

Syllabus for 3rd Sessional Test

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1.4. The Bet by Anton Chekhov

Passage- I

“ After other things — — — — — -better than not at all.”

Q1. What was the topic of discussion in the party?

A Capital punishment was the topic of discussion in the party.

Q2. Why did some of the guests disapprove of the death penalty?

A The journalists, and the intellectual men disapproved of the death penalty as they considered it outdated , immoral and unsuitable for Christian state.

Q3. What should replace the death penalty?

Ans Life imprisonment should replace the death penalty.

Q4. What were the views of the host?

Ans. The banker held that death penalty is more humane than imprisonment for life as it kills a man at once, but the latter kills him slowly.

Q5. What were the lawyers' views on capital punishment?

Ans. The lawyer said that the death penalty and life sentence are equally immoral, but if he had to choose one, he would choose life sentence as to live anyhow is better than not at all.

Q6. Write antonyms : immoral _____ , humane : _____

Passage - II

“In the second half of the sixth year— — — — — fired in the garden.

Q1 How many books did the lawyer read in four years?

Ans The lawyer read some six hundred volumes in four years.

- Q2. What did the lawyer start to read zealously?
 Ans. The lawyer started to study languages, philosophy and history.
- Q3. Was it easy for the banker to fulfill the lawyer's demand for books?
 Ans. No, the banker had to put in great effort to procure books that were demanded by the lawyer.
- Q4. Why did the lawyer ask the banker to fire a gun shot in the garden?
 Ans. The lawyer asked the banker to show his letter written in different languages to experts to find if he had made any mistake. If there was none, then the banker should fire a gun shot in the garden as a signal of his success.
- Q5. Write meaning and use in sentences :
 Zealously (in a very enthusiastic and eager way) : Nisha was reading the novel zealously .
 Implore (to plead someone desperately to do something) : I implore you to reconsider your decision before it is too late.
- Q6. True or false :
 a) The geniuses of all ages and of all lands speak the same language.(false.)
 b) The banker ordered a gun shot to be fired in the garden.(false.)

Passage -III

“ Your books have given me — — — — — and so break the compact.”

- Q1. How did the lawyer gain wisdom?
 Ans. The lawyer gained wisdom by reading books.
- Q2. Why did the lawyer despise worldly attainments?
 Ans. The lawyer despised the worldly attainments because the wisdom and blessings of the world is worthless, fleeting ,illusory,and deceptive like a mirage.
- Q3. What will happen to the human race?
 Ans. The human race along with its worldly attainments will be wiped off by death.
- Q4. What did the lawyer do to prove his point of view ?
 Ans. To prove his point of view, he renounced the two millions by walking out of the room five hours before the completion of the term of the compact.
- Q5. Write two words from the passage that have prefix used in them : immortal,unresting
- Q6. Fill in the blanks :
 1. You have lost your ——— and taken the wrong path.
 2. I shall go out from here ——— before the fixed time.

Objective type questions :

- Q1. What was the topic of discussion at the party ?
 Ans. Capital punishment.
- Q2. For how many years the lawyer staked his freedom ?
 Ans. The lawyer staked his freedom for fifteen years.
- Q3. What did the banker stake ?

Ans. The banker staked two million rubles in bet.

Q4. What makes the lawyer stake his freedom for fifteen years?

Ans. The lawyer's greed for money made him stake his freedom.

Q5. What was the only relation of the lawyer with the outer world?

Ans. The only relation of the lawyer with the outer world was through a small window.

Q6. What was the duration of the bet ?

Ans. November 14, 1870 to November 14, 1885.

Q7. What did the lawyer refuse to take in the first year?

Ans. The lawyer refused to take wine and tobacco in the first year.

Q8. Why did the lawyer refuse to drink wine in the first year?

Ans. The lawyer refused to drink wine because it could excite desire.

Q9. Why did the banker order the gun shots in the garden?

Ans. The banker ordered the gun shots to show that there was not even a single mistake in the text that the lawyer had written in six different languages.

Q10. When did the lawyer start reading The Gospel?

Ans. After the tenth year, the lawyer started reading The Gospel and it took him around one year to read that thin book.

Q11. Why did the banker enter the lodge?

Ans. The banker entered the lodge with an intention to kill the lawyer.

Q11. Who is the author of the story The Bet ?

Ans. Anton Chekhov.

Q12. Why was the banker afraid of honouring the bet ?

Ans. The banker's economic condition had become weak, so he was afraid of honouring the bet.

Q13. What was the age of the lawyer?

Ans. The lawyer was twenty five years old.

Q14. Why did the banker keep the lawyer's note in his safe?

Ans. The banker kept the lawyer's note in his safe to avoid unnecessary rumour.

Short answer type questions :

Q1. What was the topic of discussion in the party?

Ans. The morality of capital punishment was the topic of discussion in the party. Many esteemed guests and intellectual people discussed the topic and opined that it was immoral, outdated and against the Christian state. It should be replaced with life imprisonment.

Q2. What were the terms and conditions of the bet ?

Ans. According to the bet the lawyer would spend fifteen years of his life in captivity in a lodge in the banker's garden. He was not allowed to cross the threshold of the lodge, to see human beings, to hear human voices or to receive letters and newspapers. But he was allowed to have musical instrument, books, wine, tobacco and write letters. The only relation he could have with the outer world was through a little window. The slightest attempt on the part of the lawyer to break the conditions of the bet, if only by two minutes

before the end, released the banker from the obligation to pay him the two millions.

Q3. Why did the lawyer ask the banker to fire a gun shot?

Ans. The lawyer began to study languages, philosophy, and history in the sixth year. He became an expert in six languages. He wrote a letter to the lawyer in six different languages and asked the banker to show it to experts, and if no mistake was found, he requested the banker to fire a gun shot in the garden as a signal of his success.

Q4. Why was the banker afraid to honour the bet ?

Ans. The banker was afraid to honour the bet owing to his weak economic condition. His fortune had declined owing to his reckless gambling on stock exchange and wild speculations. He thought that he would be ruined forever if he would pay the money to the lawyer.

Q5. What did the banker do to escape the payment of the money?

Ans. The banker devised a plan to murder the lawyer to escape the payment of the money. Due to bad weather the watchman had taken shelter in the kitchen. Taking advantage of the situation, the banker opened the door of the lodge and saw the lawyer leaning on the table. As he stepped forward to kill the lawyer, he saw a letter written by him. After reading the letter, he dropped his plan and was filled with guilty.

Q6. What did the lawyer write in the letter?

Ans. The lawyer had written that he would regain his freedom tomorrow. He wrote that he despised freedom, life, health and all the blessings of this world. He opined that the people had lost their reason and had taken the wrong path. Death would wipe off everything from the face of the earth. Therefore, to prove his point, he decided to violate the agreement by leaving the cell five hours before the completion of fixed term.

2.4. Barriers and Effectiveness in Listening Skills

Introduction

Listening is one of the four vital linguistic skills that help to attain knowledge and understanding in communication. The other three linguistic skills are reading skills, writing skills and speaking skills. Listening skill has gained prominence in the learning process.

Human beings are gifted with hearing ability at birth. So hearing is always confused with listening. Hearing is mere reception of sounds, whereas listening is the analysis of sounds to reach a conclusion. Hearing is a passive act while listening is active. Listening is a deliberate skill that one has to acquire with practice.

Significance of listening skill:

- It helps a student to master a language through which he attains knowledge in other subjects also.
- It helps to attain knowledge and develop critical thinking.
- It helps to build effective relationships in our personal as well as professional life.
- Effective listening helps in sharing emotions, ideas and experiences.
- It prevents miscommunication in human relations.
- It also facilitates solving problems in our personal life and at the workplace.

Barriers to Effective Listening

During the process of communication, several barriers arise that prevent effective listening. These barriers create gaps between the speaker and the listener, leading to misunderstanding and miscommunication. It is important to identify and overcome these barriers to ensure effective communication.

- **Ego:** Ego is a major barrier in communication. People with a superiority complex often avoid listening to others. This prevents them from learning new things and understanding different viewpoints.
- **Inefficient Speaker:** Sometimes the speaker himself creates barriers due to unclear pronunciation, low voice, different accents or lack of proper language skills. This makes it difficult for the listener to understand the message clearly.
- **Lack of Interest:** If the listener is not interested in the topic, he or she will not pay attention. The mind may get distracted by thoughts related to past experiences or future plans.
- **Preconceived Ideas:** When a person already has fixed opinions or negative thoughts about the speaker or topic, it affects listening. Feelings like jealousy or bias also reduce the ability to understand properly.
- **Stress:** Mental stress or tension blocks the thinking process. A stressed person finds it difficult to concentrate and listen effectively.

- **Language Barrier:** Differences in language, use of difficult words, technical terms or jargon create obstacles in understanding the message.
- **Selective Listening:** Some people listen only to what they want to hear and ignore the rest. This leads to incomplete understanding and confusion.

Effectiveness in Listening Skill

Effectiveness in listening refers to the ability of a listener to correctly understand and respond to the message after listening. It depends on factors like attention, interest, reaction and understanding. Effective listening ensures smooth communication and helps in building better relationships between the speaker and the listener.

- **Mental Presence:** A good listener should be mentally present and fully focused during communication. Being physically present but mentally absent reduces understanding.
- **Time and Place of Talk:** The environment plays an important role in listening. A quiet and suitable place helps in better concentration. Proper timing and prior information also improve understanding.
- **Eye Contact:** Maintaining eye contact helps in building trust and connection between the speaker and the listener. It also helps in understanding emotions and non-verbal signals.
- **Listener's Understanding and Skill:** A skilled listener pays attention to the speaker's message, understands it properly and gives appropriate feedback through gestures or responses.
- **Question-Answer:** Asking questions is an important part of effective listening. It helps in clearing doubts and improving understanding. Questions like 'why', 'what', 'when' and 'where' help in gaining better clarity.

2.5. Barriers and Effectiveness in Speaking Skills

Speaking effectively is an important linguistic skill. It helps us to convey our thoughts and feelings meaningfully. The way of speaking and manner of speech comprehend one's personality. If a person is not effective in expressing himself then miscommunication may arise.

Many people find difficulty in expressing themselves due to less command over the language and mostly due to poor speaking skills. Different occasions demand different kinds of speech. The language used in a meeting hall is different from a chat at home. So, one has to practise to improve speaking skill. Speaking well and positively always keeps our mind calm and leads us in the right direction.

Barriers to speaking :

- Unclear voice : Unclear voice becomes a great barrier in the process of communication. If the speaker speaks in a low volume, which is not clear to the audience, then the audience lose interest in the message.
- Lack of confidence : if the speaker is not confident about himself, as well as his message then he cannot deliver the message in an effectively way. Taking a lot of pauses and lack of eye contact with the audience show dearth of confidence on the part of speaker.
- Noise : The venue of speech, seminar, or meeting should be a quiet place without any outside noise. The listener can miss the words of the message in a noisy place, which becomes a barrier.
- Language : The language used should be simple along with proper pronunciation and accent that is familiar to the audience. The usage of difficult words and incorrect grammar in sentences gives a very bad impression on the listener and further leads to lack of interest on the part of the listener.
- Lack of practice : The speaker must practise the speech before the final delivery of the content. Lack of confidence, speaker's state of nervousness and forgetting sub- topics show lack of practice on the part of the speaker.

Essentials of Speaking Skills :

The essence of good speaking lies in the presentation of the speaker. The following points help a speaker to be effective in his speech —

1. Clarity: The speaker should be clear in his message. The words spoken should be clear with proper pronunciation.

2. Coherence: The speaker should prepare the material of speech in a well-ordered way. While delivering the speech, the sub-topics should not get intermingled with one another. He must practise it well before it is actually delivered to the audience.

3. To the point: The message should be brief and consists of key words. A short speech has a great impact on the listeners.

4. Interest generating: A good speaker should carry on the whole topic in an interesting manner. An interesting expression of speech grips the listeners and never lets them get bored off. The speaker should create humour at the regular intervals.

5. Time limit: The speaker should cover up all the essential points in the given time. It is the duty of the speaker to organise the matter properly considering the time limit.

6. Talk to the entire group: While interacting with the audience, the speaker should try to maintain eye contact with maximum listeners. He should involve back benchers through his attention and speech.

7. Appropriate body language:

At first glance, the speaker's manner, courtesy and etiquette are noted by the audience. The way one stands, the expressions or gestures, hand movements etc. speak volumes about the speaker, so speaker should be very careful about his body language.

3.7. Corrigendum Writing

A corrigendum is a formal document used to correct errors, mistakes, or missing information in a previously published document such as a book, article, report, or research paper. It acts as a supplementary document that clearly identifies the mistake and provides the correct information. The main purpose of a corrigendum is to maintain accuracy and ensure that readers are not misled by incorrect data.

Explanation

A corrigendum usually includes important details about the original publication such as the title, date, and the specific error that needs correction. It also provides the correct or updated information. Corrigenda are generally issued by authors, publishers, or organizations responsible for the original document so that readers are informed about the changes. It is a transparent and formal way of correcting mistakes and maintaining the credibility of the information.

Importance

Corrigendum writing is important because it helps in correcting misinformation and maintaining trust between the writer and the reader. It ensures that the published material remains reliable and accurate. Without corrigendum, wrong information may spread and create confusion among readers.

Format of Corrigendum

A corrigendum generally includes:

- Title of the original document – Name of the paper/article
- Published Date – When the original document was published
- Correction Date – When the correction is issued
- Error – Description of the mistake in the original document
- Correction – Correct and updated information

Example of Corrigendum

**Office of the
Commissioner of Fisheries**
Fisheries Department, Govt. of Gujarat,
Block No. 10, 3rd Floor, Dr. Jivraj Mehta Bhavan, Gandhinagar
Tel: 079-23253742/53745, Fax: 079-23253730

Corrigendum No.1

**Name of Work: Providing Technical Staff for Project Management Unit (PMU) at
Office of the Commissioner of Fisheries, Gandhinagar**

Tender Notice No. 23/2016

1. Last date and time of online submission is extended to 13/07/2016 upto 18:00 hrs
2. Last date and time to reach at Commissionerate of fisheries, Gandhinagar –
Tender fee, EMD & Technical bid by hand to speed post extended upto 20/07/2016
upto 18:00 hrs.
3. Date and time of technical bid opening : 21/07/2016 from 12:00 hrs onwards

Sd/-
Executive Engineer
CoF, G'nagar

Date: 22/06/2016

Conclusion

In conclusion, corrigendum writing is an essential part of formal communication. It helps in correcting errors in published documents and ensures that accurate and reliable information is shared with readers. It also reflects honesty and responsibility on the part of the writer or organization.

3.8 Cover Letter

A cover letter is a formal document that is sent along with a resume while applying for a job. It introduces the candidate, highlights qualifications, skills, and experience, and expresses interest in the job position. A well-written cover letter helps in creating a good impression on the employer and increases the chances of selection.

Purpose

The main purpose of a cover letter is to explain why the candidate is suitable for the job. It gives additional information about skills and achievements and shows how they match the job requirements. It also reflects the candidate's communication skills and professionalism.

Main Contents of a Cover Letter

- Sender's Details – Name, address, email, phone number
- Date – Date of writing the letter
- Receiver's Details – Employer's name, company name, address
- Salutation – Dear Sir/Madam or employer's name
- Introduction – Job position and source of information
- Body Paragraph – Skills, experience, and achievements
- Company Interest – Reason for choosing the company
- Conclusion – Thanking and request for response
- Closing – Sincerely/Regards and name

Explanation

A cover letter should be short, clear, and professional. It should focus on relevant skills and experience and explain how the candidate can contribute to the organization. It is important to customize the cover letter according to the job instead of using the same letter for every application.

Example of Cover Letter (Diploma Job)

Rahul Sharma
Model Town, Delhi
rahulsharma@email.com
9876543210
Date: 10 April 2026

HR Manager
ABC Technologies Pvt. Ltd.
Noida, Uttar Pradesh

Dear Sir/Madam,

I am writing to apply for the position of Junior Technician as advertised on your company website. I have completed a diploma in Mechanical Engineering and have strong knowledge of machine operations, maintenance, and basic troubleshooting.

During my diploma course, I worked on practical projects related to manufacturing and equipment handling. These experiences helped me develop technical skills, problem-solving ability, and teamwork. I am confident that I can contribute effectively to your organization.

I am particularly interested in your company because of its reputation for quality work and innovation. I am eager to learn new skills and grow professionally while contributing to the success of your team.

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.

Sincerely,
Rahul Sharma

Conclusion

In conclusion, a cover letter is an important part of a job application. It helps the employer understand the candidate's abilities and interest in the job. A well-written cover letter can make a candidate stand out and improve the chances of getting selected.

4.5. Pair of words(words commonly misused and confused)

1. Accept – To receive
Sentence: I accept your invitation.
Except – Excluding
Sentence: Everyone came except Rahul.
2. Access – Entry or permission
Sentence: Students have access to the library.
Excess – More than needed
Sentence: Excess sugar is harmful.
3. Affect – To influence
Sentence: Lack of sleep affects health.
Effect – Result
Sentence: The medicine had a good effect.
4. Artificial – Man-made
Sentence: She wore artificial jewelry.
Artful – Clever or tricky
Sentence: He gave an artful reply.
5. Aspire – To aim
Sentence: I aspire to become a doctor.
Expire – To die or end
Sentence: The medicine will expire soon.
6. Bail – Money for release
Sentence: He was released on bail.
Bale – Bundle
Sentence: The farmer carried a bale of hay.
7. Bare – Uncovered
Sentence: He walked with bare feet.
Bear – To carry
Sentence: I cannot bear the pain.
8. Berth – Sleeping place in train
Sentence: I booked a lower berth.
Birth – Being born
Sentence: Her birth was celebrated.
9. Beside – Next to
Sentence: He sat beside me.
Besides – In addition
Sentence: Besides English, she knows Hindi.
10. Break – To separate
Sentence: Do not break the glass.
Brake – To stop vehicle
Sentence: Apply the brake carefully.
11. Canvas – Cloth
Sentence: The painting is on canvas.

- Canvass – To request support
Sentence: They canvass for votes.
12. Course – Path or study
Sentence: I joined a new course.
Coarse – Rough
Sentence: The cloth is coarse.
13. Casual – Informal
Sentence: He wore casual clothes.
Causal – Showing cause
Sentence: Smoking has a causal link to cancer.
14. Council – Group of people
Sentence: The city council met today.
Counsel – Advice
Sentence: He gave good counsel.
15. Continual – Repeated
Sentence: He made continual mistakes.
Continuous – Without break
Sentence: It rained continuously.
16. Coma – Unconscious state
Sentence: He was in a coma.
Comma – Punctuation mark
Sentence: Use a comma here.
17. Cue – Signal
Sentence: That was my cue to speak.
Queue – Line
Sentence: We stood in a queue.
18. Corpse – Dead body
Sentence: The corpse was found.
Corps – Group
Sentence: He joined the army corps.
Core – Center
Sentence: The core of Earth is hot.
19. Dairy – Milk products
Sentence: This is a dairy farm.
Diary – Personal notebook
Sentence: I write in my diary.
20. Desert – Dry land
Sentence: The Sahara is a desert.
Dessert – Sweet dish
Sentence: Ice cream is my favorite dessert.
21. Dual – Two
Sentence: He has dual responsibilities.
Duel – Fight
Sentence: The kings fought a duel.

22. Dew – Water drops
Sentence: Dew covered the grass.
Due – Expected
Sentence: My payment is due.
23. Die – To stop living
Sentence: Plants die without water.
Dye – Color
Sentence: She dyed her hair.
24. Draft – Rough writing
Sentence: I wrote a draft.
Draught – Air flow
Sentence: A cold draught entered.
Drought – No rain
Sentence: Farmers suffered from drought.
25. Device – Tool
Sentence: This device is useful.
Devise – To plan
Sentence: He devised a plan.
26. Doze – Sleep lightly
Sentence: He dozed in class.
Dose – Medicine amount
Sentence: Take the right dose.
27. Eligible – Qualified
Sentence: She is eligible for the exam.
Illegible – Not readable
Sentence: His writing is illegible.
28. Emigrant – One who leaves country
Sentence: He is an emigrant.
Immigrant – One who enters country
Sentence: She is an immigrant.
29. Envelop – To cover
Sentence: Fog enveloped the city.
Envelope – Cover for letter
Sentence: Put the letter in an envelope.
30. Farther – Distance
Sentence: He ran farther.
Further – Additional
Sentence: I need further help.
31. Gate – Entry
Sentence: The gate is closed.
Gait – Way of walking
Sentence: His gait is slow.
32. Goal – Aim
Sentence: My goal is success.

Gaol – Jail

Sentence: The thief was sent to gaol.

33. Human – Person

Sentence: Humans need food.

Humane – Kind

Sentence: Be humane to animals.

34. Honorable – Respectable

Sentence: He is an honorable man.

Honorary – Without pay

Sentence: She got an honorary degree.

35. Hail – Ice rain

Sentence: Hail damaged crops.

Hale – Healthy

Sentence: He is hale and strong.

36. Hair – On head

Sentence: Her hair is long.

Heir – Successor

Sentence: He is the heir of the king.

Hare – Animal

Sentence: The hare runs fast.

37. Industrial – Related to industry

Sentence: This is an industrial area.

Industrious – Hardworking

Sentence: She is very industrious.

38. Impossible – Cannot be done

Sentence: This task is impossible.

Impassable – Cannot pass

Sentence: The road is impassable.

39. Idle – Not working

Sentence: He sat idle.

Idol – Worshipped figure

Sentence: The idol is beautiful.

Ideal – Perfect

Sentence: She is an ideal student.

40. Lose – To fail

Sentence: Do not lose hope.

Loose – Not tight

Sentence: The shirt is loose.

41. Later – After some time

Sentence: I will call you later.

Latter – Second

Sentence: I prefer the latter option.

42. Lesson – Teaching

Sentence: I learned a lesson.

Lessen – To reduce

Sentence: Exercise lessens stress.

43. Main – Important

Sentence: This is the main point.

Mane – Hair of lion

Sentence: The lion has a thick mane.

44. Metal – Substance

Sentence: Iron is a metal.

Mettle – Courage

Sentence: He showed his mettle.

45. Oar – For rowing

Sentence: He used an oar.

Ore – Raw metal

Sentence: Gold ore is valuable.

46. Pray – To worship

Sentence: We pray daily.

Prey – Victim

Sentence: The lion hunted its prey.

47. Principal – Head

Sentence: The principal is strict.

Principle – Rule

Sentence: Honesty is a principle.

48. Stationary – Not moving

Sentence: The car is stationary.

Stationery – Writing items

Sentence: I bought stationery.

49. Vain – Useless

Sentence: His efforts were vain.

Vein – Blood vessel

Sentence: Blood flows in veins.

Vane – Shows direction

Sentence: The vane shows wind direction.

50. Vary – To change

Sentence: Prices vary daily.

Very – Extremely

Sentence: She is very happy.

4.6. Translation of Administrative and Technical terms in Hindi

1. Academy – अकादमी
2. Abandon – त्याग देना / छोड़ देना
3. Acting in official capacity – आधिकारिक रूप से कार्य करना
4. Administrator – प्रशासक
5. Admission – प्रवेश
6. Aforesaid – उपर्युक्त
7. Affidavit – शपथ पत्र
8. Agenda – कार्यसूची
9. Alma Mater – शिक्षण संस्था (जहाँ से पढ़ाई की)
10. Ambiguous – अस्पष्ट
11. Appointing Authority – नियुक्ति प्राधिकारी
12. Apprentice – प्रशिक्षु
13. Additional – अतिरिक्त
14. Advertisement – विज्ञापन
15. Assistant – सहायक
16. Assumption of charge – कार्यभार ग्रहण
17. Assurance – आश्वासन
18. Attested copy – सत्यापित प्रति
19. Bonafide – वास्तविक / सच्चा
20. Bond – बंधपत्र
21. Cashier – कोषाध्यक्ष
22. Chief Minister – मुख्यमंत्री
23. Chief Justice – मुख्य न्यायाधीश
24. Clerical error – लिपिकीय त्रुटि
25. Commanding Officer – कमांडिंग अधिकारी
26. Consent – सहमति
27. Contractor – ठेकेदार
28. Corruption – भ्रष्टाचार
29. Craftsman – कारीगर
30. Compensation – मुआवजा
31. Code – संहिता
32. Compensatory allowance – प्रतिपूरक भत्ता
33. Compile – संकलन करना
34. Confidential letter – गोपनीय पत्र
35. Daily Wager – दैनिक मजदूर
36. Data – आंकड़े / डेटा
37. Dearness allowance – महंगाई भत्ता
38. Death-cum-retirement – मृत्यु-सह-सेवानिवृत्ति
39. Dispatch – प्रेषण
40. Dispatch Register – प्रेषण रजिस्टर
41. Disciplinary – अनुशासनात्मक

42. Disciplinary Action – अनुशासनात्मक कार्रवाई
43. Disparity – असमानता
44. Department – विभाग
45. Dictionary – शब्दकोश
46. Director – निदेशक
47. Director of Technical Education – तकनीकी शिक्षा निदेशक
48. Earned Leave – अर्जित अवकाश
49. Efficiency Bar – दक्षता अवरोध
50. Estate – संपत्ति
51. Exemption – छूट
52. Executive Engineer – कार्यकारी अभियंता
53. Extraordinary – असाधारण
54. Employment Exchange – रोजगार कार्यालय
55. Flying Squad – उड़न दस्ता
56. General Body – सामान्य सभा
57. Head Clerk – प्रधान लिपिक
58. Head Office – मुख्य कार्यालय
59. High Commission – उच्चायोग
60. Inconvenience – असुविधा
61. Income Tax – आयकर
62. Indian Assembly Service – भारतीय विधानसभा सेवा
63. Justify – उचित ठहराना
64. Legislative Assembly – विधानसभा
65. Negligence – लापरवाही
66. Officiating – कार्यवाहक
67. Office Record – कार्यालय अभिलेख
68. Office Discipline – कार्यालय अनुशासन
69. On Probation – परीक्षा पर
70. Part Time – अंशकालिक
71. Performance – प्रदर्शन
72. Polytechnic – पॉलिटेक्निक
73. Proof Reader – प्रूफ रीडर / संशोधक
74. Precautionary – एहतियाती
75. Provisional – अस्थायी
76. Qualified – योग्य
77. Regret – खेद
78. Responsibility – जिम्मेदारी
79. Self-Sufficient – आत्मनिर्भर
80. Senior – वरिष्ठ
81. Simultaneous – एक साथ
82. Staff – कर्मचारी
83. Stenography – आशुलिपि
84. Superior – वरिष्ठ / उच्च
85. Slate – तख्ती

86. Takeover – अधिग्रहण
87. Target Data – लक्ष्य डेटा
88. Technical Approval – तकनीकी स्वीकृति
89. Tenure – कार्यकाल
90. Temporary – अस्थायी
91. Timely Compliance – समय पर पालन
92. Under Investigation – जांच के अधीन
93. Under Consideration – विचाराधीन
94. Verification – सत्यापन
95. Viva-voce – मौखिक परीक्षा
96. Write off – समाप्त करना / रद्द करना
97. Working Committee – कार्यकारिणी समिति
98. Warning – चेतावनी
99. Yours Faithfully – आपका विश्वासपात्र
100. Zero Hour – शून्य काल

5.5. Group Discussion : Concept and Fundamentals of GD and Group Dynamics.

A GD is a formal discussion, which involves 6 to 15 participant who sit in a group to discuss a topic or a case given for this purpose. In every business organisation, there is a chain of persons responsible for different tasks. Every business organisation faces certain problems which requires participation of different departments. In fact, group discussion is the process of oral communication to arrive at a consensus [decision](#). In group discussion, a problem or a policy matter is discussed orally to arrive at a conclusion. But sometimes, the decision may be deferred, for want of additional data or information. Thus, group discussion is the means to arrive at a solution to a problem or to formulate a policy matter or for such other purposes which require joint participation.

Now-a-days, GDs are being used as an important step in the selection of candidates both in private and government [organisations](#). Regarded as an effective tool in the recruitment process besides job interviews, a GD plays a pivotal role in selecting the best and most suitable candidates from many who apply for the same post. It is also used as a tool to study the behavioural and attitudinal responses of the participants.

Group Dynamics

In group discussion the behaviour of the group really matters. At times, the group members tend to have difference of opinions and go off the track now and then. It is the shared responsibility of all participants to ensure that the discussion takes place in a smooth and proper manner. Logical ideas, poised demeanour, supportive attitude, balanced view and team spirit are some of the most important ingredients of a successful GD. So, while participating in a GD following points should be kept in mind to exhibit positive group etiquettes —

Guidelines for GD

- **Be friendly and approachable**

It is important that your co-participants find you approachable and easy to talk to. People who are grumpy, haughty or impassive are often left out in group activities.

- **Encourage participation from co-participants**

Only a conducive and co-operative environment will encourage healthy participation from the group members in a GD. One should try and encourage silent participants to present his/her views.

- **Don't hurt anyone**

Humility is a virtue that is always appreciated. Even if you disagree with what a co-participant is saying, you should never rebuff or belittle the other person. Always remember that you may have a difference of opinion, but that does not give you the right to raise your voice or ridicule others.

- **Not being dominative or dismissive**

Since a GD is meant to test your team skills and leadership qualities apart, from other qualities, it is good to support your ideas with facts, figures, data and experiences. But do not try to dominate others or emphasize an idea beyond the point of tolerance. Also don't dismiss another person's point of view to score points.

- **Avoiding emotions**

Emotions are common and natural to human nature, however it is not desirable to overplay your emotions, particularly in a GD. A surfeit of emotions makes a person irrational. It is best, therefore, to stay calm even when provoked. Don't make any personal comments during GDs.

- **Avoiding peer discussion**

A GD is meant to test your team skills. Hence, whatever information you intend to share, it should be addressed to the entire group and not to one or two members. Don't start talking or arguing with one or two members ignoring others.

- **Leadership**

Since in a GD none walks in with a designated tag to be the leader of the group, anyone can emerge as the leader, provided he/she showcases some such qualities during the discussion. Some of these qualities are : clarity, expression, composure, maturity, patience, motivation etc.

Some tips for group discussion :

Dos.

- Sit comfortably.
- Keep track of time.
- Encourage participation from others.
- Organise ideas.
- Speak at the earliest.
- Show enthusiasm and spark.
- If derailed, bring it back to the track.
- Be friendly and approachable.
- Maintain eye contact.
- Avoid heated discussion.
- Provide vital points.
- Transcend personal choices.
- Steer the discussion smoothly.

Don'ts :

- Be in a hurry.
- Be silent.
- Dominate vocally/physically.
- Take extreme stance.
- Look at evaluators.
- Put up a lacklustre performance.
- Be curt and dismissive.
- Appear to be impatient/restless.
- Look stubborn or snobbish.
- Speak fast.
- Get emotional.
- Ever start your GD with a decisive firm stand, or a conclusion.
- Throw all ideas at one shot.

5.6 Case Studies and Role Plays

A case study is a detailed and in-depth analysis of a particular subject, situation, or problem. It involves careful research to understand the background, causes, and outcomes of a real-life situation. Case studies are widely used in fields like business, education, psychology, and medicine to learn from practical examples and improve decision-making.

Format of a Case Study

1. Introduction
 - Gives background of the topic
 - States the objective of the study
2. Case Description
 - Explains details like situation, people involved
 - Mentions problems or challenges
3. Methods
 - Explains how data is collected (surveys, interviews, etc.)
 - Includes ethical considerations
4. Data Analysis
 - Examines data to find patterns and trends
 - Uses charts or examples
5. Findings
 - Main results of the study
 - Linked with objectives
6. Discussion
 - Explains meaning of findings
 - Compares with other ideas or theories
7. Conclusion
 - Summarizes key points
 - Suggests improvements or future scope

Example of Case Study

College Student Case Study

Introduction

Transitioning to college life presents a unique combination of opportunities and challenges for students. It marks a critical phase where individuals experience academic rigor, personal independence, and social transformation. This case study examines the journey of **Alex Johnson**, a first-year Computer Science student at a state university, who initially struggled but eventually achieved academic success and personal growth through resilience and strategic adaptation.

Background

Alex Johnson began his college journey with enthusiasm and high expectations. Having chosen Computer Science as his major, he was eager to explore programming and technology. However, the shift from a structured school environment to a more independent and demanding college system proved overwhelming. The increased academic workload, coupled with a completely new social environment, created initial instability in his performance and confidence.

Challenges Faced

1. Academic Overwhelm

Alex found the curriculum significantly more advanced than expected. Complex subjects such as data structures, algorithms, and programming languages required deeper analytical thinking, leading to stress and declining grades.

2. Social Adjustment Issues

Moving away from home, Alex struggled to build new friendships. He felt isolated and found it difficult to adapt to a diverse and unfamiliar environment.

3. Time Management Problems

Balancing assignments, lectures, self-study, and social life became a major challenge. Poor planning resulted in missed deadlines and increased anxiety.

Strategies for Overcoming Challenges

1. Academic Support and Resources

Alex started attending tutoring sessions and joined study groups. Collaborative learning helped him better understand difficult concepts and improved his academic performance.

2. Social Engagement

He participated in college clubs, especially those related to Computer Science. This helped him connect with like-minded peers and build meaningful friendships.

3. Effective Time Management

Alex created a structured daily schedule, prioritizing tasks and setting realistic goals. He used planners and productivity tools to track assignments and manage time efficiently.

Positive Outcomes

1. Improved Academic Performance

With consistent effort and external support, Alex's understanding of subjects improved significantly, reflected in better grades and increased confidence.

2. Enhanced Social Connections

Active participation in campus activities allowed him to develop strong friendships and a sense of belonging within the college community.

3. Balanced College Life

By mastering time management, Alex successfully balanced academics, extracurricular activities, and personal well-being.

Conclusion

Alex Johnson's journey highlights the importance of adaptability, persistence, and proactive problem-solving in overcoming the challenges of college life. His experience demonstrates that initial struggles are a natural part of growth and can be transformed into opportunities for improvement through the right strategies and mindset.

By seeking academic support, engaging socially, and developing effective time management skills, Alex not only improved his performance but also built a well-rounded and fulfilling college experience. This case study emphasizes that success in higher education is not solely dependent on prior knowledge but also on resilience, willingness to learn, and the ability to adapt to new environments.

Ultimately, Alex's transformation serves as an example for other students facing similar challenges, showing that with determination and the right approach, it is possible to achieve both academic excellence and personal development.

ROLE PLAY

Meaning

Role play is an activity where individuals act out different roles in a given situation to simulate real-life scenarios. It helps in improving communication skills, problem-solving abilities, and understanding others' perspectives. It is commonly used in education, training, and professional development.

Format of Role Play

1. Introduction
 - Explains purpose of role play
 - Describes scenario and roles
2. Character Background
 - Details about each character
 - Includes roles, behavior, and relationships
3. Scenario Description
 - Explains the situation or problem
4. Role Play Session
 - Participants act their roles
 - Facilitator may guide
5. Debriefing
 - Discussion after activity
 - Reflect on learning and challenges
6. Application
 - Connect learning to real life
 - Apply skills in daily situations

Example of Role Play

For example, in a workplace conflict situation, two employees have a disagreement about work responsibilities. In a role play, one student acts as a senior employee and another as a junior employee. They discuss their issues and try to find a solution. After the activity, the class discusses what went right and how communication could be improved. This helps students learn conflict resolution skills.

Conclusion

In conclusion, case studies and role plays are very useful learning methods. Case studies help in understanding real-life problems in detail, while role plays help in practicing communication and problem-solving skills. Both methods improve practical knowledge and prepare individuals for real-world situations.