

THE EYES ARE NOT HERE – Ruskin Bond

SUMMARY:

Ruskin Bond is an Indian author of British descent. He lives in Mussoorie, India. He got the Sahitya Academy Award in 1992 for 'Our Trees Still Grow in Dehra'. He was awarded the Padmasri in 1999 and Padma Bhushan in 2014.

'The Eyes are Not Here'(also known as 'The Girl on the Train' and 'The Eyes Have it') is a deeply touching story of two co- passengers in a train who are both blind and do not realise that the other is.

Briefly, the plot of the story is this: a man (presumably a young man) is sitting in a compartment in a train when a woman (apparently a young woman) also enters the compartment. The woman doesn't notice that the man is blind, and he does not tell her. Instead, he asks her a series of questions that allow him to infer certain facts about her. She also converses pleasantly with him. After she gets off the train at her stop, another man enters the compartment. He tells the young man on the train that the woman was blind. In fact, he failed to perceive that the young woman was blind. The young woman also apparently failed to perceive that the young man was blind. In a very brief tale Bond has created a remarkably complex story about the limits of human perception.

ANNOTATION:

I had the compartment to myself up to Rohana, and then a girl got in.

Reference: This line is/ these lines are extracted from 'The Eyes are Not Here', a touching short story written by Ruskin Bond.

Context: The story is about two co-passengers in a train who are both blind and do not know that the other is blind. The irony is that the narrator of the story learns that his co-passenger was blind only after she had got off the train.

Explanation: The narrator draws his co-passenger in to conversation. He compliments her for her interesting face. From the start of the journey he pretends to the girl that he is not blind. After she gets off the train, he asks the second co-passenger about the girl's hair, the man replies that he did not notice the girl's hair. He only noticed that the beautiful eyes of the girl which are of no use to her, as she is completely blind. Ruskin Bond has presented the conversation between the two blind persons in a very interesting manner.

WORK BRINGS SOLACE - APJ Abdul Kalam

SUMMARY:

APJ Abdul Kalam is a renowned scientist. He is called as the ‘missile man of India’ for his contribution towards missile technology. He was also the President of India between 2002 and 2007. He was a man of simplicity and humility. In this essay Kalam speaks about the qualities that one should imbibe while working to achieve success.

Kalam had the opportunity to meet the great German American scientist Wernher von Braun. Braun was a symbol of total commitment. Kalam feels that total commitment is the common denominator among all successful men and women. He also believes that uninterrupted devotion towards work is essential to succeed. Good health, boundless energy, flow in work, willingness to face challenges and working uninterruptedly are the other requirements for success. Flow is an experience when we act with total involvement. The factors that are connected with flow are to work hard as much as one can and availability of uninterrupted time. Kalam was a dedicated team worker. He believed that team work helps in sharing and exchanging ideas between one another. It helps in developing a family bonding in work place. Kalam practiced what he believed and preached. He was ready for making major sacrifices for achieving success. The title exemplifies Kalam’s attitude towards work.

ANNOTATIONS:

1. Reference: These lines are taken from the essay ‘Work Brings Solace’ written by APJ Abdul Kalam.

Context: In this essay Kalam speaks about the qualities that one should imbibe while working to achieve success.

Explanation: Kalam feels that total commitment is the common denominator among all successful men and women. He also believes that uninterrupted devotion towards work is essential to succeed. Good health, boundless energy, flow in work, willingness to face challenges and working uninterruptedly are the other requirements for success.

BANGLE SELLERS - Sarojini Naidu

SUMMARY:

Sarojini Naidu is a famous poet of Indian English literature. She is known as the ‘nightingale of India’. Her poems revolve around various Indian themes. ‘Bangle Sellers’ is taken from her collection of poems, ‘The Bird of Time’. The poem highlights the varied colours of bangles that are suitable for women at different stages of their lives.

‘Bangle Sellers’ carry loads of colourful and radiant bangles that are worn by women. The bangles are symbols of happiness for women. Silver and

blue coloured bangles are suitable to young maidens. They depict the bubbling youth and enthusiasm of the young girls. Red and yellow coloured bangles are worn by the brides. They are symbols of dual feelings of joy and sorrow of the bride. She is filled with joy and hope of entering into married life. She is also sad for leaving her parents and siblings. Purple and gold coated grey coloured bangles are worn by middle aged women. The women worship god sitting by the side of her husband for the well-being of her family. She is a proud mother who nurtures her children.

THE MERCHANT OF VENICE -William Shakespeare

SUMMARY:

The Merchant of Venice is a play by William Shakespeare, one of the greatest playwrights of all time. He lived in the sixteenth century England. He wrote numerous plays that include tragedies, comedies, tragic-comedies and romances and also sonnets. He dealt with the themes of love, beauty, mortality and the effects of time.

The present piece is an extract from Act 4, Scene 1 of the play 'The Merchant of Venice'. The location of the scene is the court of the Duke in Venice. Antonio, Bassanio, Shylock, the cruel moneylender, Portia in the guise of a lawyer called Balthazar and others are present in the scene. Shylock is stubborn on extracting his penalty from Antonio who has pledged a pound of flesh from his body if he failed to return the money he had borrowed from him. In spite of several requests from Portia and the Duke himself to show mercy on Antonio, Shylock does not yield. He says that he will not accept anything except a pound of flesh from Antonio. Not even if he is offered six times the principal he has lent. Then, Portia in the guise of the lawyer explains Shylock that the bond entitles him to a pound of flesh, but no blood. She warns him that if he spills even a drop of blood or if he cuts more or less than an exact pound, he will die. On Shylock's refusal to cut the flesh and offer to take only the principal, Portia rebuffs that Shylock's attempt to take the life of a citizen, renders his property confiscated by the Duke. Shylock was upset. All his hopes of putting an end to Antonio were dashed to the ground. As a gift for saving Antonio's life, Portia gets a valuable ring from Bassanio.

ANNOTATIONS:

Reference: These lines are taken from the extract 'The Merchant of Venice'. It actually constitutes Act 4, Scene 1 of the play 'The Merchant of Venice', written by William Shakespeare.

Context: The play is about a merchant, Antonio. He borrows money from a cruel Jewish money lender Shylock, to help his friend Bassanio marry Portia. According to their bond, if Antonio fails to return the money, Shylock

can claim a pound of flesh from Antonio. When Antonio is unable to pay the money back, Shylock demands that Antonio should abide by the agreement.

Explanation: Shylock insists that he wants penalty as per the bond. Bassanio comes forward and offers six thousand ducats to clear the debt. Shylock tells him that he will not accept even if he is offered six times that money. Portia reminds Shylock that the contract grants only a pound of flesh but not even a single drop of blood. On this sudden turn of events, Shylock is utterly disappointed and gets ready to leave the court.

SOFT SKILLS

NON-VERBAL COMMUNICATION

Non – verbal communication is the process of sending messages without using words and sentences to express emotions or attitudes. Estimates suggest that speech makes up only about 20 to 30% of communication and the rest is non – verbal communication: tone of voice, facial expression, eye contact, gestures, how we stand etc.,. Non – verbal communication is also called as ‘kinesics’. The elements of non – verbal communication include:

- Body movements
- Posture
- Eye contact
- Para – language
- Closeness between the communicators.
- Facial expression
- Physiological changes

Non – verbal communication plays an effective role in communication at work place. One must take care of the following:

- Body language (facial expressions, gestures, movements, posture, eye contact)
- Voice (loudness, clarity, speed, intonation, tone, pitch)
- Appearance (dressing, hair style)

INTERPERSONAL SKILLS

1. Emotional Intelligence

Emotional intelligence refers to the ability to keep one’s emotions under control and navigate social situations with composure. This is an essential skill in any workplace, as we spend a sizable percentage of our life at work and naturally want to be surrounded with emotionally stable and considerate colleagues throughout that time.

Employers are looking for individuals who can keep calm under pressure and avoid pushing their personal frustration onto others. This

is invaluable in any position that requires teamwork or communication between colleagues.

For example, project managers must coordinate with coworkers and propose solutions to whatever problems may surface on a daily basis. If the project manager is prone to emotional outbursts in the face of difficulties, he or she may lose the trust of the other project members.

Similarly, a project manager who frequently blames and criticizes others will create a hostile working environment where employees might begin to feel demotivated and seek to avoid responsibility – which is ultimately a detriment to the entire company.

2. Communication

Communication is a quintessential interpersonal skill that must be demonstrated to potential employers. Hiring managers are looking for individuals who can clearly articulate complex ideas to others.

Any job that involves team-based collaboration, or deals directly with customers or clients, requires both verbal and non-verbal communication abilities. Effective body language and eye contact are just as important as the words you use to express your thoughts.

While strong communication is necessary in all industries, sales roles require a wider range of interpersonal communication skills than most. To sell a product to customers, they must be convinced that the product is not only high quality, but also something that they need.

3. Reliability

Reliability encapsulates your work ethic and the integrity to see things through to the end. Simply being on time for work everyday puts you on the fast track for promotion, and always fulfilling promises is a key way to earn social capital in the workplace.

Although reliability is a beneficial interpersonal skill for any job, it has added value for tradespeople in industries such as plumbing or construction. Arriving on time and completing high quality work goes a long way in overcoming common negative stereotypes and earning a solid reputation.

Few other industries benefit as much from recommendations and positive word-of-mouth between friends and neighbours.

4. Leadership

Leadership is an interpersonal skill that sets candidates apart from their peers. Employers are looking for motivated and capable workers who can inspire others and take charge when work needs to be finished.

Leadership involves not only giving orders and making an operational plan for the company, but also getting the most out of every employee and helping everyone feel like they are making valuable contributions to the organization.

Effective leadership requires self-confidence and vision, not to mention a healthy dose of communication abilities.

Executives and top management in industries such as finance and business services have a large say in the direction and range of activities that a company will pursue. It is also essential that top management not merely give orders, but also provide an example for all employees to follow.

5. Positivity

Candidates and employees who demonstrate positivity are much more likely to find success in a position and be well-liked at the company.

Positivity is especially important for administrative assistants such as secretaries; because maintaining a cheerful attitude is valuable in helping others keep stress levels down and in generating a feeling of optimism throughout the office.

It pays for individuals in such a supporting role to be conscious of workplace morale and to approach otherwise stressful situations with a reliably calm and upbeat attitude.

6. Negotiation

Negotiation is not only the act of buying or selling goods, but any interaction in which two or more people engage in a discussion in an attempt to come to a shared agreement.

Interpersonal communication skills naturally play a large role here, but critical thinking and problem solving are also keys to finding the best solution available to satisfy all parties.

The recruitment consultant industry is one where the art of negotiation takes on an extra level of significance. A recruitment consultant must convince both the client firm and the job candidate that the other party is suitable for them.

Add in overseeing salary and benefits discussions on both sides, and it's obvious that the life of a recruitment consultant is filled with opportunities to flex the negotiation muscles.

7. Openness to Feedback

No company wants an arrogant or unteachable employee, so it's great to show a willingness to receive feedback and use it to grow.

A professional mindset calls for suppressing one's ego and focusing on the objective requirements for an assignment or project. As a result, individuals who accept constructive criticism have a better chance of coming out on top in the long run.

Being receptive to feedback is especially useful in entry-level, report-driven positions, such as an analyst role for financial investment firms.

Managers will have a certain image in mind about how investment products should be described and marketed to potential investors. Employees who can swallow their pride and make the changes required to satisfy upper management will earn a much better reputation than those who ardently defend their first drafts and sulk when they are called upon to make revisions.

8. Empathy

People at work gravitate towards those who are capable of showing empathy and taking actions consistent with an understanding of how others feel.

Empathy can be displayed at work in a variety of ways. For example, you could lend an ear to a colleague experiencing problems in the company or, support a project when an unforeseen difficulty strikes.

Empathy is especially welcomed in teaching, as it has been directly tied to fostering an emotionally supportive learning environment and reducing student misbehavior.

Teachers who can show understanding and compassion to students serve as the best kind of role models. In addition, creating an environment where all students feel comfortable sharing their thoughts and being treated seriously cultivates both critical thinking and a feeling of self-worth.

9. Teamwork

Teamwork is another great interpersonal skill to have in your repertoire. Modern workplaces often require employees to rely on each other in some capacity and be willing to support others when called upon.

Effective teamwork involves knowing when leadership is required and when it's okay to stand back and be a supportive project member. As such, a good team player will also possess a slew of interpersonal skills already mentioned in this list, including emotional intelligence, communication, and negotiation.

Candidates should put extra focus on their capacity for teamwork if applying for a role in an industry like software development, which

requires a large number of people to work together to complete a single project.

While it may seem that only programming or other technical skills are required, any given individual might only work on a small piece of the overall project. As a result, extensive teamwork is required to deliver a high-quality finished product that is visually consistent and feels complete from beginning to end.

10. Active Listening

It's easier to demonstrate being a good listener during a face-to-face interview, but it's still valuable to show your willingness to listen and respect others on your resume.

Being open to the ideas of others will lead to an environment where all employees feel free to share their thoughts. In addition, actively listening enables you to clearly understand all instructions and thus deliver work that satisfies requirements.

For example, a strong listening ability is especially beneficial in the customer service industry. Understanding and delivering what customers want is the most basic demonstration of active listening, but positions in call centers might also require customer service representatives to diagnose a problem that even the customer is not aware of.

Only through deeply focused listening can the customer service representative understand the problem well enough to offer appropriate solutions.

VALUE EDUCATION

DOUBT IS THE BEGINNING OF WISDOM

When I think about wisdom, doubt it not something that comes to mind but when I really think of it, I now see the correlation. The quote, "doubt it often the beginning of wisdom" means that when you questions one learns more, which helps or makes someone smarter. I completely agree with this quote because in order to become wiser, one must learn more which I believe is done when you question or have doubts. As I go through life, I have learned more when I have my doubts and get my questions answered.

I believe that when a student is not sure about something especially in the classroom, the student will not learn anything if they do not ask the questions. When questions or doubts cross a person's mind, nothing is learned if the questions are not asked or doubts are clarified. When I do not understand

something or doubt what the professor or what a person has said, I always look it up or ask after class. After asking and getting an answer, I have then learned something new and become a bit wiser. For example, in high school when my English teacher would say that an object symbolized something else, like in the *Scarlet Letters*, with the rose outside the jail represent Hester Prynne. When my teacher said that, for some reason I was not certain about that, I was doubting, so I asked him to explain it and I was better able to understand the subliminal meanings which helps me in the long run when analyzing symbols in all books I read for classes. I am now able to fully understand it and help others understand. If I had not doubted and got clarification, I would not understand symbolism or understood the meaning of Hester Prynne in *The Scarlet Letter*.

Sometimes I think that doubting just makes you feel unconfident about yourself or your knowledge but sometimes I have found through personal experience that it is better to doubt, get things clarified and I gain more knowledge or wisdom that way.

ACTION SPEAKS LOUDER THAN WORDS

Action speaks louder than words” is an old-age proverb with a deep hidden meaning. Truly, a person’s action will tell you everything you need to know. Action is defined as the work which we do and is visible to everyone, whereas words are merely spoken words which are heard by everyone. Actions successfully done give enormous results, on the other hand, words which are boastfully spoken do not necessarily give results without the hands of action. For instance, words mean nothing when your actions are the complete opposite of your claims. This proverb in general tries to spread the message that actions are much stronger than words and with the powerful weapon of actions one can be successful in comparison with those who just try to achieve by their words. And it is not at all necessary that if someone is telling about his/her future actions, then he/she will definitely do it.

Fill in the blanks in the following sentences with suitable forms of nouns.

(bunch, truth, team, Ooty, Vamshi, crown, bag, dogs, letters, bird)

1. Pick one from that _____ of keys.
2. _____ is planning to go to a movie.
3. There is only one _____ in the nest.
4. Harshitha always believes in _____.
5. The queen is wearing a golden _____.
6. He loves _____.
7. _____ are replaced by e- mails.
8. _____ is one of the coolest places in summer.
9. Work as a _____ for quick results.

10. Keep that _____ in the shelf.

Pick out the correct spelling.

1. allotted, allotted, allotted.
2. separate, seperate, saparate.
3. receive, receave, recieve.
4. library, liberary, liabrary.
5. tution, tuition, tushion.
6. exircise, exercise, exarcise.
7. commitee, committee, commitee.
8. jeweler, jewellery, jewelleri.
9. grammer, gramer, grammar.
10. confusion, confuzion, confjusion.
11. courageous, cauragious, courazious.
12. eppreciation, appreciation, appreciasion.

Fill in the blanks with appropriate pronouns. (underlined are answers)

1. Mr. Prashanth wanted to meet Rakesh. Did _____ (he/him) go to school to meet _____? (Whom/him)
2. This is the place _____ (which/where) he wants to live.
3. _____ (Whose/ whom) shoes are these?
4. _____ (These/ This) are pictures of our village.

Correct errors, if any, in the following sentences and rewrite them.

1. I didn't find no one in the office on Sunday.
2. Laura wants to borrow an umbrella. She lost her yesterday.
3. The boys called to say that them have boarded the train.
4. She can take care of himself.
5. This are pictures of the beautiful Jog Falls in Karnataka.
6. Whom are these shoes?
7. We can paint the walls ourself.
8. This is the doctor that saved my life.
9. That pen is not yours. It is his.
10. We met the person whom designed our house.

Write a paragraph on how to send an e-mail.

Open your mail account by typing the user name and password. Select compose from the menu. Type the e-mail ID of the person to whom the mail has to be sent. Type the subject in short. Type the matter to be mailed. If you want to add a photo/video/document, attach the file and click on the send option. Your e-mail has been sent and you can view that in your sent messages.

Fill in the blanks with the right auxiliary verbs.

1. Who _____ working on the computer? I need to use it for just half an hour.
2. I _____ speaking on the phone. I will give you the keys in a minute.
3. _____ we come in, sir?
4. No one _____ leave until the last bell. That is an order.
5. She _____ play the sitar. Let us ask her to perform at the farewell.
6. Everyone _____ come to the school in uniform. It is compulsory.
7. Sunitha _____ top the class. I am sure of that.
8. _____ you have a pen drive?
9. You _____ apologise for what you did. This is my opinion.
10. They _____ not miss the train yesterday.
11. The flowers _____ wilted by the time we put them in water.
12. We _____ been to Chennai once and know how to get to Adayar.

Fill in the blanks with homophones of the words in brackets.

1. Did the _____ win the race? (hair) Ans: hare
2. Farida has gone to visit her _____ (sun) Ans: son
3. You sound a little _____ (horse) Ans: harsh
4. The flu left me _____ (week) Ans: weak
5. It is rude to _____ at people (stair) Ans: stare
6. The boat was tied up at the _____ (see) Ans: sea
7. Can I have a _____ of cake, please? (Peace) Ans: piece
8. Will the traffic policemen _____ the car away? (Toe) Ans: tow

Rewrite the following sentences in the tense suggested in the brackets.

1. Anil is keying in his paper for the conference. (Change into the present perfect tense.)
2. They were working all day. (Change into simple past tense.)
3. I lived in Kolkata for ten years. (Change into present perfect progressive tense.)
4. Huge boulders had rolled down the mountainside when we got there.
(Change into simple past tense.)
5. I am playing a game of cards with my uncle. (Change into the past progressive tense.)
6. Jessie met you at the clinic. (Change into the simple future tense.)
7. The bees have left the hive. (Change into the present progressive tense.)
8. Karan broke his leg when the vacation started. (Change into the past perfect tense.)

Fill in the blanks in the sentences below using the appropriate forms of the verb in brackets.

1. Asif _____ (teach) for six years at the computer institute by the time his father retires in 2009.
2. My friend promised to drop in next week but I don't think he will be able to come as he _____ (travel).
3. Before he _____ (become) an engineer, he _____ (dream) of becoming a singer.
4. The sun _____ (set) by the time we _____ (leave) for home.
5. Last night, while my friend _____ (take) a walk in the park, he _____ (see) a snake. It _____ (crawl) through the grass.
6. Raman _____ (live) in Chennai for ten years.
7. Later, he _____ (return) to Nagaland many times, and _____ (become) an expert on it.
8. My brother is a writer. He _____ (write) novels. He _____ (write) novels since 1990 and _____ (write) fifteen novels so far.

Pick out the combinations of words that sound natural.

(Underlined words are the answers)

1. Speak fluent English/ speak easy English
2. Gossip writer/ gossip columnist
3. Hardly nothing/ practically nothing
4. Background knowledge/ earlier knowledge
5. Have a conversation/ make a conversation
6. Equitable rights/ equal rights
7. Press an icon/ click on an icon
8. Renew a contract/ re-sign a contract

Write TWO more words for each using the similar sound of underlined.

Ex:	<u>C</u> up	<u>C</u> ar	<u>K</u> ing
<u>W</u> ater	_____	_____	
<u>P</u> hone	_____	_____	
<u>U</u> nit	_____	_____	
<u>C</u> ell	_____	_____	
<u>S</u> cent	_____	_____	
<u>R</u> ough	_____	_____	
<u>M</u> agic	_____	_____	
<u>H</u> ill	_____	_____	
<u>J</u> etty	_____	_____	

Rewrite using the necessary PUNCTUATION marks.

1. my favourite play is william Shakespeare's 'Macbeth'.
2. on thursday, i will attend english classes at rao's tutorials in delhi.

3. cinderella and jack went to niagara falls last june.
4. she visited london, england with her friend swapna.
5. did you know that abraham lincoln was the sixteenth president of usa?