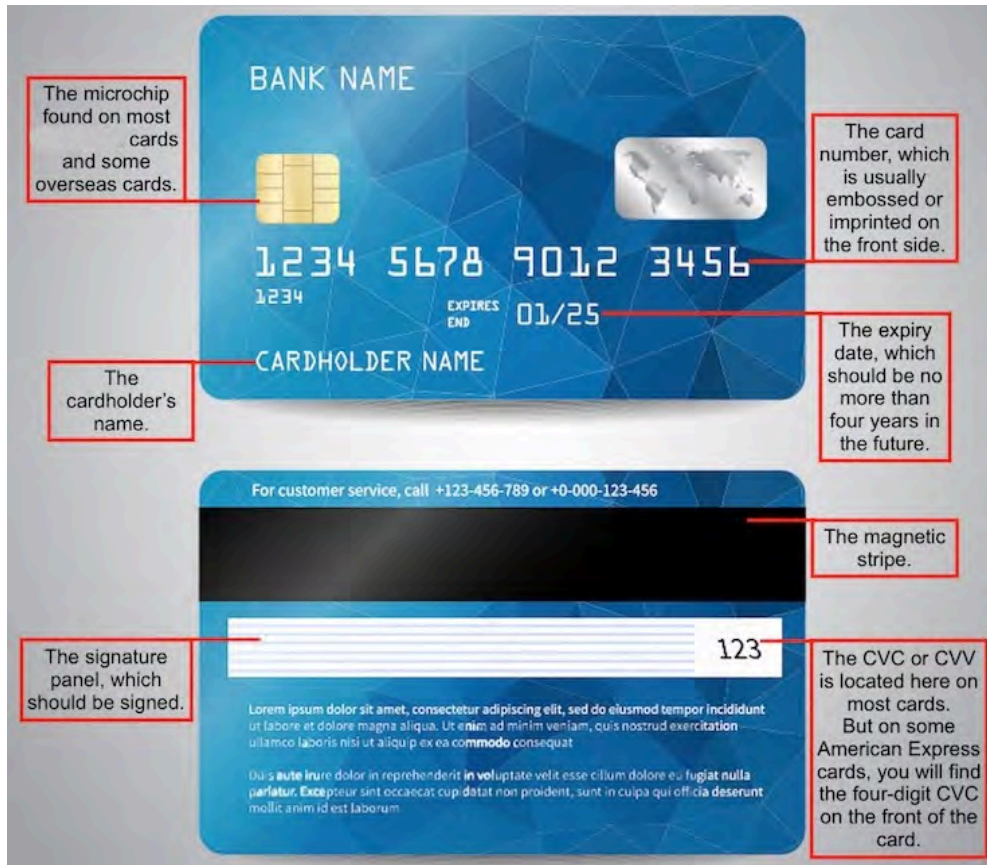
Name _____
First Middle (Middle Initial) Last Name (Surname)

Address: Street Name _____ Apartment Number (#) _____
City _____ State / Province _____
Postal Code _____ Country _____
Date of Birth (DOB) _____ Place of Birth (POB) _____
Marital Status: Married _____ Single _____ Divorced _____
Number of Dependents _____ Occupation _____
Telephone Number (area code) _____ Number _____
E-mail Address _____

For Office Use Only: _____
Dept: _____
Account #: _____
Rec'd: _____

Lesson 146A

Online Pay







1. Label the ATM/debit card:

1. Person's name
2. Card number
3. CVV
4. Expiry date
5. Bank name
6. Card chip
7. Magnetic stripe
8. Signature panel

2. Use the information on the card above to fill out this online payment page.


Payment Method

Credit Card    

Pay with your Visa, MasterCard, Discover, or American Express.

Card Number*

Cardholder's Name **Expiry Date (MM/YYYY)*** **CVV code***

Paypal 

PayPal Payment options will appear to complete your purchase securely.

Reason 3:

For example...

Counterpoints: What might someone who disagrees with you say?

Lesson 148

Email writing

A. Compare the two emails. Why is the good email sample better than the bad email sample?

Email Sample

Subject: Questions about FEA Classes

Dear Sanjay,

My name is Jackie Kohli and I am 18 years old. I live in Govindpuri, New Delhi. I want to join the FEA Program. I have few questions

1. Where is the branch in Govindpuri?
2. What is the timing of the class?
3. Can I get the contact number of the teacher?

Thank you for helping me. Looking forward to your response.

Regards,

Jackie Kohli

7285900990

Email Sample

Subject: Hello!

Hi!!!

My name's JACKIE FROM DELHI!!! Tell me how to take admission in the FEA course.

SEE U!!

JACKIE (my friends call me Jakki!!).

Lesson 149

Who is my Customer?

Part A: Who is a customer?

Customers are often of different types based on the different businesses. For example,

*Possible types of Customers at Namita's Beauty Parlour (Service business)

1. Old or Aged people
2. Housewives
3. Brides

*Possible types of Customers at Leena's Pickle (Production business) -

1. Schools
2. Hotels
3. Households

*Possible types of Customers at Maya's fruit shop (Trading business)

1. Schools
2. Households
3. Passerby

A1. What are customer needs?

Customers will also have different types of needs based on the different businesses. For example,

*Possible types of customers at Leena's Pickle Shop and their needs

1. Schools
 - a. Will want less spicy pickle for children
2. Hotels
 - a. More spicy
3. Households
 - a. At least 2-3 varieties
 - b. Will want in small bottles

*Possible types of customers at Maya's fruit shop and their needs

1. Schools
 - a. Will want in large quantities to be distributed amongst children
2. Households
 - a. Will want in bunches of 10-15 for eating at home
3. Passerby
 - a. Will want 1-2 to eat while passing by

*Possible types of customers at Namita's Beauty Parlour and their needs

1. Old or Aged people
 - a. Want value for money
 - b. No timing preferences
2. Housewives
 - a. Want value for money
 - b. Will want Namita to do a house-visit
3. Bridal makeup
 - a. Want the best of what's available

Part B. Customer Needs Survey for Tiffin Service

Hello! We're excited to bring you delicious homemade tiffin options right to your doorstep. Your feedback will help us tailor our tiffin service to your preferences. Please take a moment to answer these simple questions:

Name (optional):

Contact Number (optional):

Age:

Occupation:

Marital Status:

How often do you eat meals outside (including lunch and dinner)?

- a. Rarely
- b. Sometimes
- c. Often
- d. Always

What types of meals are you looking for in a tiffin service? (You can choose more than one)

- a. Vegetarian
- b. Non-vegetarian
- c. Healthy options
- d. Traditional/local food

Which meal(s) are you most interested in? (You can choose more than one)

- a. Breakfast
- b. Lunch
- c. Dinner

How many people would you typically order for?

- a. 1
- b. 2-3
- c. 4 or more

How many times a month do you order food from outside?

- a. More than 5 times
- b. 3 to 5 times
- c. 1 to 2 times
- d. Less than once a month

Do you have any dietary preferences or restrictions? (e.g., allergies, dietary restrictions)

- a. Yes (please specify): _____
- b. No

What delivery time would suit you best?

- a. Early morning (6:30 AM - 8:00 AM)
- b. Lunchtime (12:00 PM - 1:30 PM)
- c. Evening (5:00 PM - 6:30 PM)

What packaging do you prefer for tiffin delivery?

- a. Eco-friendly containers you can throw away
- b. Plastic containers you can use again
- c. No preference

How likely are you to try a new tiffin service in your neighbourhood?

- a. Very likely
- b. Likely
- c. Neutral
- d. Unlikely
- e. Not at all likely

What is the most important factor for you in a tiffin service?

- a. Taste and flavour
- b. Variety of dishes
- c. Pricing
- d. Timely delivery

When do you feel the need to order tiffin service?

- a. When guests are coming to visit
- b. When lunchbox is required during working day

- c. When meeting with friends
- d. Whenever I want to eat food from outside

Any reason why you would not like tiffin service?

- a. I never order food from outside
- b. I do not like the taste of food from outside
- c. I only like to eat healthy food from home
- d. It is too costly to order food from outside

Any additional suggestions or preferences you would like to share with us?

Your input is valuable to us! Thank you for taking the time to complete this survey.

Contact Information (if interested in our service):

Name: _____

Phone Number: _____

Part C. Possible Customers for Tiffin Service and their needs.

1. Who are the possible customers for a tiffin service?
2. What will be the different needs of each of the types of different customers?

Part D. Customer Behaviour and Preferences

*Group A: Advising Sundari garments, a business that produces clothes of various kinds.

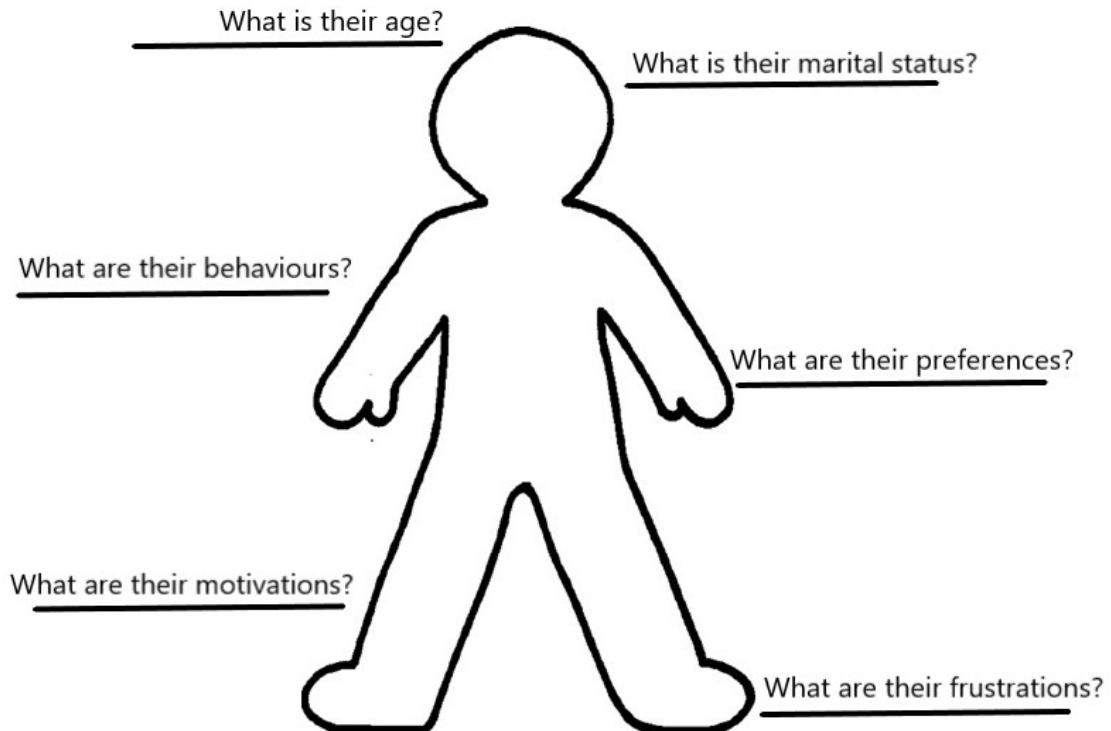


*Group B : Advising the owner of a tent-house and mic renting business



For your assigned group, do the following:

1. Identify customer types and describe them in detail.
2. Describe their existing behaviour and their needs.



Lesson 150

Who is My Competition?

Part A. Competitor analysis is all about learning from other businesses to make your own business even better.

Part B. Benefits of doing Competitor Analysis -

Imagine you're running a lemonade stand, just like your competition. Competitor analysis is like spying on their stands to see what makes yours special.

1- Find Your Special Flavor: Look at what makes your lemonade different. Maybe yours has extra fruity flavors or comes with cute straws. That's your Unique Selling Point!

2- Improve Your Stand: Look at what your competitors are doing right. If they have cool signs or friendly smiles, you can make your stand even better!

3- Spot New Ideas: Look at what your competitors aren't doing so well, that's a chance for you! Maybe they don't have discounts or prizes like you do. You can try something new and be the first!

So, by checking out your competitor's stands, you can make yours the coolest and tastiest in the neighborhood! 🍋🥤

Part C.

Raunak's Delicious Dream

Once upon a time, in a town called Saharanpur in India, there was a boy named Raunak. He had a big dream. Raunak wanted to make people happy by giving them yummy snacks he loved since he was little.

Raunak's snacks were not just any snacks. They were special treats like chakli, laddoo, and chivda. These snacks were like magic because they reminded him of his family and the good times they shared.

Raunak learned these recipes from his nani, who learned them from her nani, and so on. It was like a yummy secret passed down from generation to generation! 🍪🎉



Raunak wanted to sell his nani's special snacks to everyone in his town. However, he was not alone in this business. The town already had local vendors selling these snacks, and there were even bigger brands offering similar treats in the grocery stores.



So, he decided to learn from his competitors - both the small shops and the big brands. He started collecting information about them and looked at what they were good at and what they weren't. This helped him understand how he could do things better.

Raunak went to the local shops and talked to people who loved their snacks. He listened to what they said. Some people wanted more kinds of snacks, and others wanted snacks that tasted even better. Raunak wrote down all these ideas and got to work.

He knew that to beat his competition, he needed to offer something special. So, he made a table with all the information he gathered. This table helped him see what he could do differently to make his snacks the best in town! 📊🍪🏆

Aspect	Haldiram's	Amma's Kitchen	Anand	Patil Kaki
Strengths	Wellknown since 1937	Tastes like homemade	Offers many traditional snacks	Focuses on local flavors and quality
	Offers a wide range of snacks	Made with quality ingredients	Popular in local areas	Creates unique mix of flavors
	Known around the world	Feels nostalgic and family oriented	Known for taste and quality	Crafts special, homemade snacks
Weaknesses	Can be a bit expensive	Not as widely available	Not widely known	Not widely available
	Lacks the homemade feel	Limited varieties of snacks	Less advertising than big brands	Not very recognized
	Many other brands are strong competitors	Not much for specific diets preferences		Limited fame beyond local areas
Unique Selling Point	Famous and trusted for many years	Brings back homemade memories	Offers authentic local tastes	Combines different flavors uniquely

After doing the analysis, Raunak knew that to win customers' hearts, he needed to keep his snacks homemade, affordable. Slowly but surely, Raunak's business started to grow.

1. Who were the main competitors of Raunak's homemade snack business?
2. How did Raunak find out information about his competitors?
3. What kind of information did Raunak find out about his competitors? How did this information help Raunak?

Part D. Group Activity

Group A: New business that makes washing powder for clothes

Group B: New business that makes hair oil

Group C: New business that makes pure ghee, butter, paneer and cheese

Group D: New business that makes different masalas (chilli powder, haldi powder, dhaniya powder, jeera powder etc)

For your group's business:

1. Identify the different types of potential customers.
2. Make a list of essential needs for the types of customers you have identified.
3. Identify what type of products you will offer.
4. Identify who is your competition
5. Figure out one USP that can make your product better than competition

E. Who is my competition? How can I collect information about my competitors?

Lesson 151

How to Run a Business?

A. Inventory:

In business, inventory is the stock of goods and materials that a company has on hand for production or resale.

***There are three types of inventory in businesses.**

1. Raw Materials - are those items which are used to make products.
2. Finished Goods - are products that are sold to the customer.
3. Work In-Progress (WIP) - is inventory that is being converted into Finished Goods, but is not in a state to be sold yet.

For example:

*Inventory in Manufacturing Business

Leena makes pickles.: Her inventories are:

1. Raw Materials – Oil, raw mangoes, spices
2. Work In Progress – Cut mangoes, mix of spices
3. Finished Goods – Pickles in small bottles, Pickles sold in loose quantity



*Inventory in Trading/Distribution Business

Kanku runs a grocery shop in her village. Her inventories are:

1. Raw Material – Loose quantities of wheat, Rice, Sugar that is purchased from wholesale market
2. Work In Progress - Goods that need packaging
3. Finished Trading Goods – Rice, wheat, sugar all of which are either sold loose, or sold in prepackaged quantities



***Inventory in Service Business**

Namita runs a beauty parlour there will be inventory such as

1. Raw Material - hair dye, shampoo, soaps which are used in the activities.
2. Work in Progress - anything that needs to be prepared right before service for example hair dye mix.
3. Finished Goods - delivered services is the final offering such as giving a haircut or a facial or massage etc.



B. Match the inventory with it's business

Business	Inventory
<p>1. Garment Shop</p>	<p>a. Raw Material - coconut oil, kalonji seeds, curry leaves, amla.</p> <p>b. WIP - cooking kalonji seeds, curry leaves and amla in coconut oil.</p> <p>c. Finished Good - packaged bottles with prepared mix.</p>

<p>2. Tuition Centre</p>	<p>a. Raw Material - clothes bought wholesale. b. WIP - packaging and putting a price tag on individual pieces. c. Finished Goods - packed clothes.</p>
<p>3. Hair oil Manufacturing</p>	<p>a. Raw Material - books. b. WIP - none. c. Finished Goods - classes for different subjects.</p>

C. In business, "operations" means all the things you need to do to make your business work smoothly.

D. For example,

*Operations in a manufacturing business.

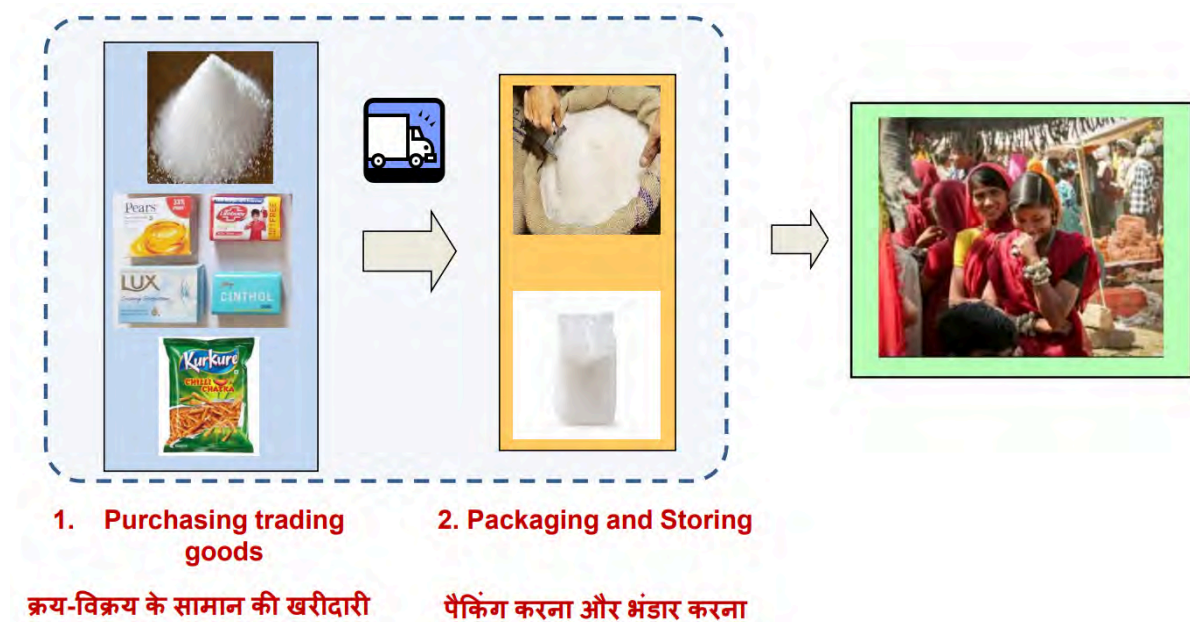


Leena runs a pickle business, these are the activities she performs to make mango pickles -

1. Purchasing raw material
 - Leena goes to the wholesale market
 - She buys 200 small bottles each with a capacity of 0.5 kg of pickles.
 - She also buys 10 kgs of oil and spices.
 - She plucks 140 kgs of raw mangoes from her farm.
 - She transports the raw mangoes and other raw materials in a tempo to her home.
2. Making product
 - Leena washes, cuts and dries the raw mangoes.

- She mixes the cut pieces well with salt and chilli powder.
 - Fills the mixture in large glass bottles which she already had from last year.
 - Adds oil to the large bottles as preservative and closes the lids
 - Keeps the large bottles in the sun and shakes them once a day
 - After 30 days, she fills 200 small bottles with the pickles from the large bottles.
 - She leaves the remaining quantity in the large bottles for selling in loose quantities.
3. Distributing the product
- Leena will take the small and large bottles to the local market in a tempo and distribute it to multiple shops.

*Operations in a distribution business.



Kanku runs a grocery store. These are the activities she is likely to take to buy sugar.

1. Kanku first checks her current stock and estimates requirements.
2. Kanku takes a bus to go to the wholesale market.
3. She goes to the shop in the wholesale market.
4. She buys a bag of 10 kgs of sugar along with a few other items.
5. She takes the bus back to her village.
6. She empties the sugar into a storage box, from which she will sell the sugar.
7. She keeps empty packets ready for use for packaging sugar as per customer needs.

*Operations in a service business.



Namita runs a beauty parlour. She also has to look after her family and can only spend a certain amount of time on her beauty parlour business. These are the activities she will need to take to provide service to customers

1. Capacity Planning (scheduling her work hours)
 - Namita knows she can work on her business for three days a week.
 - On each of those three days, she can spend four hours on the business
 - It will take one hour to service one customer
 - Based on the above considerations, she knows that she can service 12 customers per week
2. Purchasing raw material
 - Namita goes through the fashion magazines and selects 4 beauty preparations such as hairstyles, make-up etc.
 - She assumes that out of the 12 customers, 3 customers on an average will use each beauty preparation.
 - She makes a list of items needed as per the services required.
 - She travels to the main market and buys the material as per her list.
 - She comes back and stores the material in her parlour.
3. Delivering Service
 - Namita calls up her customers and confirms their timing.
 - In the shop, Namita cuts the hair as per the customers preference, and then shampoos and dries the hair.
 - Namita sells other services to customers.
 - Namita collects money for the services delivered

E. Group Activity

Create a short skit showing what the operations and activities of your business will be. (Possible characters for skits - entrepreneur, customer, narrator, wholesale seller, shopkeeper, employees, transportation driver etc)

Group A: Candle making business

Group B: Utensils seller

Group C: Arts and Crafts Classes

F. Operations planning for My Business

1. Are there any activities needed for collecting raw material for your business?
2. Are there any activities related to making the products for your business?
3. Are there any activities related to distributing products/services for your business?

Lesson 152

Art of Conversation:

Strategies for taking part in a conversation

Topics:

Topic Pair 1: Building Rapport:

- Scenario: Two students meet at a networking event. One student is trying to make new connections and build relationships with others.

Topic Pair 2: Showing Sincere Appreciation:

- Scenario: One student appreciates another student who helped him with a project.

Topic Pair 3: Active Listening:

- Scenario: One student shares a personal problem or concern with another student, who practices active listening and offers supportive responses.

Topic Pair 4: Making Others Feel Important:

- Scenario: Two students are working together on a team project. One student acknowledges and appreciates the contributions of the other student, making them feel valued and respected.

Topic Pair 5: Encouraging Others to Talk about Themselves:

- Scenario: Two students have lunch together, and one student encourages the other to talk about their interests, hobbies, or recent experiences.

Topic Pair 6: Resolving Conflict:

- Scenario: Two students are working on a group project and encounter a disagreement. They practice conflict resolution techniques, such as finding common ground and seeking compromise.

Topic Pair 7: Motivating and Inspiring Others:

- Scenario: One student leads a team meeting and inspires and motivates their teammates by recognizing their achievements

Lesson 153

Art of Conversation 2

Simple Tips To Improve Your Communication Skills

Job Interview:

- Scenario: One student plays the role of a job interviewer, while the other student plays the role of a job applicant. The interviewer asks questions related to the position, and the applicant practices speaking clearly, maintaining eye contact, and expressing their qualifications confidently.

Customer Service Interaction:

- Scenario: One student plays the role of a customer with a problem or inquiry, while the other student plays the role of a customer service representative. The representative practices active listening, paraphrasing the customer's concerns, and providing clear and helpful responses.

Networking Event:

- Scenario: Two students attend a networking event or professional conference. They practice introducing themselves, initiating conversations with others, and exchanging contact information. They focus on making a positive impression by demonstrating interest in others and expressing themselves clearly and professionally.

Lesson 154

Art of Conversation 3

Tips to start a conversation with anyone

Scenario 1

You are in a Kaushal Rojgar Mela.

You meet a group of people and you want to start a conversation.

Scenario 2

You are in a new year social gathering.

You meet two people at a table. Start a conversation.

Scenario 3

The Territory Manager is at your branch and he is sitting near the whiteboard.

You want to discuss your career plan with him. Start the conversation

Scenario 4

Area Manager visits your FEA class and you want to talk to him and learn some tips to manage your time better.

Lesson 156A

Past Tense

A. Past Tense (Regular):

For actions that happened and finished before now are written using past tense.

Examples:

1. I learned English last year.
2. The teacher taught till 10:00 p.m. yesterday.
3. My friends played a soccer match last week.

Verb ending in...	How to make the simple past	Examples
e	Add - 'd'	live → lived date → dated
Consonant +y	Change 'y' to 'i', then add 'ed'	try → tried cry → cried
One vowel + one consonant (but NOT 'w' or 'y')	Double the consonant, then add 'ed'	tap → tapped commit → committed
anything else including 'w'	Add 'ed'	boil → boiled fill → filled hand → handed show → showed

B. Change the verb to past tense by adding “ed” to describe how yesterday was different from your usual routine.

*Example: Usually, I **play** the piano. Yesterday, I **played** the drums.*

1. Usually, I **stay** with my grandfather.

Yesterday, I _____.

2. Usually, I **watch** a comedy movie.

Yesterday, I _____.

3. Usually, I **brush** my teeth at 7:00.

Yesterday, I _____.

4. Usually, I **play** basketball.

Yesterday, I _____.

5. Usually, the bus **stops** at my house.

Yesterday, I _____.

C. I didn't do it! Read about making negative past tense statements below. Then practice saying your own.

did not or didn't + *verb (no "ed")*

*Examples: She walked to school. -> She **did not walk** to school.*

*I washed my hair. -> I **didn't wash** my hair.*

D. Exercise:

Read the story. Make the past tense of the verbs by adding 'ed' and write them in your notepad to complete the story.

Last year for my birthday, my mother _____ a cake. She also _____
a secret
(bake) (organize)
birthday party for me. My friends _____ the secret and _____
on the door in
(guard) (knock)
in the evening. Then they _____ for a place to hide.
(look)

I _____ the door. They _____ "Surprise!". I _____. Then we
(open) (shout) (scream)
_____ games. It was time to cut the cake and everyone _____.
Everyone
(play) (clap)
_____. I _____ with happiness.
(enjoy) (cry)

Lesson 157

Talking about Past

A. Past tense (Irregular):

For some action, we change the verb when talking about it in the past.

Examples:

1. I bit my finger, and it hurts. (bite)
2. Mrs. Kumar taught me English past year. (teach)
3. The farmer grew rice for the whole year. (grow)

B: Fill in the blanks with the correct form of the irregular past tense verb from the word bank.

Yesterday, I _____ (go) to the park with my friends.

Sarah _____ (eat) a delicious pizza for dinner last night.

We _____ (see) a movie at the cinema on Saturday.

Tom _____ (drink) a glass of milk before bed.

The cat _____ (hide) under the bed during the thunderstorm.

My grandma _____ (give) me a birthday present last week.

The dog _____ (run) after the ball in the backyard.

Sam _____ (catch) a fish at the lake yesterday.

The cat _____ (eat) all of its food.

We _____ (run) in the park yesterday.

He _____ (bring) a new toy last week.

She _____ (catch) the ball during the game.

They _____ (sing) songs at the party.

The dog _____ (bark) loudly at the mailman.

I _____ (sleep) well last night.

The bird _____ (fly) high in the sky.

We _____ (swim) in the pool yesterday.

He _____ (fall) off his bike but wasn't hurt.

C: Write five sentences of your own using irregular past tense verbs.

D. Find the mistakes in the passage below and correct them:

It's all in the past

I wake up yesterday morning and I get out of bed. It is a beautiful day. The sun was shining and the wind was blowing. I decide that I would go for a walk. I start by walking down the road. I push open my gate and close it behind me. I walk for miles and miles along a country road. I even visit my aunt. Along the way I pass a young man selling fruit. 'How much are the apples?' I ask. 'Rs.100 for a bag', he say. I pay the man and continue to walk. I eat all of the apples except for one, which I drop on the ground. They are delicious.

After a while I meet another man, this man have a camel. The camel have no humps. 'What is his name?' I ask the man. 'His name is Humphree', say the man.

I walk for a very long time, soon the sun begin to go down. I get home at about 12:30. I is very tired. As soon as my head hit the pillow I fall asleep. That is the best walk of my life. The next day I call my mother and tell her all about it.

Speaking about the past requires careful selection of verbs and it can be learnt over time with practice and self-correction.

E. Read the passage and fill the blanks with the words in brackets after changing them to past tense:

Jagdish Lal Ahuja, popularly known as PGI's 'langar baba' is searching his childhood among hundreds of poor kids whom he feeds daily.

In 1947, a 12 year old boy in Peshawar, Pakistan, came to India during the partition. Not only did he lose his birthplace, but his childhood too. It is this lost childhood that Ahuja, popularly known as PGI's 'langar baba', is searching among hundreds of poor kids whom he feeds daily. In 1981, he _____ (start) langars across Chandigarh.

In 2015, he sold his seventh property worth 1.6 crore and _____ (arrange) money to ensure that the poor do not go to bed on an empty stomach. Ahuja has a wife, two daughters and a son.

"I was 12 when I left Peshawar and we _____ (arrive) at the Patiala base camp", he said. Ahuja was the only breadwinner of the family as his father did not work and his mother was a homemaker. "Every day, I _____ (walk) three miles barefoot to buy namkeen dal and sold it at stations. I made two such rounds daily. By the time I got home, my feet and hands would be full of blisters, but I still had to earn or else my family would go hungry", he said. "My father beat me up at home if I _____ (study) and teachers beat me up in school because I would not have done my homework. My childhood was horrifying."

From selling namkeen dal at the stations in Amritsar to selling toffees, jaggery, and fruits on the streets of Patiala, Ahuja _____ (continue) working and fought hard when faced with hardships. At 21, he _____ (move) to Chandigarh.

Ahuja said, "It was my son's eighth birthday and I _____ (want) to celebrate it by giving to the society. So, I _____ (decide) to organize a langar for children. The moment I saw the joy on the faces of the children, it _____ (remind) me of my childhood. I _____ (announce) that this langar will be held daily," he added.

Adapted from: www.hindustantimes.com

Lesson 159

Money

A. Recap: How a family should spend every month:

Here's how much a household income of Rs 20,000 per month should be allocated under different heads:

Heads	Expenditure (in thousand rupees)
Grocery	4
Rent	5
Education of children	5
Medicine	2
Fuel	2
Entertainment	1
Miscellaneous	1

B. Food for thought- 73-year-old couple covers 19 countries in 72 days

2 interesting things about the headline

1 question about the headline

Lesson 159B

Personal Responsibility

A. Read the scenarios and discuss the questions.

1. This person comes from a wealthy family that supports their dream to become an actor. They have connections to people working in the film industry and opportunities to go to school to study performance. However, this person does not take any action. They wait for success to come to them.
2. This person's family is not wealthy, and their parents want them to stay in their village and get married. However, this person is very motivated. They watch films and practice acting for many hours in their free time, and they recently applied for a grant to go to the best performance academy in the state.

Discuss:

- What is the difference between these people?
- Which do you think is more likely to succeed?



Source: iStock



Source: BBC

Discuss:

Can you tell which of these people is more intelligent? Kind? Creative?

Why or why not?

B: You created a Career Plan in your earlier lesson: Work with your partner. Then explain to your partner:

- What have you completed so far?
- What is the next step?
- What is holding you back?

Lesson 160

Can you talk in a Group?

A. Do's and Don'ts of Group Discussion

Do's of Group Discussion:

1. Prepare: Research and gather information on the topic beforehand.
2. Listen actively: Pay attention to others and show respect for their ideas.
3. Speak clearly: Express your thoughts concisely and confidently
4. Support your points: Use facts, examples, and logic to back your arguments.
5. Stay on topic: Stick to the main subject
6. Encourage participation: Ensure everyone has a chance to speak within the allotted time.
7. Summarize: Recap the main points before concluding the discussion.

Don'ts of Group Discussion:

1. Interrupt others: Wait for your turn to speak and avoid cutting others off.
2. Dominate the discussion: Give others a chance to contribute.
3. Be disrespectful: Avoid personal attacks or offensive language.
4. Ramble or be vague: Keep your points concise and relevant.
5. Lose focus: Stay on track and don't veer into unrelated topics.

B. Topics for Group Discussion:

Group 1- A city offers more opportunities than a village, yes or no

Group 2- Women are better at managing things, yes or no

Group 3- Should Yoga be made compulsory in schools and colleges

Lesson 161

Art of Conversation 4

Communicate with Confidence

Situations:

1. Amit loves writing, and wants to build a career out of it. However his dad wants him to learn some other job skills which could land him a decent job. Amit wants to discuss this with his dad but is afraid to bring this up. (Encourage students to start with I need your help with something. Do you have a few minutes to talk? - 2 students for this roleplay
2. Aman is really struggling with understanding English. He has started believing that it is too hard for him. He wants to drop out. He is unsure whether he should discuss this with his teacher. He is afraid that if his friends get to know this, they might consider him a loser. One day he meets his teacher after the class to share his problem. (Encourage students to start with I need your help with something. Do you have a few minutes to talk? - 2 students for this roleplay
3. You are in a group discussion and suddenly someone in the group started yelling to prove his point. Address this situation as a group.- 4 student in this roleplay
4. **Student A:** You are a first-year student, and you are very excited to be living in the dorms. You have made many new friends and you want to spend as much time as possible with them. You want to have people over every weekend to hang out, watch movies, and play games. Talk to your roommate. ((Encourage students to start with- I'd like to talk about _____.)- 2 students for this roleplay

Student B: You are a first-year student focused on your studies. You want to do well in college and you need a quiet and peaceful environment to study in. You are worried that having people over every weekend will be too distracting and disruptive. Talk to your roommate.

5. **Student A:** You are the older sibling who is currently living in the family home. You have just graduated from college and are planning to move out soon. You believe that it is important to sell the family car so that the money can be split among all the siblings.

Student B: You are the younger sibling who is still living at home with your parents. You feel that the family car is an important part of your childhood and you would like to keep it in the family. You are feeling frustrated because Student A seems to only be thinking about their own financial gain, rather than the sentimental value of the family car.- 2 students for this roleplay

6. **Student A:** You are a college student who has always wanted to go on a trip to Delhi. You have saved up enough money to finally make it happen, and you have planned out all of the destinations you want to visit. However, your best friend, Student B, has a different idea for where the two of you should go. Your role in this argument is to convince Student B that Delhi is the perfect destination for your trip and to explain why you have been dreaming of going there for so long.

Student B: You are a college student and the best friend of Student A. You have always wanted to go on a trip to Goa, and you think that it would be a more exciting and unique destination than Europe. Your role in this argument is to convince Student A that Goa is the better choice for your trip and to explain why you think it would be a more memorable experience.- 2 students for this roleplay



Building ethical, productive mindsets and core employability skills

“The mediocre teacher tells. The good teacher explains. The superior teacher demonstrates. The great teacher inspires.”

William A. Ward

“Success is the ability to go from failure to failure without losing your enthusiasm.”

Winston Churchill

“Every child deserves a champion - an adult who will never give up on them, who understands the power of connection and insists that they become the best that they can possibly be.”

Rita Pierson

“I cannot teach anybody anything, I can only make them think.”

Socrates

“There are no foolish questions and no man becomes a fool until he has stopped asking questions.”

Charles Proteus Steinmetz

“The secret of getting ahead is getting started. The secret of getting started is breaking your complex overwhelming tasks into small manageable tasks, and then starting on the first one.”

Mark Twain

“Great teacher engineer learning experiences that put students in the driver’s seat and then get out of the way”

Ben Johnson, Educator

“I think it’s very important to have a feedback loop, where you’re constantly thinking about what you’ve done and how you could be doing it better.”

Elon Musk

“Education is what remains after one has forgotten what one has learned in school.”

Albert Einstein

“The will to win, the desire to succeed, the urge to reach your full potential... these are the keys that will unlock the door to personal excellence.”

Confucius

FEA classes are completely free of cost for students

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