

| S.No. | TOPICS   | PG.NO |
|-------|--|-------|
| 1.    | Why is it important to manage your time well   |       |
| 2.    | Would you describe yourself as a organised person. Can you give us an example.   |       |
| 3.    | How do you prevent a situation from getting too stressful to manage.   |       |
| 4.    | How do i write a dialogue between two classmates about their studies.  |       |
| 5.    | How can we write a dialogue between two classmates about their English teacher.  |       |
| 6.    | Talk about any TED Talks that you have watched and write about your learning from it, discuss about any of your favourite talk show/a lecture and your learning from it. |       |
| 7.    | What are the personality traits that you observe during a group discussion.  |       |
| 8.    | How do you answer the following questions if asked during a job interview .  |       |
| 9.    | List of the important traits that are observed in an interview.  |       |
| 10.   | What are the tips that you follow while making a presentation.   |       |
| 11.   | Draft the following<br>a) a resume as a fresher that includes your career objective, qualification etc.  |       |
| 12.   | Give me an example of a time when you created a goal and then achieve it.  |       |
| 13.   | Have you managed or led changes initiatives in the past.   |       |
| 14.   | What is the biggest change management challenge you have faced. And how did you handled it.  |       |
| 15.   | What motivates you as a student to achieve your goal.  |       |
| 16.   | Can you tell me about a time when you successfully led a team through a sticky situation.  |       |
| 17.   | Teams that can handle emotions and work well with other results in the success.  |       |
| 18.   | How can multiple intelligence be Improved.   |       |
| 19.   | What is kinesthetic intelligence.  |       |
| 20.   | What are the learning strategies? If you started a company today, what would it stock values be.   |       |
| 21.   | How could you create more balance in your life.  |       |
| 22.   | How good are you at asking help.   |       |
| 23.   | What is spiritual quotient? and what is its important.   |       |
| 24.   | Tell me about a time you worked on a team where individuals from different cultural backgrounds.   |       |
| 25.   | Answer the following critical thinking questions.  |       |

## **1. Why it is important to manage your time well?**

Time management is important for busy companies so they can prioritize all their work tasks and achieve their goals faster. When you better manage your time, you'll be able to take on new opportunities and grow your business in a sustainable manner.

Time management is the strategy of planning out your available time and controlling the amount of time you spend on specific tasks in order to work more efficiently. Effective time management comes easier to some people than to others, but everyone can develop habits to improve their time management skills. Without strong time management, your work and wellbeing can suffer, and it can lead to:

- Producing poor quality work
- Missing deadlines
- Increasing your stress levels
- Ruining your work-life balance
- Harming your professional reputation

### **Why Is Time Management Important?**

Time management is important because it helps you control your workday so you can build your business without compromising your work-life balance. Here are seven benefits of proper time management:

#### **IMPROVE YOUR PERFORMANCE**

When you learn to block time out of your day for all your important tasks, you'll have a better idea of everything you need to accomplish and how long each task should take. When you have a schedule to follow, you'll likely find that you spend less time deciding what to work on or procrastinating and more time getting down to important work. Time management can help you focus on just the essential tasks ahead of you and avoid time-consuming distractions.

#### **PRODUCE BETTER WORK**

When you're not constantly racing to meet a deadline, you can put more effort and thought into your work. Time management helps you prioritize your tasks so that you ensure you have enough time available to complete every project. The quality of your work increases when you're not rushing to complete it ahead of a fast approaching deadline.

#### **DELIVER WORK ON TIME**

Properly managing your time involves assigning every task on your list to a specific blocks of time. Many people use time management to allow themselves several days to complete a project, or finish it ahead of the due date to provide a buffer for any challenges that might arise. If you properly schedule the time needed to complete your work, you'll be able to hit your deadlines every time.

## **REDUCE YOUR STRESS**

It's easy to become anxious when you have a full list of tasks to accomplish both for work and in your personal life. Good time management can help you prioritize your to-do list and set aside the time needed for your most important tasks, so you know exactly what you need to do and how much time you have available to complete everything. Prioritizing your tasks and giving yourself enough time to accomplish them can help reduce your stress levels.

## **IMPROVED CAREER OPPORTUNITIES**

Time management can help you become a more reliable employee who always submits high-quality work by your due dates. This in turn will make you more valuable as a worker and improve your professional reputation, which can help you find new opportunities to expand your career.

## **BOOST YOUR CONFIDENCE**

When you manage your time properly and successfully meet your deadlines, you'll feel a sense of accomplishment and confidence in your abilities. Consistently finishing your daily to-do list is a huge motivator that can drive people to further improve their time management skills and take on new work opportunities.

## **BECOME MORE EFFICIENT**

When you understand how to manage your time effectively, you'll become more focused at work which allows you to accomplish more with less time available. For example, instead of trying to work on a big project when you have fifteen minutes free before a meeting, you can accomplish a few small tasks in that time and save the bigger tasks that require more brain power for when you have a large block of time free. You'll be able to work more efficiently to achieve more with less time.

## **2. Would Describe Yourself as an Organized Person? Can u Give Some Examples?**

I make sure that everything is neat and in order. I am a very organized and thorough person, which I think contributes to my success. Yes, I use several online and desktop tools to stay organized. On Monday of each week, I review my calendar and highlight the key things I need to accomplish.

Know & research your audience:

The first step in how to describe yourself is to know your audience! You don't want to describe yourself as a quiet person who prefers working alone if you're interviewing at a highly-social company that emphasizes teamwork. At least not if you want to get hired!

Now, you don't need to lie and say you're the most out-going, energetic person in the world, but you'd want to show a bit of both sides, so they at least know you can handle some basic teamwork.

**Example :**

1. Yes I am. I wanted so much to travel. I decided to work part time 8 hours in a call centre to earn money to travel. And That Time I was Doing College B Classes As
2. Have good documentation separately for each project date wise and register for each for review.
3. Controlled two running projects at one time, with different activities.
4. I like to set all my paperwork as well as from the student life I used to take note in every classes and make them in a folder with different section so that I can easily find out what I looking for in shortest time.
5. Yes, I enjoy working in organized Environment is makes my job easier.
6. Yes- I like to have my things organised and in order.
7. Yes I am organized. In order to perform optimally in my task, I make sure that necessary information is well documented and saved correctly in folders.
8. Yes, for 19 years, I owned and operated a small business that could not afford to hire out many jobs; I had to maintain a structured schedule in order to operate the business properly.
9. Yes. I prioritize my work on each day.
10. Yes. I like to have most of my next day planned so I know what needs done and it gives structure to my day.
11. Yes, I like to work in a organized Environment which makes my work easier.
12. We are complete the project timely with profitable cost.

### **3. How do you Prevent a Situation From Getting too Stressful to Manage ?**

Stress is a feeling of emotional or physical tension. It can come from any event or thought that makes you feel frustrated, angry, or nervous. Stress is your body's reaction to a challenge or demand. In short bursts, stress can be positive, such as when it helps you avoid danger or meet a deadline.

Many things can trigger stress and can be positive or negative. In a dangerous situation, stress will trigger your fight-or-flight response and cause the following symptoms:

- Increased heart rate
- Faster breathing
- Tensed muscles

Your body is only meant to handle stress in small bursts. Chronic stress can lead to serious problems, lowering your immune system and interfering with the proper functioning of your body's systems. A lowered immune system means you are more prone to colds and infections. Over time, constant strain can also lead to:

- Heart disease
- High blood pressure
- Diabetes
- Depression
- Anxiety

So it is Very Important to Manage Stress. The following stress management tips can help you do that.

### **Tip 1: Identify the sources of stress in your life**

Stress management starts with identifying the sources of stress in your life. This isn't as straightforward as it sounds. While it's easy to identify major stressors such as changing jobs, moving, or going through a divorce, pinpointing the sources of chronic stress can be more complicated. It's all too easy to overlook how your own thoughts, feelings, and behaviors contribute to your everyday stress levels.

Sure, you may know that you're constantly worried about work deadlines, but maybe it's your procrastination, rather than the actual job demands, that is causing the stress.

#### **To identify your true sources of stress, look closely at your habits, attitude, and excuses:**

Do you explain away stress as temporary ("I just have a million things going on right now") even though you can't remember the last time you took a breather?

Do you define stress as an integral part of your work or home life ("Things are always crazy around here") or as a part of your personality ("I have a lot of nervous energy, that's all")?

Do you blame your stress on other people or outside events, or view it as entirely normal and unexceptional?

Until you accept responsibility for the role you play in creating or maintaining it, your stress level will remain outside your control.

### **Tip 2: Practice the 4 A's of stress management**

While stress is an automatic response from your nervous system, some stressors arise at predictable times: your commute to work, a meeting with your boss, or family gatherings, for example. When handling such predictable stressors, you can either change the situation or

change your reaction. When deciding which option to choose in any given scenario, it's helpful to think of the four A's: avoid, alter, adapt, or accept.

Avoid people who stress you out. If someone consistently causes stress in your life, limit the amount of time you spend with that person, or end the relationship.

Take control of your environment. If the evening news makes you anxious, turn off the TV. If traffic makes you tense, take a longer but less-traveled route. If going to the market is an unpleasant chore, do your grocery shopping online.

Pare down your to-do list. Analyze your schedule, responsibilities, and daily tasks. If you've got too much on your plate, drop tasks that aren't truly necessary to the bottom of the list or eliminate them entirely.

Learn how to say "no." Know your limits and stick to them. Whether in your personal or professional life, taking on more than you can handle is a surefire recipe for stress. Distinguish between the "shoulds" and the "musts" and, when possible, say "no" to taking on too much.

### **Tip 3: Get moving**

When you're stressed, the last thing you probably feel like doing is getting up and exercising. But physical activity is a huge stress reliever—and you don't have to be an athlete or spend hours in a gym to experience the benefits. Exercise releases endorphins that make you feel good, and it can also serve as a valuable distraction from your daily worries.

While you'll get the most benefit from regularly exercising for 30 minutes or more, it's okay to build up your fitness level gradually. Even very small activities can add up over the course of a day. The first step is to get yourself up and moving. Here are some easy ways to incorporate exercise into your daily schedule:

- Put on some music and dance around.
- Take your dog for a walk.
- Walk or cycle to the grocery store.
- Use the stairs at home or work rather than an elevator.
- Park your car in the farthest spot in the lot and walk the rest of the way.
- Pair up with an exercise partner and encourage each other as you work out.
- Play ping-pong or an activity-based video game with your kids.

### **Tip 4: Connect to others :**

There is nothing more calming than spending quality time with another human being who makes you feel safe and understood. In fact, face-to-face interaction triggers a cascade of hormones that counteracts the body's defensive "fight-or-flight" response. It's nature's natural stress reliever (as an added bonus, it also helps stave off depression and anxiety). So make it a point to connect regularly—and in person—with family and friends.

Keep in mind that the people you talk to don't have to be able to fix your stress. They simply need to be good listeners. And try not to let worries about looking weak or being a burden keep you from opening up. The people who care about you will be flattered by your trust. It will only strengthen your bond.

Of course, it's not always realistic to have a pal close by to lean on when you feel overwhelmed by stress, but by building and maintaining a network of close friends you can improve your resiliency to life's stressors.

### **Tip 5: Make time for fun and relaxation**

Beyond a take-charge approach and a positive attitude, you can reduce stress in your life by carving out "me" time. Don't get so caught up in the hustle and bustle of life that you forget to take care of your own needs. Nurturing yourself is a necessity, not a luxury. If you regularly make time for fun and relaxation, you'll be in a better place to handle life's stressors.

Set aside leisure time. Include rest and relaxation in your daily schedule. Don't allow other obligations to encroach. This is your time to take a break from all responsibilities and recharge your batteries.

Do something you enjoy every day. Make time for leisure activities that bring you joy, whether it be stargazing, playing the piano, or working on your bike.

Keep your sense of humour. This includes the ability to laugh at yourself. The act of laughing helps your body fight stress in a number of ways.

Take up a relaxation practice. Relaxation techniques such as yoga, meditation, and deep breathing activate the body's relaxation response, a state of restfulness that is the opposite of the fight or flight or mobilization stress response. As you learn and practice these techniques, your stress levels will decrease and your mind and body will become calm and centred.

### **Tip 6: Manage your time better**

Poor time management can cause a lot of stress. When you're stretched too thin and running behind, it's hard to stay calm and focused. Plus, you'll be tempted to avoid or cut back on all the healthy things you should be doing to keep stress in check, like socializing and getting enough sleep. The good news: there are things you can do to achieve a healthier work-life balance.

Don't over-commit yourself. Avoid scheduling things back-to-back or trying to fit too much into one day. All too often, we underestimate how long things will take.

Prioritize tasks. Make a list of tasks you have to do, and tackle them in order of importance. Do the high-priority items first. If you have something particularly unpleasant or stressful to do, get it over with early. The rest of your day will be more pleasant as a result.



Break projects into small steps. If a large project seems overwhelming, make a step-by-step plan. Focus on one manageable step at a time, rather than taking on everything at once.

Delegate responsibility. You don't have to do it all yourself, whether at home, school, or on the job. If other people can take care of the task, why not let them? Let go of the desire to control or oversee every little step. You'll be letting go of unnecessary stress in the process.

### **Tip 7: Maintain balance with a healthy lifestyle**

In addition to regular exercise, there are other healthy lifestyle choices that can increase your resistance to stress.

Eat a healthy diet. Well-nourished bodies are better prepared to cope with stress, so be mindful of what you eat. Start your day right with breakfast, and keep your energy up and your mind clear with balanced, nutritious meals throughout the day.

Reduce caffeine and sugar. The temporary "highs" caffeine and sugar provide often end with a crash in mood and energy. By reducing the amount of coffee, soft drinks, chocolate, and sugar snacks in your diet, you'll feel more relaxed and you'll sleep better.

Avoid alcohol, cigarettes, and drugs. Self-medicating with alcohol or drugs may provide an easy escape from stress, but the relief is only temporary. Don't avoid or mask the issue at hand; deal with problems head on and with a clear mind.

Get enough sleep. Adequate sleep fuels your mind, as well as your body. Feeling tired will increase your stress because it may cause you to think irrationally.

### **Tip 8: Learn to relieve stress in the moment**

When you're frazzled by your morning commute, stuck in a stressful meeting at work, or fried from another argument with your spouse, you need a way to manage your stress levels right now. That's where quick stress relief comes in.

The fastest way to reduce stress is by taking a deep breath and using your senses—what you see, hear, taste, and touch—or through a soothing movement. By viewing a favourite photo, smelling a specific scent, listening to a favourite piece of music, tasting a piece of gum, or hugging a pet, for example, you can quickly relax and focus yourself.

Of course, not everyone responds to each sensory experience in the same way. The key to quick stress relief is to experiment and discover the unique sensory experiences that work best for you.

#### **4. How do I Write Dialogue Between 2 Friends Discussing About Their Studies?**

Riya: Hi Sumit. How do you do?

Sumit: Hello Riya. Very well, thank you. How are you?

Riya: Fine, thanks! Did you prepared for today's test?

Sumit: I didn't because I am not interested.

Riya: Don't you know it's important?

Sumit: It's less important than the final exams. I'll read before final exams. Even if I read now, I'll forget the content soon. I have to read it again. So, I decided to take the effort only once.

Riya: Efforts are worth taking for pursuing education. Uneducated people know the value of education. Education is the ladder for our happy future. If you neglect it now, you'll face many hardships in future.

Sumit: You're right. I'm not neglecting. Instead, I'm postponing. Don't worry.

Riya: Neglecting is equally harmful as postponing. Do you want to work using more mind and less body or using more body and less mind?

Sumit: I would prefer doing work using more mind and less body or using both of them equally.

Riya: If you won't study well, you'll end up with a job which demands more body involvement and less brain involvement. I mean weightlifting.

Sumit: Let me go. Bye.

Riya: Bye. Have a nice day

## **5. How can we Write a Dialogue Between Two Classmates About Their English Teacher?**

Sujon: Hello hasib! How are you?

Hasib: I am well and you?

Sujon: I am also well. What are you doing?

Hasib: I am just looking through the grammatical notes given by our new English teacher. He is excellent as a teacher.

Sujon: You are right. His teaching method is wonderful. His method of teaching and art of speaking are attractive.

Hasib: Yes, and his scholarship in English is immense. Besides, he can easily make an unpleasant thing pleasant.

Sujon: Exactly! His personality is also very nice. As a whole, he is an ideal teacher.

Hasib: We are really fortunate that we have got such a teacher.

Sujon: Do you know about his academic career?

Hasib: No, I do not. However, I do not think that a brilliant result is the sign of a good teacher.

Sujon: I also do not think so. But our new English teacher has a brilliant career. He has all through first class including Honours and Masters.

Hasib: Oh, I see! He is really a piece of diamond.

Sujon: Definitely! However, I take him for a good teacher not because of his brilliant result but because of his some other unique qualities.

Hasib: Exactly! I think he will contribute greatly to our learning of English language.

Sujon: I also hope so. Ok friend, thank you.

Hasib: You are most welcome. Bye and see you again.

## **6. Talk about any Ted talk that you have watched and write about your learned from it.**

Elon Musk is the head of a spaceflight company, an electric car manufacturer / solar energy effort, and a brain-computer interface project. Recently, though, he added a tunnel boring company to that already crowded plate. This past weekend he spoke about The Boring Company, as he's calling it, for the first time in public with Chris Anderson, the curator for TED Talks.

It wasn't a hard-hitting interview — while Anderson got Musk to share some details about the tunnelling project, he also teed up many of the billionaire CEO's favourite talking points, and his follow-ups were often “whoa” or “wow.”

### **MUSK WANTS THE TUNNELS TO SPAN THE COUNTRY ON A DEEP LEVEL:**

Musk said that there's “no real limit” to the depth of his proposed tunnels. “The deepest mines are much deeper than the tallest buildings are tall, so you can alleviate any arbitrary level of open congestion with a 3D tunnel network.” This, Musk said, is how to get around the most popular rebuttal so far: that underground tunnels will simply spread the congestion to a new place without completely solving the problem of traffic. Musk thinks it will be possible to create “any arbitrary number of tunnels, any number of levels” in order to reduce congestion on the surface.

### **ELON MUSK ABOUT TELSAs self driving technology**

Musk is known for playing fast and loose with the timelines for his grandest ideas. In the interview, he said Tesla is “still on track for being able to go cross country from LA to NY by the end of the year, fully autonomous” with one of its cars, “from a parking lot in California to a parking lot in New York, no controls touched at any point during that journey

### **Conclusion :**

You have to love something enough to persist. You have to persist enough to deepen your love.

And then abundance is the natural outcome. Not just for you but for everyone. Since wealth comes to those who create wealth for others.

## **7. What are the personality traits observed during group discussion.**

Group Discussion! Is a methodology or in a simple language you may call it an interview process or a group activity. It is used as one of the best tools to select the prospective candidates in a comparative perspective. GD may be used by an interviewer at an organization, colleges or even at different types of management competitions.

A GD is a methodology used by an organization to gauge whether the candidate has certain personality traits and/or skills that it desires in its members. In this methodology, the group of candidates is given a topic or a situation, given a few minutes to think about the same, and then asked to discuss the topic among themselves for 15-20 minutes. Freshersworld.com brings you an elaborate section for GD as you had ever seen anywhere else. It is a very useful tool to screen the candidate's potential as well as their skills.

GD evaluation is done by the subject experts based on the discussions. A report will be prepared on analyzing the facts at the end of the discussion.

Some of the personality traits the GD is trying to gauge may include:

- Communication skills
  - Interpersonal Skill
  - Leadership Skills
  - Motivational Skills
  - Team Building Skills
  - Analytical /Logical Skills
  - Reasoning ability
  - Different Thinking
  - Initiative
  - Assertiveness
  - Flexibility
  - Creativity
- 
- Ability to think on ones feet

Why GDs are implemented commonly:

The reason why institutes put you through a Group discussion and an interview, after testing your technical and conceptual skills in an exam, is to get to know you as a person and gauge how well you will fit in their institute. GD evaluates how you can function as a part of a team. As a manager or as a member of an organization you will always be working in teams. Therefore how you interact in a team becomes an important criterion for your selection. Managers have to work in a team and get best results out of teamwork. That is the reason why management institutes include GD as a component of the selection procedure.

**Company's Perspective :**

Companies conduct group discussion after the written test to know more about your Interactive Skills (how good you are at communication with other people)  
Behaviour (how open-minded are you in accepting views contrary to your own)

Participation (how good an active speaker you are & your attention to the discussion)  
Contribution (how much importance do you give to the group objective as well as your own)  
Aspects which make up a Group Discussion are :

- Verbal Communication
- Non-verbal behaviour
- Confirmation to norms
- Decision making ability
- Cooperation.

## **CHARACTERISTICS OF GROUP DISCUSSION**

### **Interface:**

A basic feature of group discussions is the interaction among the various members of the group. They see, hear and communicate with each other orally by paying attention to each other.

### **Leader and Members:**

Group discussions are effective only when there is a group of members and a leader. The leader has to summarize facts and information, integrate them, stimulate thinking and agree to a unanimous solution of the problem. The members of the group become actively related to each other in their respective roles.

### **Participation :**

The effectiveness and efficiency of a group discussion depend, to a large extent, upon the active participation of the members.

### **Interpersonal Attraction:**

Another characteristic feature of a group discussion is interpersonal attraction. As long as interaction continues, the likes, dislikes, behavior and temperament of members are known to each other. Among them, empathy develops and as such they share each others problems.

### **Pressure to Confirm:**

In a group discussion, there is always an element of pressure to conform to norms. The pre-defined and established standards are always enforced and followed.

### **Conflict:**

A conflict is a difference or disagreement among the members of the group, which often arise during deliberations and discussions. A conflict is inevitable and usually develops when alternative solutions are present. It can stimulate the members to find new solutions to the problem. Thus, conflict is not necessarily bad. But if it arises due to the political behavior of the members it will have dysfunctional consequences.

### **Purpose of Group Discussion :**

- (i) To reach a solution on an issue of concern
- (ii) To generate new ideas or new approaches to solving a problem
- (iii) For selecting candidates after the written test for employment or for admission to educational institute
- (iv) To provide us with an avenue to train ourselves in various interpersonal skills

### **Advantages of Group Discussions :**

The advantages of group

- (i) It provides a deeper understanding of the subject.
- (ii) It improves the ability to think critically.
- (iii) It provides different approaches to solving a problem.
- (iv) It helps the group in taking a decision.
- (v) It gives an opportunity to hear the opinions of other persons.
- (vi) It enables a participant to put across his/her viewpoint.
- (vii) It enhances confidence in speaking.

### **Types Of Group :**

#### **Formal Groups:**

Groups that are formed consciously by the management, with an aim of serving an organizational objective. These are further classified as: Self-directed teams: The group of employees which are so authorised to make decisions, on their own, as it is independent and self-governing in nature.

#### **Quality Circle :**

A number of employees classed together belonging to the same field, who meet every week for an hour, to talk about their problems, identify the causes and find out solutions, to take necessary steps in this regard.

#### **Committees:**

An association of people created by the management for different matters to identify and discuss the issues of the company and arrive at a conclusion. It can be:

Standing Committee

Advisory Committee

Audit Committee

Grievance Committee

Adhoc Committee

#### **Task force:**

It is a temporary committee, wherein people belonging to different fields are grouped together for the performance of the task.

### **Informal Groups:**

The social and psychological variables operating at the workplace, results in the formation of informal groups. The creation of these groups is spontaneous due to the common interest, social needs, physical proximity and mutual attraction.

### **Reason for Group Formation :**

#### **a) Personal Characteristics:**

Individuals with similar beliefs, attitudes and values are more likely to form groups.

#### **b) Opportunity for interaction:**

If the employees of an organization, are given an opportunity to interact with one another, they find that they have many things similar, which also creates a group.

#### **c) Interest and goals:**

When individuals share common interest and goals, it requires cooperation and coordination for its achievement, which also results in the formation of groups.

#### **d) Influence and power:**

Last but not the least, a group has more influence and power, as compared to an individual, which also promotes its formation.

## **8. How do you answer the following questions if asked during a job interview?**

- a. Where do you see yourself in five years?**
- b. Why Should I Hire You?**
- c. Tell Me About Yourself?**
- d. What Are Your Strengths?**

The following are steps you can take to prepare for and answer this interview question:

- Get clear about your career goals.
- Find connections between your goals and the job description.
- Ask yourself if the company can prepare you for your career goals.



The following is example answer to the interview question where do you see yourself in five years?

My ultimate goal for the next five years is to master my position and advance into a managerial role within my department. I was drawn to the personalized training approach your company outlines on its website, and I truly believe this approach to training will allow me to learn new skills and grow within this position. Over the next five years, I see myself taking on new and exciting projects within your company that will prepare me for a management role with the organization.'

1(b): "This is a wonderful opportunity for me to get interviewed at such a renowned company.

Your organization will surely prove to be an excellent platform for me to establish my skills and knowledge in the corporate world.

Even though I am a fresher, I assure you that I will give my best and work to my full potential so that I can contribute as much as I can towards the growth and welfare of this great brand."

1(c) : You can prepare in advance and use this common opening prompt to your advantage, setting the stage for a successful interview.

1. Tailor Your Answer to the Role and Company. ...
2. Keep It Professional. ...
3. But Inject Some Passion Into Your Answer (if You Feel Comfortable) ...
4. Be Succinct (and Definitely Don't Recite Your Resume) ...
5. Practice (But Don't Memorize) ...
6. Know Your Audience. ...
7. Keep It Positive.
8. Remember This Is Often Your First Impression, and It Matters

1(d): Use the job description to frame your answer.

Your strengths and weaknesses should reflect the requirements of the role. Ensure that you highlight your skills that are listed in the job description, and explain how you will gain or improve critical skills that you lack.

In general, your strengths should be skills that can be supported through experience. For example, if you list communication as strength, you may want to recall a situation in which you used communication to reach a goal or resolve a problem.

Your weaknesses can include a hard skill set out in the job description, provided that you emphasize your desire to acquire this skill through a course or program. Similarly, listing a soft skill you lack should be supported with a plan to learn or improve this skill.

## **9. List out the important traits that are observed during an interview?**

### **1. Communication**

A study by the research and a consulting firm Millennial Branding showed that 98 percent of employers say effective communication skills are essential for their job candidates. By the time you have gotten to the interview, you already will have a handle on some of the candidate's communication skills. For instance, you probably will have corresponded by e-mail, viewed the candidate's social media pages and possibly spoken by phone or by Skype. Be aware of how much attention to detail the candidate revealed in these different forms of communication.

Now that you will be meeting face to face, it's time to ask some open-ended questions in order to gain a greater understanding of how this person will communicate with others on the job. Open-ended questions are a good way to evaluate communication skills. You could begin with a broad ice-breaker question such as: Tell me about yourself or tell me why you feel you are a good candidate for this job.

As your candidate responds, look for important communication qualities such as eye contact and an open body posture that includes unfolded arms and legs and a forward leading position. Next you can do more to assess communication skills by asking the candidate: Describe a time you had a problem with a supervisor and what you did to resolve it.

Here you are looking to see that the candidate values good communication. If he did nothing to resolve the problem, for example, that can be an indication of poor communication skills. Remember you are not evaluating the candidate based upon that problem – in fact, it can even be an issue he or she had during a part-time job as a student – but are looking at ways the candidate has used soft skills to resolve the issue.

## **2.Positive attitude**

According to leadership coach Mark Murphy, author of the book *Hiring for Attitude*, many employers miss clues during the interview that a job candidate will eventually fail as an employee. Referring to a study his company did that tracked 20,000 newly-hired employees in the United States, Canada, Europe and Asia that found that 46 percent of them had been fired or had received poor performance reviews over the past three years, Murphy contends that most new employees don't fail because of lack of skill. Rather, he says they fail because their personalities and their attitudes are not a good match for the organization.

A positive attitude is a quality closely linked with business professionalism. Even if you are hiring for an entry-level job or a volunteer position, you want someone who is upbeat and excited about working with your organization. When a candidate is enthusiastic about the job, it carries over into the workplace and into job performance.

Ask : How does this position fit into your career plan? The candidate's response will reveal what he knows about the company and your company culture and whether he sees a position with your company as a stepping stone or as a meaningful career.

## **3.Cooperation/Teamwork**

How a candidate will fit in with the rest of your team is a huge consideration when making a hiring decision. Of course, there will be times when the candidate will work independently, but you will want to make sure that she can work well with your team on projects when necessary as well.

One way to ascertain this skill is by asking “Tell me about a time when you completed a group project at your previous position.” Ask follow-up questions if necessary about the size of the group, the responsibilities your candidate had and the scope of the project. Also ask if the project was successful and why or why not?

Another way to gauge how well a candidate works with others is by asking: “When do you enjoy working in a group setting and when do you prefer to handle a project independently?”

## **4.Goal-Oriented**

A strong employee is someone who sees this new position as a challenge. You will get the best job performance from an individual who sees the new job as a fulfilment of a goal rather than as just as the means to a pay check or as another listing on a resume.

Find out how goal-oriented your candidates are by asking them a few simple questions such as:

- How do you measure your own success? – Describe your short-term or long-term career goals.
- Tell me how your last job fit or did not fit into this plan.

Interested in learning more? Why not take an online class in Business Skills? – How will this job meet your career goals?

Another way to get a look at a candidate's career goals is to ask "Where do you see yourself in five years? The response you get to this question will not only reveal if the candidate expects to stay with your organization but will show how much he or she already knows about your company.

### **5.Flexibility**

Flexibility is the valuable ability to adapt to different circumstances and different people and to handle unforeseen events with a sense of calm and grace. Companies that have been able to survive and even thrive during the last economic downturn have done so because of flexibility. They may have trimmed one aspect of their business while beefing up another, for example. In today's global economy, competition is fierce, and customers can leave you for your competitor's product or service with only the click of a mouse. As a result, flexibility is more critical than ever.

To determine how set in his ways your candidate is, ask him to describe a situation in which he had to adjust to changes over which he had no control.

### **6.Creativity**

The phrases "thinking out of the box" or "drawing outside the lines" have been used to the point of being meaningless clichés, but being able to think creatively is indeed a highly-valued soft skill in today's job market.

Managers are looking for versatile team members who can apply their skills to a variety of different situations and can solve unexpected problems that come up with ease and confidence. Here's an idea for a question to determine your candidate's creativity:

Approach the topic by commenting that your organization continually strives to do more – sometimes with less. Then ask the candidate to discuss a time he or she helped a recent project or become faster, smarter, more efficient or less expensive.

Strong job candidates will be excited with this question and eager to share their creative ideas. Another idea is to ask the candidates to share a time they had to solve a tough problem at work. Ask for as much detail as possible, including the deadlines and the budget for the project.

## **10 What are the tips to be followed while giving a presentation?**

Making a good presentation starts with crafting the content. No matter how compelling your message is, if you don't get it out of your brain and on to the screen in a simple way, you'll be met with a sea of blank faces. So, where to begin?

### **1.Create an Easy-to-follow structure**

When it comes to what you have to say, break it down into three simple sections: your presentation needs an introduction, body, and conclusion.

- i. A compelling introduction. Your introduction needs to briefly sum up what you're going to talk about and why it's useful or relevant to your audience.
- ii. Offer a body of evidence. The body of your presentation is where you hit 'em with the facts, quotes, and evidence to back up your main points.
- iii. Sum up with key takeaways. The conclusion is where you loop back to your original statement and give the audience some key takeaways on how they can put into practice what they've learned.
- iv. No more than 10 slides in total. Who wants to sit through pages and pages of slides? No one, that's who. By keeping your slide deck to 10 slides, even if your presentation is 30 minutes long, you'll give the audience a chance to digest the on-screen messages in line with your talk. Using concept maps before structuring your slides can help keep to the point.

### **2. Limit the amount of copy on Each slide**

- i. No more than six words per slide. Marketing king Seth Godin says we should have just six words per slide – that's not a lot of copy. Choose your words carefully and rewrite until you've got it just right.

- ii. Think ‘bite-size’ information. We called ourselves Biteable a reason: studies have shown that information is retained better when it’s broken down into bite-sized chunks. Video is a great way to learn and research suggests it’s 95% more compelling than text.

### **3. Have a strong opening**

- i. Be different. You’re doing a presentation about saving tree frogs in Costa Rica. You open with an amusing story about one that escaped on a bunch of bananas to the UK. A story like this is different and unexpected for your audience, so they’ll sit up and take notice.
- ii. Ask a question. Rhetorical questions are a great way to frame a topic and introduce ideas. Martin Luther King Jr. said: ‘there are those who are asking the devotees of civil rights, “When will you be satisfied?”’
- iii. Tailor it to your audience. How much do you know about your audience? The more you know, the better. Especially if you know their likes and dislikes. Inserting a relevant metaphor or popular culture reference. Oprah Winfrey’s Stanford commencement address spoke to the graduates about her lessons learned and how they were entering ‘the classroom of life.’

### **4. Be genuine**

- i. Use humor. Humor can be great for giving a presentation, but cut it out if it feels like a stretch. Telling a humorous story can break down any barriers, make you more likeable, and make your message more memorable (and people are surprisingly generous with laughter) but the faintest whiff of desperation will kill a funny vibe.
- ii. Don’t be afraid to mess up. The fear of making a mistake can make you inordinately nervous. Relax, even the best speakers mess up or have bad luck. Theresa May, ex-Prime Minister of England, once stumbled and coughed her way through a presentation, with someone even handing her a resignation letter. She battled through like a pro, though, and simply acknowledged it and moved on. No big deal.
- iii. Open up and be vulnerable. Brene Brown, a researcher whose presentation have amassed over ten million views, says that “Sometimes the bravest and most important thing you can do is just show up.” This means speaking your truth and daring to feel a little uncomfortable as you share a meaningful story. It will connect your audience to you like never before.

### **5. To conclude, focus on Audience value**

- i. Leave your audience with an emotional impression. ‘They might forget what you said, but they’ll never forget the way they made you feel’ said the poet Maya Angelou. By leaving them with an emotional impression, from a piece of video with moving music to a line from a song or poem, you’ll strike that resonant chord and end on a high.

- ii. Use a pause for key takeaways. Want the audience to remember something specific? Say it slowly and leave a pause at the end. The silence will emphasize what you said and make it meaningful.
  
- iii. Make your core message sing. A call to action is the best way to wrap up your presentation with strength and impact. What do you want your audience to do next? Tony Robbins tell great story at the end of this presentation, moving his audience emotionally towards change.

## 11. Draft the Following :

### a. A resume as a Fresher that includes your Career Objective, Qualification?

BANDARIMADHU  
H-No:8-29/1, Parvathi Nagar,  
Peerzadiguda, Medipally, Medchal  
Email-Id:madhubandari90@gmail.com  
Telangana-500098 Mobile: 9133743621

#### OBJECTIVE:

An enthusiastic Information Technology fresher seeking challenging position in IT related company.

#### EDUCATION QUALIFICATION:

| Qualification | Institute/School        | University/board | Percentage |
|---------------|-------------------------|------------------|------------|
| Degree        | KMICS                   | OU               | 8.5        |
| Intermediate  | Narayana junior college | BIE              | 93.5       |
| SSC           | Padma Sree high school  | SSC              | 93         |

#### TECHNICAL QUALIFICATIONS:

C, C++ , HTML, CSS, JavaScript, Java, Python,

#### STRENGTH:

Commitment towards work.  
Positive attitude.  
Self-motivated.

#### ACHIEVEMENTS:

Project on helmet using IOT to detect alcohol level of the person and vehicle speed.

#### HOBBIES:

Playing cricket, football, video games.  
Listening music, watching movies and web series.  
Spending time with family and friends.

#### DECLARATION:

I here by declare that all the details furnished above are true to the best of my knowledge and belief.

Date:

Place: Hyderabad

(Bandari Madhu)

## 12. Give me an Example of a time when you created a Goal and Then Achieved it.



There are certain times when I created the goal for myself. But was less confident to Achieve it. But I was a very reserved kind a person. The whole of an introvert. One day I thought of focusing on myself about what I am actually good at.

I know myself that I'm very much good at sports, which ever sport it may be. (Cricket, Volleyball, Football, Swimming) but I was not confident enough to pursue my dream with that. Here's a very beautiful quote "NATURE IS CHANGE AND CHANGE IS NATURE".  
Time by

Time I tried changing myself. Being confident on what I am doing, taking initiatives for the sports competition held nearby.

I am made myself comfortable to meet and greet new people in my life. And changed myself from an introvert to an ambient. Got used to act upon the situations that I must act on.

I then made an oath in myself that before ending up myself with the bachelors I'll achieve something of I am capable of. I focused on my abilities and started participating in sports competitions. And here's one more good quote. "GOOD THINGS DO TAKE TIME". And surely it does, I have won certain prizes in the sports competition held in the premises of our college.

- Being a good team player we won the 1<sup>st</sup> place in volleyball competition.
- Also Achieved several awards in Carrom even as holding 2<sup>nd</sup> and 3<sup>rd</sup> position.

That doesn't really matter that you are winning. It's not every time about winning or losing. I made myself to have fun to mingle with everyone and that's how achieved what I wanted to. Nothing can make you apart from your dreams if you are dedicated and determined for it.

**13) Have you managed or led initiatives in the past? (If so, describe them in detail their objectives, your methods, challenges you faced, and the results.)**

- Yes, I did manage and took initiatives during my college days. Every year our College used to organize a sports and cultural event and they were looking forward for an organized and team player, a person with positive attitude, friendly approachable person and certain qualities which a sports person has.

I was assured on my side that I am a person with such qualities and I took an initiative stating that I can manage the sports event. I volunteered myself for whole sports event and also a leading Captain of Volleyball team. Our team performed well and we won 1<sup>st</sup> place in the competition. That was all because of my friendly mates and the rules and regulations which I made and the team which I managed. So, this was just about volleyball.

Now, proceeding the whole event we had many competitions and the games which were held in the competition was. (Cricket, Football, Volleyball, and Shuttle cork).

Every team had of different sport were volunteered with separate leading captains so this gave me a little break to look after it. But the major decisions were taken under my approval. Like taking breaks and which player to eliminate and which team to perform next and all.

The Major voluntarily part was with the Shuttle Cork teams. That was a 1-1 (one to one) match and was difficult for me to make out who is performing well and who is not. And guess what I managed the game to mark scorings and making fair decisions for all.

Faculty including my principal was very happy with my volunteering work, fair attitude and fair decisions which I made. That was the week spent quite well.

Before it felt like a burden which I initiated for. But later when the things were going quite well and every one was happy being me as a responsible initiator and the lead captain of one of our team. That was my biggest happiness, biggest victory in my life ever.

At last I would like to conclude myself by stating that it's good to be a person you never was because the only motto in life we should hangout with is learn things, take initiative and believe in yourself that you can do it. If you won't believe yourself, then no one would be.

“Life Never Stops Teaching Us and We Should Never Stop Learning”.

#### **14) What is the biggest change management challenge you've faced? And how did you handle it?**

Change Management: (sometimes abbreviated as CM) is a collective term for all approaches to prepare, support, and help individuals, teams, and organizations in making organizational change. Here are few tips to overcome change management challenges.

- Prepare a Change Management Plan.
- Invest in Right Tools.
- Communicate.
- Provide Ongoing Support.

I would like to initiate this by highlighting a very popular quote. People usually say time changes everything, but no one bothers to think that it's actually you who need to change by time to yourself.

Father of nation our beloved Mohandas Karamchand Gandhi, well known as Bapu said once that “IF YOU WANT THE WORLD TO CHANGE, YOU NEED TO CHANGE FIRST”.

So, now speaking about the challenges which I faced for managing change. I was a very reserved person an introvert when I was pursuing my 12<sup>th</sup>. I never used to make friends and do anything which students or youngsters of my age used to do. A complete introvert just me and my books. Every Time observing the My fellow mates having fun and chilling the day. I never made myself such kind a person. Every person I used to think was an extrovert but every person has its own story behind a positive and chilling behavior.

Life took a new turn and got myself into pursuing bachelors. I again was a lone person in the class and then I had a feeling that I’m wasting my student life by being an introvert. I felt not being an extrovert is ok but I can be an introvert.

And this was the u turn in my life that I changed. It was a complete challenge changing myself.

I used to take initiatives for things which I never participated in my whole student life and used to pretend in front of my mates that I’m perfect in everything, if anyone needs any assistance regarding anything I can be their problem solver and literally it worked. The personality in me which I used to pretend which I was actually not. I myself got shocked one day about the personality which got developed in me which I was just pretending for a while. I enjoyed being a changed person leisurely.

Being a changed person making a correct and preferred bucket list of to do things and making a good plan to execute towards it. Communicating about the things and sources with your fellow mates, colleagues and friends will not make you an arrogant personality but an organized and well manageable human too.

I understand its hard to shift from the usual but, Nature itself is a change and change is the actual psychology in this world to carry ourselves with.

## **15. What motivates you as a student to achieve your goal?**

Set a proper goal, Defined goals put your ideas into action mode. It's the vital step between planning and doing.

Create a clear vision, you must create a clear compelling vision, If it doesn't speak to your heart, it won't motivate you to stay on target. Create the highest grandest vision possible, because you can achieve only what you see.

Produce a plan. Once you have a goal in place, a plan is will take your vision and break down the steps you need to get it done. A goal without a plan, as we know, is just a dream.

Look for the bigger picture. When you have to stay motivated, think of the bigger picture. How does this relate not only to yourself but to others? How will it contribute to something important? Where will this make a difference? To accomplish more, think bigger.

Keep it positive. Positive thoughts lead to positive actions, and self-affirming statements will help you to achieve your best. Take control of how you think, how you feel, how you act. Positivity will help you make the choices that lead to accomplishment.

Approach tasks in new ways. Sometimes just getting started might be the problem. A different approach might give you a new perspective and more energy.

Break goals into manageable tasks. One important key to your success will be your ability to break down your goals into shorter-term and smaller single tasks. Keep things manageable.

Get organized. A calm environment gives you a better chance of being more efficient and productive.

Don't make excuses or waste time rationalizing why you haven't already started. Instead, try to uncover the real reason for the delay and get to work immediately. The best way to begin something is just to begin.

Setting a time limit for an activity will enable you to assemble your resources and materials toward accomplishing things you might not otherwise get done.

Stop multitasking. Don't divide your attention but give your full and undivided self to the task at hand.

Starve your distractions. Do what you need to do to stop being distracted by people, tasks, or electronics. Devise strategies to help you start and complete tasks without any distractions or interruptions.

Stay in the zone. Your best and most productive work is usually done when you're in the zone. Ask yourself how to create the perfect environment for you to do your best work and keep at it until you're done.

Choose to be successful; by creating a mental picture of yourself successfully completing a job, you can increase your chances of success.

Keep it fun. If you seriously want to stay motivated, find a way to make it fun. Fun is not the enemy but a great motivator.

Reward yourself. Learn what it takes to get yourself to complete dreaded tasks and set up a system of rewards for completion.

Visualization is a powerful technique that can help you to focus, stay motivated and achieve your goals. By creating a mental picture of yourself successfully completing a job, even the worst tasks can feel like part of achieving something big.

## **16. Can you tell me about a time when you successfully led a team through a sticky situation?**

The situation: When it comes to meeting deadlines on important team projects, a colleague isn't doing her share. No one wants to be known as the office tattletale, but the problem co-worker needs to be put on notice sooner rather than later.

What you should do: If a co-worker's lack of productivity is holding the team back and making everyone else look bad in front of clients, first pull that person aside privately to share your concerns. Then, if the problem co-worker continues underperforming, take it to your direct manager. He or she has a number of options in deciding how to deal with the issue, including replacing the person on the project.

This is no easy task. It can be hard to see the positive when everything seems to be falling apart. But every company goes through rough patches and growing pains, and it's during these times that a team most needs a strong leader to help them weather the storm.

here are three smart ways you can keep your team motivated to persevere through tough times:

### **1. Communicate transparently about the situation:**

During times of crisis, communication – good or bad – plays a huge role in how a group reacts and moves forward. Your instinct might be to shield employees from what's going on with the business and not keep them informed,

You should address three key areas in your statement:

1. What happened or is happening
2. What decisions have been made (including the business rationale)
3. What the plan is going forward

In your communications, try to exude confidence and a positive outlook on the situation.

If your team members see you panicking, they'll think it's time to panic, If they see you showing strength, then they'll feel confident in your ability to make the right decisions for both them and the company. You want your employees to trust your leadership."

## **2. Find the lessons to be learned:**

It's critical to learn from your mistakes so you can handle similar situations better in the future. In the process of analyzing and evaluating mistakes, it's important not to place blame and create animosity among your team. You should also be open to thoughts and solutions from employees. Never point fingers at any staff members, working as a team is key to getting through tough times. Always be open to new ideas and strategies from any staff member [too]. You never know where the next big idea will come from!

## **3. Share your vision for the future:**

Being clear and communicative about how the team and company plans to move forward will help part the storm clouds for your team mates. Once your team starts to bounce back, don't lose the momentum you've created. Maintain your leadership strength when things are going well to make sure you've earned your team's trust for the next low point.

## **4. Celebrate large and small wins:**

Remember to celebrate large and small wins to keep morale high and to remind your team that their work is valuable. Reinvigorating your team with positivity will help boost morale during tough times. As a result, you will see more confidence and productivity in your team.

These above steps makes easier to handle or to lead the team in sticky situations at you work places .

## **17. TEAMS THAT CAN HANDLE EMOTIONS AND WORK WELL OTHER RESULT IN THEIR SUCCESS.**

Emotions in the workplace play a large role in how an entire organization communicates within itself and to the outside world. "Events at work have real emotional impact on participants. The consequences of emotional states in the workplace, both behaviors and attitudes, have substantial significance for individuals, groups, and society".

- Positive emotions in the workplace help employees obtain favorable outcomes including achievement, job enrichment and higher quality social context.
- Negative emotions, such as fear, anger, stress, hostility, sadness, and guilt, however increase the predictability of workplace deviance and how the outside world views the organization.

Conflict resolution and the ability of team members to deal with issues, feelings and emotions can impact greatly on the success of the team. Team members caring for one another, encouraging each other, showing empathy and regulating their emotions contribute to and have an impact on the success of the team.

Emotionally intelligent teams are more productive, better at collaboration, and better at communication.

### **Five reasons emotional intelligence and teamwork must exist together**

#### **Conflict Resolution:**

Conflict resolution inside of teams often requires a significant amount of emotional intelligence, especially in high-pressure or deadline roles. With each member often working to feed work back into other members of the team, even simple conflicts can create bottlenecks and pause work. Emotional intelligence greatly benefits communication skills,

giving employees better tools to discuss problems empathically, to consider the other person's side, and to vent frustrations and concerns before they become major problems.

### **Collaboration:**

Teams should be able to work together as a cohesive whole, meaning that they should know what each is capable of in terms of time, emotional and physical energy, and quality output. Building team trust is one key factor here, which can often be achieved through successfully performing small as well as encouraging time spent together outside of the workplace. In fact, creating opportunities outside of the workplace can help team members to relax, get to know each other better, and learn to be friends rather than simply colleagues, which will boost collaboration in the office.

### **Self-Awareness and Emotional Management:**

While good emotional intelligence is often about how you interact with others, it's also about how you understand yourself. Employees who are aware of their own emotions, problems, and reactions are much more likely to regulate emotions, take breaks to manage stress, and react empathically when someone in their team is venting or stressed.

### **Understanding Team Capabilities:**

Good emotional intelligence will contribute to empathy and how well each team member understands their colleague's roles and responsibilities. Some companies, like Hewlett-Packard, deliberately work to foster this by integrating role-switching and cross-training, where team-members deliberately take on each other's roles or train in their responsibilities so that they have a better understanding of what it involves.

### **Creating Motivation:**

Emotional intelligence means recognizing the efforts and input of others, which often requires action. Emotionally intelligent teams work to recognize each other's accomplishments, give credit, and are therefore often more motivated with a better sense of purpose. You can work on this by creating a deliberate structure to encourage praise or giving credit to team members, creating team workshops and sessions to build missions and vision statements, and giving everyone the opportunity to thank each other at meetings.

Good emotional intelligence gives teams the foundation to work together productively by creating a shared sense of empathy, ensuring that team members understand each other and their problems. It allows the team to prioritize communication and collaboration. While you cannot force emotional intelligence inside of a team, you can work to create conditions that foster it, so your team has every opportunity to develop.

### **There are different ways for dealing with difficult Team members :**

- Acknowledge the problem.
- Be direct and talk about it. Speak to your team member about the problem.
- Listen. (listen to what the team member shares about situation).
- Come up with a solution for the difficult team member.

- Stay professional.
- Pay attention and follow up.
- Know when to escalate.
- Identify team members' strengths and weaknesses.
- Spark passion.
- Build team norms.
- Develop creative ways to manage stress.
- Encourage employees to work and play together.

## **18. How can multiple intelligences be improved?**

The theory of multiple intelligences challenges the idea of a single IQ, where human beings have one central "computer" where intelligence is housed. Howard Gardner, the Harvard professor who originally proposed the theory, says that there are multiple types of human intelligence, each representing different ways of processing information

- Verbal-linguistic intelligence refers to an individual's ability to analyze information and produce work that involves oral and written language, such as speeches, books, and emails.
- Logical-mathematical intelligence describes the ability to develop equations and proofs, make calculations, and solve abstract problems.
- Visual-spatial intelligence allows people to comprehend maps and other types of graphical information.
- Musical intelligence enables individuals to produce and make meaning of different types of sound.
- Naturalistic intelligence refers to the ability to identify and distinguish among different types of plants, animals, and weather formations found in the natural world.
- Bodily-kinesthetic intelligence entails using one's own body to create products or solve problems.
- Interpersonal intelligence reflects an ability to recognize and understand other people's moods, desires, motivations, and intentions.
- Intrapersonal intelligence refers to people's ability to recognize and assess those same characteristics within themselves.

### **The Difference Between Multiple Intelligences and Learning Styles**

One common misconception about multiple intelligences is that it means the same thing as learning styles. Instead, multiple intelligences represent different intellectual abilities. Learning styles, according to Howard Gardner, are the ways in which an individual approaches a range of tasks. They have been categorized in a number of different ways -- visual, auditory, and



kinesthetic, impulsive and reflective, right brain and left brain, etc. Gardner argues that the idea of learning styles does not contain clear criteria for how one would define a learning style, where the style comes, and how it can be recognized and assessed. He phrases the idea of learning styles as "a hypothesis of how an individual approaches a range of materials."

Everyone has all eight types of the intelligences listed above at varying levels of aptitude -- perhaps even more that are still undiscovered -- and all learning experiences do not have to relate to a person's strongest area of intelligence. For example, if someone is skilled at learning new languages, it doesn't necessarily mean that they prefer to learn through lectures. Someone with high visual-spatial intelligence, such as a skilled painter, may still benefit from using rhymes to remember information. Learning is fluid and complex, and it's important to avoid labeling students as one type of learner. As Gardner states, "When one has a thorough understanding of a topic, one can typically think of it in several ways."

### **What Multiple Intelligences Theory Can Teach Us?**

While additional research is still needed to determine the best measures for assessing and supporting a range of intelligences in schools, the theory has provided opportunities to broaden definitions of intelligence. As an educator, it is useful to think about the different ways that information can be presented. However, it is critical to not classify students as being specific types of learners nor as having an innate or fixed type of intelligence.

### **Practices Supported by Research**

Having an understanding of different teaching approaches from which we all can learn, as well as a toolbox with a variety of ways to present content to students, is valuable for increasing the accessibility of learning experiences for all students. To develop this toolbox, it is especially important to gather ongoing information about student strengths and challenges as well as their developing interests and activities they dislike. Providing different contexts for students and engaging a variety of their senses -- for example, learning about fractions through musical notes, flower petals, and poetic meter -- *is* supported by research.

## **19. What is kinesthetic learning?**

Kinesthetic learning style or intelligence refers to a person's ability to process information physically through hand and body movement, control, and expression. It is also known as the physical learning style or tactile-kinesthetic learning style.

### Characteristics

Bodily kinesthetic learners prefer bodily information over other forms. Movement serves as an aid to their memory and they remember movement from others as well as their own. They may seek out touching and manipulating objects when learning about them. Bodily kinesthetic learners enjoy creating work with their hands, may have a lot of energy and need to move, and may be talented athletes.

Kinesthetic learning styled people enjoy school activities such as drawing, modeling, sculpting, drafting, shop, athletics, dance, and hands-on sciences.

### How They Learn Best

People with bodily kinesthetic learning styles learn best when they are permitted to use their tactile senses and fine and gross motor movement as part of the learning process. They often prefer direct involvement with the material they are learning rather than worksheets or reading from a book. Bodily kinesthetic learning style students understand and remember material longer when they use it in an active way.

### **What Are Gross Motor Skills?**

The act of writing can also help them retain and process the information they are writing about. Writing an answer to a question before saying it out loud may be of value to them. Interacting with a computer or keyboard is also of more interest to them than reading. Projects that involve the student in creating displays and props that explain subject matter, such as shadow boxes, models, animations, or videos may be useful to them. They may like to create a game to review information.

They will enjoy taking things apart and constructing things. Acting out subjects, role-playing games, demonstrations, and experiments and lab work will be of more interest to them. Students may enjoy field trips and scavenger hunts. They often enjoy physical games, exercise, dance, drama, and sports.

Kinesthetic learners do less well when tasks are focused only on reading or listening to lecture without being able to manipulate an object or move. In such cases, a teacher might offer a sports-related example so the student can at least connect the material to physical actions.

### **How Kids Can Learn From Failure**

The bodily kinesthetic learning style student may be drawn to careers that involve physical interaction. In health professions, these can include surgery, nursing, physical therapy, occupational therapy, emergency medical technician, and recreation therapy. In the arts, this can include being an actor, dancer, artist (painting, sculpting), craft artist, or designer.

Physical education and sports professions include athletic coach, personal trainer, aerobics instructor, physical education teacher, and professional athlete. Trades include carpentry, woodworking, mechanic, and factory work with moving systems. Other professions include a postal carrier, firefighter, police officer, forest ranger, or the military.

## **20. What are the learning strategies? if you start a company today, what would its top value ?**

There are six basic strategies to start a company they are as shown below

### **Customers:**

Perhaps the most important strategy will revolve around your customers. This should encompass sales and marketing, but also customer retention and experience. Your customer strategy should include who your customers are, where and how you're likely to find them, what problems your business solves for them, what kind of marketing they tend to respond to, a sales funnel to convert them from prospects to sales, and a process to nurture those relationships for future sales.

### **Partnering:**

Partnering is about the key relationships the business needs to build. Every business' idea of a perfect partner will be different, but you must have a strategy to find, develop, and nurture these relationships to mutual benefit. Companies might need to partner with suppliers, distributors or other companies that can refer them business. Event companies need to partner with sponsors. Non-profits need donors. Other companies might need partners in government or regulators that can help them navigate rules and regulations. The partnerships will differ based on your business.

What doesn't change from business to business, however, is the need to find and grow these key partnerships. A strategy might include identifying needs, identifying potential partners, getting an introduction, making a proposal, and so on.

### **Operational Improvements:**

Every business needs to also have a strategy for making operational improvements: the business processes the business needs to improve. For a single-person consultancy, this might mean improving lead generation or follow-up. For a manufacturing business, it might have to do with efficiency or supply chain. Again: the details vary, but the strategy doesn't.

As a CEO, is your time spent on high level decision making, or in-the-weeds daily tasks? Discovering inefficiencies in your operations can help boost productivity and sales. A good strategy for operational improvements might include regular process reviews, brainstorming ways to improve, outsourcing, applying lean management, etc.

### **New Product or Service Development /Innovation:**

The company that stands still is the company that will be left behind. Whether large or small, every company would be wise to look at the innovations that are required to ensure future success.

Regardless of size, innovations are often the factors that differentiate a company in a crowded marketplace. A small accounting firm might innovate by offering to support the latest and greatest online software. A product manufacturer might always be on the lookout for the new design or feature that will set it apart.

While it's important to support the products and services you currently offer, this strategy might include a review of which offerings are working well.

## **Technology & Information Management:**

I can't think of a single business sector these days that doesn't heavily rely on information systems and technology. An technology and information management strategy should take into account what technology, systems and data are required to drive business performance. I always suggest starting from the question of what you want to achieve, and then asking how you can support that with the right technology and data.

Whether you run a huge corporation ready to implement AI, robotics and predictive analytics or a tiny one that just needs to know how long people stay on your website, information management is here to stay, and should be a part of your key business strategies.

## **People and Talent:**

For a company that wants to grow, this strategy might be the most important after customers. Your people and talent strategy should be to ensure the right people are in place and skills are developed in the right areas. For a very small business, it might include hiring an assistant or outsourcing tasks to contractors. For a very large company, it might include an entire human resources department, training, and recruiting programs.

Whatever your personnel needs, it's a vital part of your business strategy that so often goes overlooked. Companies should be focused on finding the right talent for the right jobs, and then nurturing those people to grow within the company.

For my money, any company that could honestly say they had a solid strategy in each of these six areas would be one to watch, because they are the ones who will grow and succeed where others founder and fail.

## **Top values to start a company :**

### **1. Happiness/Passion:**

Passion for what you do and happiness in the workplace lead to more productive employees, fewer workplace problems, and a higher quality of work. Companies that have embraced passion as a core value include Zappos, Coca-Cola, and Rackspace.

### **2. Education:**

Building a culture that values continuous education means your employees will grow with your organization and deliver better results. Epic offers its employees extensive training and a personal professional development fund.

### **3. Innovation/Creativity:**

Innovation is probably the value that will give your company the biggest competitive advantage. When employees are encouraged to innovate, they'll bring breakthrough ideas to the table. Google even has a secret lab devoted to moon shot ideas, such as self-driving cars and Google Glass.

### **4. Transparency:**

Being genuine and transparent, both internally and externally, is a tenet that's growing in popularity. If anything about your company isn't genuine — from your business partnerships to your marketing campaigns — your customers will be able to tell. Chipotle has distinguished itself among its fast casual counterparts by providing comprehensive information about the origins of its ingredients. Buffers takes transparency to the extreme by publishing employees' salaries

## **5. Excellent Customer Service:**

Your customers' satisfaction will make or break your business, so a customer- first focus should be at the center of everything you do. Southwest Airlines, Zappos, Whole Foods, and American Express each embrace customer services as one of their core values.

## **6. Giving Back:**

When your company is doing something to benefit others, your employees feel good about working with you, and your customers feel good about buying your products. TOMS, Salesforce.com, and War by Parker all embrace social responsibility as a core part of their business.

- **What are the learning strategies? If you started a company today, what would its top values be?**

A strategy is a long-term plan that you create for your company to reach the desired, future state you envision. A strategy includes your company's goals and objectives, the type of products/services that you plan to build, the customers who you want to sell to and the markets that you serve to make profits.

Example:

Get to Know Your Customers In order to be able to sell to your customers, you have to learn everything there is to know about them. You can conduct research on who your customers are, what they like, what they don't like and more by researching companies that cater to a similar audience, using data collected by the U.S. Census Bureau or by reviewing data collected on similar industries by the Small Business Administration. By taking a strategic approach to getting to know your customers, you are in a better position to create products and services, marketing messages and more that reach and speak directly to your customers.

Our Values:

- Be hold: Showing a strong, confident and clear appearance.
- Build trust: Allow credit to, show reliability.
- Work together: Work with customer to help customer to resolve the issue.
- Wow customer: Enhance customer experience, give better experience than before.

## **21. How could you create more balance in your life?**

**Happiness is not a matter of intensity but of balance, order, rhythm and harmony.”**

**~Thomas Merton**

To start, what does it mean to be balanced?

To me, it means that you have a handle on the the various elements in your life and don't feel that your heart or mind are being pulled too hard in any direction. More often than not, you feel calm, grounded, clear-headed, and motivated.

How do you find your balance?

The elements in life that require the most balancing can be divided into two categories: internal and external. Oftentimes, people focus on one more than the other.

For example, you may find that you focus on external things, like work, relationships, and activities, and that you pay very little attention to what is going on inside your heart and mind.

On the other hand, you may find that you spend so much time being self reflective that you sometimes miss out on the experience of living.

Other people may be fairly balanced between the two but might want to balance out some specific elements within each category, so I created this little outline to help us better understand the beneficial components on both ends of each spectrum.

### **Internal (Mind, Heart, Health)**

Mind: Challenging yourself intellectually vs. creating opportunities for your mind to rest

Heart: Giving love vs. receiving love

Health: Eating, drinking, exercising properly vs. Resting and treating yourself to some extra

yummies

### **External (Work, Social, Family, Fun)**

Work: Pushing yourself to achieve goals vs. seeing the bigger picture and enjoying the ride

Social: Satisfying your social desires vs. taking time for yourself

Family: Fulfilling your familial responsibilities vs. creating healthy boundaries

Fun: Allocating time for things you enjoy doing vs. making sure you don't overdo it

As you can see, both ends of each spectrum are actually positive; but if either side is taken to an extreme, something that is intended to be positive can end up being detrimental.

It's helpful to check in with yourself to see if you feel balanced.

If you feel pulled in any one direction and uneasy about it, these steps may help you get your life aligned:

### **1. Acknowledge:**

Take some time to really look at your life, your state of mind, and how you're feeling. Be honest with yourself and notice the areas of your life that you're neglecting.

### **2. Examine:**

Notice if you're leaning more toward an internal or external focus, or if there are areas within each category that you would like to be more balanced.

### **3. Set Goals:**

Look at the outline to help you decide which ways you want to balance your life. Make a list.

### **4. Plan Tasks:**

Make a list of daily, weekly, and monthly tasks that you will need to do to achieve each of these goals. What have you tried in the past? Did it work? If not, what can you do differently?

### **5. Reflect:**

What is the most important thing you've accomplished in the past? How did you stay focused toward this goal? How did you handle your fears, doubts, anxieties, worries, and negative self-talk? How does it feel to know that you accomplished the goal in spite of these parts of yourself?

### **6. Prepare:**

What is your inner "stuff" that will try to keep you from sticking to your plan (fears, worries, doubts, negative self talk)? Can you specify the things you will say to yourself to push you off track? (For example: "Just one more bite, I'll start eating better tomorrow.") Make a list.

### **7. Empower:**

What do you need to remember in those times? What are things you can say to that self-sabotaging part of yourself? Be kind to yourself. Balance won't feel good if you're cruel to yourself in creating it!

### **8. Connect:**

Is there a person or a tactic you can use to keep yourself supported, motivated, and focused in those hard times? I highly recommend connecting and sharing your inner process

with someone. Find someone who can help you challenge your inner demons, and celebrate your little accomplishments.

Just like accomplishing any goal in life, it takes time and effort to overcome your habitual patterns and create new ones. If you stay on track with this detailed and intentional process for three whole months, then there is a good chance you will create new habits to enjoy a more balanced life going forward!



## **22. How good are you at asking for help?**

The first step is getting over your reluctance to ask for assistance. Next, you need to understand that some common and perhaps intuitive ways of asking for help are ultimately unproductive, because they make people less likely to want to give it. Finally, you must learn the subtle cues that motivate people to support you and how to deliver them in the right way. Many people are scared to ask for help for fear of looking stupid. This self-handicapping behavior might be the single biggest thing holding back students. It may provide short term-comfort, but often this is at the expense of long-term development. So, how can we help young people understand?

### **1. Develops Relationships:**

A recent review of the research found that asking for help, or more specifically sharing personal information and problems, demonstrates to others that we like them and want to develop the relationship. Also, by sharing information, we are able to create a positive impression of ourselves. People who are willing to share information are seen as more trusting, friendly, and warm. These are the attributes people look for when choosing who to develop a relationship with..

### **2. Is the Sign Of A High Performer :**

Research found that high performing teachers are more likely to seek advice from their colleagues. This may be because high performers want to improve, and as such seek advice to identify and improve their weaknesses. A second possible explanation draws on the Dunning-Kruger effect, which states that those who are least able tend to have an inflated view of their abilities. This means low performing individuals are less likely to seek advice as they believe their performance levels are already high.

### **3. Improves Resilience:**

Asking for help allows us to surround ourselves with people who can make us feel good and facilitate further development. These people create optimism and hope that we are able to deal with challenging situations, which improves our resilience. If we are able to ask for help and obtain feedback, we can overcome setbacks and grow – key traits needed to enhance our resilience.

### **4. Teams Are Often Better Than Individuals:**

Having a team around you can enhance effort levels. Recent research found that sitting next to hard working people increases a person's work ethic too. But what is more interesting is that this effect was found regardless of whether the individual was doing a harder or easier task than you or whether it was similar or unrelated.

### **5. Develops Growth Mindset:**

Help from others can be acquired in the form of praise and feedback, which can facilitate better performance. One study looking at a group of 9 to 12 year-olds found that

children who were praised for their intelligence were more likely to choose tasks that made them look intelligent in the future. However, children who were praised for their effort were more likely to choose tasks that would allow them to learn new information.

#### **6. Improves Mental Health:**

Key to improving well-being is feeling connected to others and learning new things. Both of these things can be developed through asking others for help. Isolation often leads to worry, doubt and stress.

## **23. What is spiritual Quotient(SQ),and what is its importance?**

### **SPIRITUAL QUOTIENT:**

Spiritual Quotient is the measure of spiritual knowledge which tells us who we are, what is this creation, who is the controller or creator of this creation, what is our relationship with the creator, what is the purpose of our existence, what is death etc. Unless we become spiritually aware, we cannot be happy and successful. A complete personality is indicated by 4 measures denoted by PIES (PQ, IQ, EQ and SQ). In order to have a complete personality, one should have healthy PQ, IQ, EQ and SQ.

Spiritual knowledge taken from authority helps to improve SQ and completes one's personality so that one leads a happy and successful life.

### **IMPORTANCE OF SPIRITUAL QUOTIENT:**

The importance of spirituality has been historically neglected in education. Even educational branches such as medicine, nursing, psychiatry, and psychotherapy lack spirituality aspect. The importance of Emotional Intelligence or EQ has been established; spirituality needs have not been systematically researched, examined and studied.

SQ makes us more responsible of ourselves, family, society, our surrounding, our country and then our universe too. It helps us to interconnect our personal vision with the larger good of humanity. It makes us more humble in our perspective. To a great extent it reduces our selfish intentions. We, human beings, carry big egos, and want to feel all important. We tend to get swayed with our power, status and money. We never realize if we are that important in this world. Our arrogance or our humility spoils our relations with so many people. Human race has progressed on innumerable innovations made. With each innovation, the level of comfort enjoyed is higher. But, are we really happier? Though we have made materialistic progress, though we have too many comforts compared to previous generations are were ally happier? Here is where spirituality helps us to find our inner peace of mind. A long and healthy life is important for any individual. Ill-health can either halt one's progress or, even if one succeeds, result in the 'gifts' of a heart disease, blood pressure or diabetes. A happy individual also builds a happy family and society.

Spiritual Quotient therefore is the ability of an individual to see his personal vision and the consequent endeavor to achieve the same through the understanding of the larger good to the society, bringing good health and happiness to him and the world at large.

## **24. Tell me about a time you worked on a team with individuals from different cultural backgrounds.**

Our modern world is an increasingly diverse and multicultural place, which has sparked so much innovation and so many new ideas. This is especially true in the modern workplace, where people from all backgrounds come together to pursue careers and shared goals.

Here are 5 ways to overcome cultural barriers at work and help employees be more mindful and respectful of cultural differences.

### **1. Promote Understanding to Fight Stereotypes:**

Most people grow up hearing stereotypes about certain cultures that are often unfair or untrue. Take some time to learn about the various cultures of employees for your company and host a cultural awareness day for employees to attend.

### **2. Be Flexible with Employee Schedules:**

Since each culture has its own holidays and significant dates, be open to learning about the types of events that are important to your employees. Respect your employees' special days just as much as you would your own and allow time off when appropriate for them to celebrate culturally specific holidays with family.

### **3. Host Team-Building Activities:**

Another great way to build understanding and continuity among your diverse team is to take your team outside the office to experience each other in the real world.

### **4. Be an Empathetic Leader:**

Leading by example is something that business owners and managers are already very familiar with. But make sure to apply these principles to diversity when working with employees from different cultures as well.

### **5. Connect Diversity to Your Brand:**

Diversity and your work culture go hand in hand, so ensure that your journey towards inclusion is aligned with your company's brand. This requires more than just a single diversity training exercise or team meeting.

### **The Benefits of Working with Different Cultures:**

For these reasons and many more, there are countless benefits to working in a multicultural office. Not only can you learn a lot from other cultures in terms of work habits, organizational strategies, and conflict resolution, but you can also broaden your worldview and enjoy the companionship of some amazing coworkers.

**25. Answer the following critical thinking questions:**

- **A man is driving his car. He turns on the radio, then pulls over to the side of the road and shoots himself.**
- **A man is found hanging in an otherwise empty locked room with a puddle of water under his feet.**
- **Two men enter a bar. They are served identical drinks. One lives; the other dies.**
- **There are two barber shops in a small town—one located in the eastern market and the other on the northern market. The shop in the eastern market is quite untidy and the barber has a shabby haircut. While the shop in the northern market is quite neat and clean and the barber is sporting an excellent haircut himself. Which of the two shops will any foreign visitor opt for?**

- A man is driving his car. He turns on the radio, then pulls over to the side of the road and shoots himself.

**Answer:**

He's a DJ at a radio station and decides he wants to kill his wife. To establish his alibi, he puts a prerecorded record on the air, quickly drives home, and kills her. On the way back, he turns on his show and discovers the record is skipping.

- A man is found hanging in an otherwise empty locked room with a puddle of water under his feet.

**Answer:**

He stood on a block of ice to hang himself.

- Two men enter a bar. They are served identical drinks one lives; the other dies.

**Answer:**

The drinks contain poisoned ice cubes; one man drinks slowly, giving them time to melt, while the other drinks quickly and thus doesn't get much of the poison.

- There are two barber shops in a small town—one located in the eastern market and the other on the northern market. The shop in the eastern market is quite untidy and the barber

has a shabby haircut. While the shop in the northern market is quite neat and clean and the barber is sporting an excellent haircut himself. Which of the two shops will any foreign visit or opt for?

**Answer:**

Anybody will prefer the shop in the eastern market for sure. There are two reasons for it: Firstly, since there are only two barbers in the town, the one running the shop in eastern market must have gotten his hair done by the one running the shop in the northern market and vice versa. Thus, if the barber in the eastern market has a shabby haircut, it must be due to the incompatibility.

Secondly, the neat and clean shop can be due to the scarcity of customers as well. While the untidy place refers to the fact that so many customers get their hair done in that shop. Thus any one will opt for the barber shop in the eastern market.